



## Staff Orientation Record: Person-Specific

**Employee name:** Holly Kastl

**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:** Evelyn Curran

### 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: Assist as needed with two light household tasks during each shift.

Outcome 2: accompany evelyn on an exercise activity of her choice

Outcome 3: Be aware and guide with coping skills when interacting with others safely



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

Assisting with household tasks. Seems like it would be the safest space for her to be comfortable.

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

Going out into the community because she has had many issues with being taken advantage of in the past.

<p>Does this person have a rights restriction in place in order to provide for their health/safety?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, explain briefly:</p>
<p>Can this person use dangerous items or equipment?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 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>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 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:	no	
Seizures:		
Choking:		
Special Dietary Needs:	no	
Chronic Medical Conditions	no	
Self-Administration of Medication or Treatment Orders:	no	
Preventative Screening:	yes	Go with her to preventive screenings for support
Medical and Dental Appointments:	yes	Attend medical and dental appointments and assist with transportation as needed
Other health and medical needs (state specific needs):		
Risk of falling (state specific need):		
Mobility issues (include specific issue):	no	
Regulating water temperature:		
Community survival skill:		
Water safety skills:		
Sensory disabilities:		



Other personal safety needs (state specific need):		
Self-injurious behavior (state behavior):		
Physical Aggression/conduct (state behavior):		
Verbal/emotional aggression (state behavior):		
Property destruction (state behavior):		
Suicidal ideation, thoughts, or attempts:		
Criminal or unlawful behavior:		
Mental or emotional health symptoms and crises (state diagnosis):	yes	Help assist with healthy boundaries and assertive communication skills
Unauthorized or unexplained absence from program:		
An act or situation involving a person that requires the program to call 911, law enforcement or fire department:		
Other symptom or behavior (be specific):		



### 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? Be careful to help Evelyn have healthy boundaries with others and positive communication.		
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? Help Evelyn to be assertive for her needs and to maintain healthy boundaries.		
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? Helping Evelyn to ensure safe boundaries with friends and effective communication.		



<b>Financial Exploitation</b>		
Is the individual susceptible to abuse in this area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If yes, how will you minimize the risk of financial exploitation?</p> <p>Will help Evelyn to keep track of her money and ensure she receives correct change and receipts for her records.</p>		

<b>Positive Support Strategies</b>	
<p>When this individual is frustrated, they can express it in these ways:</p> <p style="padding-left: 40px;">not much information about how she reacts when frustrated</p>	
<p>Supporting this individual in these ways will help them feel <u>less</u> frustrated:</p> <p style="padding-left: 40px;">she enjoys her family and music so maybe talking about her family or putting on some music w</p>	
<p>Supporting this individual in these ways will make them feel <u>more</u> frustrated:</p> <p style="padding-left: 40px;">Since independence is important, doing this for her might be frustrating</p>	

<b>Signatures by Employee and Supervisor</b>		
<b>Employee Name Printed</b>	<b>Employee Signature</b>	<b>Date</b>



BrightPath

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Holly Kastl	Signed by: <i>Holly Kastl</i> 25E4310C631B461...	2/6/2025
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Jamila whitlock

Signed by:  
*Jamila Whitlock*  
05A908D1BF6D4FC...

2/6/2025