



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: Paul Vought

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: Health, Safety and Wellness: Paul will create a weekly menu outlining his plans for breakfast, lunch, and supper. He will include the meals he intends to prepare, the necessary ingredients, and the cooking instructions. Additionally, Paul will make a grocery list based on this menu to ensure he has all the needed items.

Outcome 2: Community Participation: Paul will have meaningful access to the community to get his necessities by completing errands with staff and engage in enjoyable activities to increase community integration and decrease isolation.

Outcome 3: Adaptive Skills: Paul will engage in memory skills activities to help improve and support his memory.



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

Creating a weekly menu. It requires basic research on fun and delicious foods.

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

Adaptive skills would possibly be the hardest. I have to prompt him to perform at least 2 memory activities.

<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	Staff support or interventions: Staff will call 911 if they suspect that Paul has an allergic reaction
Seizures:	NO	
Choking:	NO	
Special Dietary Needs:	YES	<p>Staff Supports and Interventions: IHS staff will be aware of Paul's dementia and his tendency to forget to eat. During scheduled shifts, IHS staff will check in with Paul to ensure he has eaten. If Paul says he has, staff will ask what he ate. If Paul doesn't remember, staff will suggest he eat something. IHS staff can assist Paul with cooking meals, ordering food, or going out to eat as needed. They will also remind Paul of the importance of maintaining a healthy, balanced diet throughout the day.</p> <p>To support Paul further, IHS staff and Paul can develop a weekly menu and set a timer on his phone to remind him when it's time to eat. Paul will cross out items on the menu after he has cooked and eaten to help him remember that he has already eaten. Staff will also suggest snacks between meals. Paul will create a grocery list and go shopping as needed, with assistance from IHS staff if required</p>
Chronic Medical Conditions	YES	Staff Supports and Interventions: IHS staff will be aware of Paul's dementia and his tendency to forget things. IHS staff will encourage Paul to use a daily planner or journal to keep track of what he did during the days so that he will not forget. IHS staff can also put sticky notes on certain things to assist Paul in remembering things better this will include EA contacts. IHS staff can assist with calling and scheduling for medical appointments as needed.
Self-Administration of Medication or Treatment Orders:	YES (INDEPENDENTLY)	Staff support or interventions: Paul sometimes forgets whether he has taken his medication, which poses a risk of either missing a dose or accidentally taking an extra dose. Although Paul understands the importance of taking his medications as prescribed,



		BrightPath staff are not trained in medication administration and cannot assist with this.
Preventative Screening:	YES	Staff support or interventions: BrightPath staff have no medical responsibilities however IHS staff can assist Paul with calling, scheduling, setting reminders, and providing transportation to all appointments as needed. Should Paul request staff to attend these appointments IHS staff will assist Paul.
Medical and Dental Appointments:	YES	Staff support or interventions: BrightPath staff have no medical responsibilities however IHS staff can assist Paul with calling, scheduling, setting reminders, and providing transportation to all appointments as needed. Should Paul request staff to attend these appointments IHS staff will assist Paul.
Other health and medical needs (state specific needs):	NO	
Risk of falling (state specific need):	YES	Staff support or interventions: IHS staff will be aware that due to chronic pain and mobility issues, Paul is at risk of falling and has fallen before. IHS staff will remind Paul to use his cane or walker while moving around at his apartment or while out in the community. IHS staff will ask Paul for any assistance should Paul require support from staff. Should Paul have any falls during the shift with staff, staff will make sure to assist Paul safely to the ground, check for any bruises or injuries, and assist Paul up if possible. Should staff observe any injuries during a fall, IHS staff will call 911 and provide first aid if available. IHS staff will call the DC and the DC will update Paul's team.
Mobility issues (include specific issue):	YES	Staff support or interventions: IHS staff will be aware that due to chronic pain and mobility issues, Paul is at risk of falling and has fallen before. IHS staff will remind Paul to use his cane or walker while moving around at his apartment or while out in the community. IHS staff will ask Paul for any assistance should Paul require support from staff. Should Paul have any falls during the shift with staff, staff will make sure to assist Paul safely to the ground, check for any bruises or injuries, and assist Paul up if possible. Should staff observe any injuries during a fall, IHS staff will call 911 and provide first aid if available. IHS staff will call the DC and the DC will update Paul's team.
Regulating water temperature:	YES	Paul can regulate his water temperature and has the fine motor skills to do so. Even with his dementia, Paul shared that he can manage between hot and cold when washing hands or taking a shower.
Community survival skill:	YES	Staff support or interventions: Paul has taken proactive steps to ensure he only commutes within



		<p>his community when accompanied by a trusted individual. He reported that he is able to walk around his nearby neighborhood without getting lost or confused. Paul is also aware that he should always carry his cell phone and personal emergency response system when commuting for safety, in case he gets lost or experiences a fall.</p> <p>IHS staff can support Paul by guiding him through accurate navigation within the community and helping him identify trusted individuals he can call for support if he gets lost when not accompanied by staff. Due to his declining memory, Paul has requested assistance from IHS staff to accompany him when running errands, attending leisure activities, or participating in community events</p>
Water safety skills:	NO	
Sensory disabilities:	YES	<p>Staff support or interventions: Paul reported that he is aware of the items that cause heightened sensory symptoms for himself and how he can best handle the behaviors resulting from an extremely bright light or loud noise. Paul stated that if he has a reaction to a bright light or loud noise when present with staff, staff can best intervene by offering items or activities to alter Paul's attention towards something sensory soothing.</p>
Other personal safety needs (state specific need):	NO	
Self-injurious behavior (state behavior):	NO	
Physical Aggression/conduct (state behavior):	NO	
Verbal/emotional aggression (state behavior):	NO	
Property destruction (state behavior):	NO	
Suicidal ideation, thoughts, or attempts:	NO	
Criminal or unlawful behavior:	NO	
Mental or emotional health symptoms and crises (state diagnosis):	YES	<p>Paul reported that he is able to manage his mental health symptoms fairly well on his own, with the support from his mental health care team providers.</p>



		Paul will meet with his therapist on a bi-weekly basis and will engage in new practices to promote positive coping mechanisms, crisis implementation, and problem solving techniques. If Paul is able to continue the support with his mental health, engage within his community on a weekly basis and be allowed opportunities to engage in environments where he is able to be social with individuals in the same age group, Paul stated this will help prevent any future occurrences of a situation where depressive thoughts could lead to suicidal thoughts.
Unauthorized or unexplained absence from program:	NO	
An act or situation involving a person that requires the program to call 911, law enforcement or fire department:	YES	In the occurrence Paul may severely injure himself when staff is physically present with him, the staff member will contact 911 for emergency medical response.
Other symptom or behavior (be specific):	NO	

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: Paul and staff will collaborate to identify situations in which he might encounter verbally or physically aggressive individuals, developing strategies to ensure his safety. This includes employing conflict resolution and de-escalation techniques when faced with aggression. Additionally, they will create a comprehensive safety plan for circumstances when staff are not present, which may involve contacting emergency services by dialing 911 or reaching out to BrightPath 24-hour Emergency Assistance line at 651-363-5550.</p> <p>Reactive: In the event of an altercation involving Paul and others in the community, IHS staff will step in to protect Paul . This may involve assisting his with de-escalation techniques, offering verbal prompts, using gestures, or providing physical assistance to remove Paul from the situation or the aggressor. If there is an immediate risk to Paul 's physical safety or the safety of others, IHS staff will promptly call 911. Their primary focus will be on de-escalating the situation and ensuring Paul 's safety, as he is unable to defend herself. Paul also has access to BrightPath 24-Hour Emergency Assistance line, which he can call in a crisis situation.</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?		
<p>Proactive: IHS staff will be aware of Paul's dementia and his tendency to forget to eat. During scheduled shifts, IHS staff will check in with Paul to ensure he has eaten. If Paul says he has, staff will ask what he ate. If Paul doesn't remember, staff will suggest he eat something.</p>		



IHS staff can assist Paul with cooking meals, ordering food, or going out to eat as needed. They will also remind Paul of the importance of maintaining a healthy, balanced diet throughout the day.

To support Paul further, IHS staff and Paul can develop a weekly menu and set a timer on his phone to remind him when it's time to eat. Paul will cross out items on the menu after he has cooked and eaten to help him remember that he has already eaten. Staff will also suggest snacks between meals. Paul will create a grocery list and go shopping as needed, with assistance from IHS staff if required.

Reactive: Paul will collaborate with IHS staff to create a weekly menu that includes healthy, balanced meals and snacks. He will make a grocery list and go shopping as needed to ensure he has all necessary ingredients. To help him remember to eat, Paul will set alarms on his phone as reminders for meal and snack times. He will follow the planned menu and cross off items once he has eaten. Paul understands the importance of maintaining a healthy diet and how it impacts his overall health. He can effectively communicate his needs to service providers, prepare his own meals, order delivery, or dine out as necessary

Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

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

Paul lives with dementia and occasionally forgets to handle important financial matters, such as paying rent. He requires full assistance with his financial affairs and has a representative payee who manages these responsibilities for him. While Paul understands the value of money and how to use it independently, BrightPath staff are not responsible for managing his financial matters. They cannot handle his money, make purchases on his behalf, or hold onto his funds during scheduled shifts

Positive Support Strategies



BrightPath

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

Signatures by Employee and Supervisor		
Employee Name Printed	Employee Signature	Date
Rabio Muhumed	 <small>Signed by:</small> <small>0F5B03A9AF84427...</small>	<small>1/27/2025</small> 1/27/2025

Supervisor Reviewed: Casey Hinck 01/27/2025

WIW Training Time Added by: Casey Hinck 01/27/2025

Signed by: *Casey Hinck* 1/27/2025
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