



Staff Orientation Record: Person-Specific

Employee name: Rabio Muhumed

Program name: BrightPath LLC. Home & Community-Based Services

Before having unsupervised direct contact with persons served or for whom the staff has not previously provided direct support or any time these plans or procedures are revised, staff must review and receive instruction in the following areas as they relate to the staff's job functions for that person. ***Complete this form for all persons served to whom the staff person will be providing direct contact services.***

Staff will review Support Plan, Support Plan Addendum, Self Management Assessment, and Individual Abuse Prevention Plan at orientation, and ongoing as plans are updated. Staff will review to achieve and demonstrate an understanding of the person as a unique individual and how to implement those plans. Include outcomes, behavior plans, and any document specific to the person. Other topics as determined necessary according to the person's Service and Support Plan or identified by the company will be outlined as needed.

Person Served: Daniel Anderson

Support Plan-Addendum (SPA)

Most individuals receiving services have service outcomes they need to work on with staff assistance. *Please review all service outcomes for the individual and state the purpose of the outcome and **one** thing you, as staff, need to do to effectively assist them with the outcome.*

Outcome 1:

Household Management: Going through his mail and filing out any important paperwork as needed.

Criteria for achievement: Daniel will go through his mail during scheduled IHS shifts with IHS staff for 75% or more of all trials for the next 2 quarters.

Outcome 2:

Community Participation: Daniel will have meaningful access to the community to get his necessities and engage in enjoyable activities to increase community integration and decrease isolation.



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Criteria for Achievement: Daniel will choose a community activity of his choice and partake in the activity at least once per week during an IHS shift for 75% or more of all trials for the next 2 quarters.

Outcome 3:

Adaptive Skills: Daniel is taking online courses to get his GED, IHS staff will assist Daniel in studying for his GED according to what subject he needs support with.

Criteria for Achievement: Daniel will choose one method to use to assist him with studying for any upcoming exam or homework during scheduled IHS shifts for 75% or more of all trials for the next 2 quarters.

Which outcome do you think will come easiest to you to support? Why

Community participation definitely. Simply because this will not only be fun, but also an opportunity to get to know the client.

Which outcome may be challenging for you to support? Why?

Filling out paperwork because its not the most fun thing in the world, so this might be difficult to persuade.

Does this person have a rights restriction in place in order to provide for their health/safety?	<ul style="list-style-type: none">• Yes• No If yes, explain briefly: N/A
Can this person use dangerous items or equipment?	<ul style="list-style-type: none">• Yes• No If yes, explain briefly:



Does this individual require you to use permitted actions/procedures to assist them with daily routines/activities or a restraint to position them due to a physical disability?	<ul style="list-style-type: none"> • Yes • No If yes, explain briefly:

Self-Management Assessment (SMA)

The information presented within a Self-Management Assessment must describe the person’s overall strengths, functional skills and abilities, and behaviors or symptoms. The assessment information provides the basis for identifying and developing supports to be provided to the person and methods to be implemented to support the accomplishment of outcomes related to acquiring, retaining, or improving skills.

Assessment Area	Does the person need/want support?	If yes, how should you provide support?
Allergies:	no	
Seizures:	N/A	
Choking:	N/A	
Special Dietary Needs:	N/A	
Chronic Medical Conditions	N/A	
Self-Administration of Medication or Treatment Orders:	NO	
Preventative Screening:	NO	



Medical and Dental Appointments:	NO	
Other health and medical needs (state specific needs):	N/A	
Risk of falling (state specific need):	YES	Daniel lives with Thrombophlebitis, COPD, Hyperlipidemia, Intertrigo, Flatulence, Osteoarthritis, Obesity, Allergic Rhinitis, Hypertension, Antiphospholipid, Dermatophytosis, Foot Pain, and Heel Pain. These symptoms affect Daniel's mobility and he is at risk of falling. Daniel is able to walk independently for a short distance without using his cane or walker. Daniel can not go up and down any steps and puts him at risk of falling
Mobility issues (include specific issue):	YES	Daniel lives with Thrombophlebitis, COPD, Hyperlipidemia, Intertrigo, Flatulence, Osteoarthritis, Obesity, Allergic Rhinitis, Hypertension, Antiphospholipid, Dermatophytosis, Foot Pain, and Heel Pain. These symptoms affect Daniel's mobility and he is at risk of falling. Daniel is able to walk independently for a short distance without using his cane or walker. Daniel can not go up and down any steps and puts him at risk of falling
Regulating water temperature:	N/A	
Community survival skill:	N/A	
Water safety skills:	N/A	
Sensory disabilities:	N/A	
Other personal safety needs (state specific need):	N/A	
Self-injurious behavior (state behavior):	N/A	
Physical Aggression/conduct (state behavior):	N/A	



Verbal/emotional aggression (state behavior):	N/A	
Property destruction (state behavior):	N/A	
Suicidal ideation, thoughts, or attempts:	N/A	
Criminal or unlawful behavior:	N/A	
Mental or emotional health symptoms and crises (state diagnosis):	NO	
Unauthorized or unexplained absence from program:	N/A	
An act or situation involving a person that requires the program to call 911, law enforcement or fire department:	N/A	
Other symptom or behavior (be specific):	N/A	

Individual Abuse Prevention Plan (IAPP)

The plan shall include a statement of measures that will be taken to minimize the risk of abuse to the vulnerable adult when the individual assessment required in section 626.557, subdivision 14, paragraph (b), indicates the need for measures in addition to the specific measures identified in the program abuse prevention plan. The measures shall include the specific actions the program will take to minimize the risk of abuse within the scope of the licensed services, and will identify referrals made when the vulnerable adult is susceptible to abuse outside the scope or control of the licensed services. When the



assessment indicates that the vulnerable adult does not need specific risk reduction measures in addition to those identified in the program abuse prevention plan, the individual abuse prevention plan shall document this determination.

Sexual Abuse		
Is the individual susceptible to abuse in this area?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, how will you minimize the risk of abuse?		
Physical Abuse		
Is the individual susceptible to abuse in this area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how will you minimize the risk of abuse?		
<p>Proactive: Daniel and staff will work on identifying situations in which he may deal with a verbally or physically aggressive person and identify strategies he can use to keep himself safe. Staff will include conflict resolution strategies, or de-escalation techniques when dealing with someone who is aggressive. Staff will also assist with creating a safety plan for when staff are not around. This will include calling 911 if at imminent threat of harm. Contacting BrightPath 24-hour Emergency Assistance line by calling 651-363-5550.</p> <p>Reactive: In the event that that an altercation occurs with Daniel and other people in the community, IHS staff will intervene to protect the Daniel . This may include, assisting him with de-escalating the situation, verbal prompting, gesturing, or providing physical assistance to guide Daniel away from the situation or aggressor. IHS staff will call 911 should they feel that Daniel's physical safety and safety of others is a imminent risk of harm. As much as</p>		
Self-Abuse		
Is the individual susceptible to abuse in this area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how will you minimize the risk of abuse?		



Proactive: BrightPath does not managed any medication administrations for Daniel. IHS staff can assist Daniel in setting reminders on his phone or using other medical devices such as a alarm pill dispenser to assist Daniel in reminding him to take his medications as prescribed. IHS staff can assist Daniel in scheduling with his medical providers or skill nursing to set up a alarm pill dispenser as needed. BrightPath staff are not trained in medication administration and can not assist Daniel with medication administration.

Reactive: Daniel, at times, understand that taking his medications as prescribed how it can affect his health. Daniel can verbally communicate to his support team should he needs support and can schedule for medical appointments as needed. Daniel has access to BrightPath 24-Hour Emergency Assistance line and can call the EA line at anytime for support. For medical emergencies, Daniel is aware he would call 911.

Should BrightPath staff have concerns of self abuse, they will follow BrightPath Maltreatment of Vulnerable Adults Mandated Reporting Policy. This can include making an Internal Report to BrightPath Designated Agent or making an external report directly to MAARC at (844) 880-1574, immediately within 24 hours. Staff will also follow BrightPath Incident Report Policy by filling out an Incident Report and notifying the Designated Coordinator immediately within 24 hours. The Designated Coordinator will then update Daniel's Case Manager within 24 hours of occurrence or within 24 hours of discovering the incident.

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Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of financial exploitation?

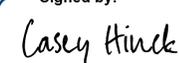


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Positive Support Strategies
When this individual is frustrated, they can express it in these ways: N/A
Supporting this individual in these ways will help them feel <u>less</u> frustrated: N/A
Supporting this individual in these ways will make them feel <u>more</u> frustrated: N/A

Signatures by Employee and Supervisor		
Employee Name Printed	Employee Signature	Date
Rabio Muhumed	 0F5B03A9AF84427...	1/23/2025

Supervisor Reviewed: Casey Hinck 01/23/2025

Signed by:

5DE67BC7635D48E...



Staff Orientation Record: Person-Specific

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Person Served: Seth Loftus

Support Plan-Addendum (SPA)

Most individuals receiving services have service outcomes they need to work on with staff assistance. *Please review all service outcomes for the individual and state the purpose of the outcome and **one** thing you, as staff, need to do to effectively assist them with the outcome.*

Outcome 1: Household Management: Seth would like support with some of his household tasks including cleaning, organization, meal planning, cooking, grocery shopping.
Criteria for achievement: Seth will work on this outcome at least 2 times per week consistently for the next annual review period with a success rate of 75%.

Outcome 2: Community Participation: Seth would like to access the community for errands and other enjoyable activities as identified by Seth.
Criteria for achievement: Seth will work on this outcome at least 2 times per week consistently for the next annual review period with a success rate of 75%.

Outcome 3: Health, Safety & Wellness: Seth would like support with maintaining his self-care tasks independently.
Criteria for achievement: Seth will work on this outcome at least 2 times per week consistently for the next annual review period with a success rate of 75%



Which outcome do you think will come easiest to you to support? Why

Community participation because its easy, relaxing, and very fun.

Which outcome may be challenging for you to support? Why?

Household management because there can be times when he might not have any motivation to do it.

<p>Does this person have a rights restriction in place in order to provide for their health/safety?</p>	<ul style="list-style-type: none">• Yes• No <p>If yes, explain briefly:</p>
<p>Can this person use dangerous items or equipment?</p>	<ul style="list-style-type: none">• Yes• No <p>If yes, explain briefly:</p>
<p>Does this individual require you to use permitted actions/procedures to assist them with daily routines/activities or a restraint to position them due to a physical disability?</p>	<ul style="list-style-type: none">• Yes• No <p>If yes, explain briefly:</p>



Self-Management Assessment (SMA)

The information presented within a Self-Management Assessment must describe the person’s overall strengths, functional skills and abilities, and behaviors or symptoms. The assessment information provides the basis for identifying and developing supports to be provided to the person and methods to be implemented to support the accomplishment of outcomes related to acquiring, retaining, or improving skills.

Assessment Area	Does the person need/want support?	If yes, how should you provide support?
Allergies:	yes	Seth has seasonal allergies and is sensitive to frontline antibiotics. He is aware of his allergies and can self-manage his allergy medication with the support of his guardian.
Seizures:	NA	
Choking:	YES	When providing services, IHS will remind Seth when eating food items to slow down and chew thoroughly to prevent any choking concerns while on shifts with Seth at his house or out in the community.
Special Dietary Needs:	YES	IHS staff will encourage Seth to suggest healthier food choices and avoid low-fiber/sugar foods.
Chronic Medical Conditions	YES	Seth, at times, understands his chronic medical conditions and how they can affect his health. Seth, at times, can verbally communicate to his guardian and support team should his chronic medical conditions be declining and affecting his health.
Self-Administration of Medication or Treatment Orders:	YES	Seth can self-manage his medication administration with the support of his mom/guardian who set up his meds for him. BrightPath does not administer any medications.
Preventative Screening:	YES	Seth, at times, understands that attending his preventative screening is important for his health. Seth, at times, can verbally communicate to his guardian and support team should he choose to attend or not attend his preventative screening. Ultimately Seths guardian is responsible for appointment coordination.
Medical and Dental Appointments:	YES	Seth, at times, understands that attending his medical appointments is important for his health. Seth, at times, can verbally communicate to his guardian and support team should he choose to attend or not attend his medical appointment. Ultimately Seths guardian is responsible for



		appointment coordination
Other health and medical needs (state specific needs):	NA	
Risk of falling (state specific need):	NA	
Mobility issues (include specific issue):	NA	
Regulating water temperature:	YES	IHS staff can assist Seth in checking the water temperature with him to make sure it's not too hot which would cause harm to Seth when washing his hands. IHS staff are not responsible for personal cares. IHS staff will report any issues or concerns with his guardian or the Designated Coordinator.
Community survival skill:	YES	IHS staff will be aware that Seth needs support while accessing the community. IHS staff will assist Seth in using other transportation such as metro mobility, metro transit, Uber/Lyft rides, and other public transportation. Staff will work with Seth on learning self-preservation skills for accessing and navigating the community and developing a safety plan for when staff are not around. This may include making sure he has his cell phone fully charged and has his cell phone with him. Calling his 24-hour Emergency Assistance for problem-solving safety concerns he may have.
Water safety skills:	NO	
Sensory disabilities:	NO	
Other personal safety needs (state specific need):	NA	
Self-injurious behavior (state behavior):	NO	
Physical Aggression/conduct (state behavior):	YES	Staff will work with Seth on developing skills for self-regulation or self-soothing that may be effective for Seth. Staff will avoid power struggles with Seth and communicate with him in a manner that makes sense to him. IHS staff will encourage Seth to participate in person-centered coping skills such as taking deep breaths, going for a walk, and talking about that situation what made Seth upset and what should Seth do next time this situation occurs. If Seth is not responding to any de-escalation skills and staff feel that his behaviors are posing an imminent threat of physical harm to himself or others, staff will



		call 911 and request assistance from law enforcement.
Verbal/emotional aggression (state behavior):	YES	Staff will work with Seth on developing skills for self-regulation or self-soothing that may be effective for Seth and create a Backup Plan with the skills that work for him. Staff will avoid power struggles with Seth and communicate with him in a manner that makes sense to him. If Seth's behavior is escalating, staff will give him verbal prompts or redirections to a different activity that he might prefer. Staff will offer Seth choices of self-soothing activities that are relaxing or fun for him. Staff will remain calm, and monitor their facial expressions, and tone of voice. Staff will refrain from problem-solving with Seth during these situations as may not be in a rational state of mind. Staff will use an empathetic approach, validate his frustrations, and avoid power struggles. Staff will offer Seth some space to deescalate. If Seth is not responding to any de-escalation skills and staff feel that his behaviors are posing an imminent threat of physical harm to himself or others, staff will call 911 and request assistance from law enforcement.
Property destruction (state behavior):	NA	
Suicidal ideation, thoughts, or attempts:	NA	
Criminal or unlawful behavior:	NO	
Mental or emotional health symptoms and crises (state diagnosis):	YES	<p>Attention Deficit Hyperactivity Disorder, Post-Traumatic Stress Disorder, and Depression. This can look like isolation, low mood, bouncing from subject to subject, and easily distracted for Seth when experiencing any of the above diagnosis symptoms.</p> <p>Strengths: Seth, at times, understands his mental health diagnosis and how they can affect his health. Seth, at times, can verbally communicate to his guardian and support team should his mental health his declining and schedule medical appointments.</p> <p>Staff Supports: IHS staff will be aware of Seth's mental health diagnosis. IHS staff will support Seth in person-centered coping skills should Seth identify his mental health is declining. IHS staff will report any new or worsening symptoms to the support team.</p>
Unauthorized or unexplained absence from program:	NO	
An act or situation involving a	NO	



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person that requires the program to call 911, law enforcement or fire department:		
Other symptom or behavior (be specific):	NA	

Individual Abuse Prevention Plan (IAPP)

The plan shall include a statement of measures that will be taken to minimize the risk of abuse to the vulnerable adult when the individual assessment required in section 626.557, subdivision 14, paragraph (b), indicates the need for measures in addition to the specific measures identified in the program abuse prevention plan. The measures shall include the specific actions the program will take to minimize the risk of abuse within the scope of the licensed services, and will identify referrals made when the vulnerable adult is susceptible to abuse outside the scope or control of the licensed services. When the assessment indicates that the vulnerable adult does not need specific risk reduction measures in addition to those identified in the program abuse prevention plan, the individual abuse prevention plan shall document this determination.

Sexual Abuse		
Is the individual susceptible to abuse in this area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how will you minimize the risk of abuse? Proactive: Staff will use natural teaching moments while out with Seth to practice and encourage self-advocacy skills. Staff will monitor Seth for signs of abuse while providing for services and report any noted suspicions in accordance with Bright Path's reporting policy. Reactive: If staff members witness a potentially abusive situation occurring staff will place themselves between Seth and the individual and request Seth to move to a safe area. If the		



situation is not safe, staff members will call 911

Physical Abuse

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of abuse?

Proactive: Staff will work with Seth on identifying safe and unsafe situations as they naturally occur while providing services. Staff will assist Seth out in the community and will assist Seth directly when providing services in the home.

Reactive: If staff members witness a potentially abusive situation occurring staff will place themselves between Seth and the individual and request Seth to move to a safe area. If the situation is not safe, staff members will call 911.

Self-Abuse

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of abuse?

Proactive: Staff will work with Seth on developing a routine for when he is going out which can include, checking the weather to plan ahead of time for the proper clothing he may need. Having a checklist of things, he needs to wear during cold or hot temperatures and having safety guidelines for when to stay indoors during inclement weather

Reactive: Staff will provide reminders to wear appropriate clothing when going out as needed. Seth has a 24/7 plan of care, and a guardian that is responsible for ensuring is health and safety.

Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No



If yes, how will you minimize the risk of financial exploitation?

Proactive: When accessing the community IHS staff will remind Seth to hold onto his money, assist him when spending his money, and reminding Seth to get all the change along with a receipt. IHS staff will encourage Seth to deposit his changed back in his money log and write down his balances and adding his receipt.

Reactive: Should BrightPath staff have concerns of financial exploitation, they will follow BrightPath Maltreatment of Vulnerable Adults Mandated Reporting Policy. This can include making an Internal Report to BrightPath Designated Agent or making an external report directly to MAARC at (844) 880-1574, immediately within 24 hours. Staff will also follow BrightPath Incident Report Policy by filling out an Incident Report and notifying the Designated Manager immediately within 24 hours. The Designated Manager will then update Seth's Legal Representatives and Case Manager within 24 hours of occurrence or within 24 hours of discovering the incident

Positive Support Strategies

When this individual is frustrated, they can express it in these ways:

N/A

Supporting this individual in these ways will help them feel **less** frustrated:

N/A

Supporting this individual in these ways will make them feel **more** frustrated:

N/A



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Signatures by Employee and Supervisor		
Employee Name Printed	Employee Signature	Date
Rabio Muhumed	 Signed by: 0F5B03A9AF84427...	01/23/2025

Supervisor Reviewed: Casey Hinck 01/23/2025

Signed by:

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