



Staff Orientation Record: Person-Specific

Employee name: Kristi LeMarie

Supervisor name: Amber Cairl

Date: 03/14/2025

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 the 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: Matthew Eckart

Support Plan-Addendum (SPA)

*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 assist them with the outcome effectively.*

Outcome 1: Matthew would like to work on organizing his apartment. Matthew will organize an area of his home at least once per week. 75% of all weeks throughout the annual year.

Staff will determine days with Matthew that he would like to focus on cleaning his apartment. Staff will support Matthew with getting started and staying on task. Staff will support Matthew with sorting things he'd like to keep and things he'd like to donate. Staff will transport Matthew to drop off his items to donate. Staff will not throw away items without permission. Staff will check in with Matthew prior to starting and ask if he has a plan or if he wants staff to come up with a plan on where to start.

I will encourage Matthew to make a list of weekly household tasks to complete and assist him with these tasks.

Outcome 2: Matthew would like to get out into the community more. Matthew will go on at least two outings per month. 75% of all months throughout the annual year.

I will support Matthew in planning community outings on a calendar. I will support Matthew in finding new groups or new activities to do out in the community that fit his interests around musicespecially,



I will participate in community outings when applicable.

Outcome 3: Matthew would like to work on meal prepping to ensure he is eating regularly. Matthew will meal prep at least twice per month. 75% of all months throughout the annual year. I will ask and support Matthew in planning meals, grocery shopping, and cooking meals for meal prep. I will discuss different foods I like and cook.

Does this person have a rights restriction in place to provide for their health/safety?	Yes No If yes, explain briefly:
Can this person use dangerous items or equipment?	Yes No If yes, explain briefly: Matthew is his own guardian and lives independently in his home.
Does this individual require you to use permitted actions/procedures to assist them with daily routines/activities or restraint to position them due to a physical disability?	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 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	No allergies
Seizures:	No	No seizures
Chronic Medical Conditions	No	Self manages
Risk of falling (state-specific need):	No	No concerns
Mobility issues (include specific	No	No mobility issues



issues):		
Community survival skill:	No	Independently manages
Water safety skills:	No	Independently manages
Self-injurious behavior (state behavior):	No	No SIB
Property destruction (state behavior):	No	No property destruction
Suicidal ideation, thoughts, or attempts:	No	No history
Mental or emotional health symptoms and crises (state diagnosis):	Yes	Matthew can utilize EA to discuss his symptoms and staff will follow Matthew's Emergency Back Up Plan. Staff will meet Matthew where he's at; staff will not push Matthew to work on outcomes if he is experiencing an increase in symptoms. Staff may act as a sounding board so Matthew can discuss what's going on and work through it. Staff can remind Matthew to use his tools from Therapy to help calm down; i.e. deep breathing, ice packs, tapping his shoulders.

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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, how will you minimize the risk of abuse?		
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? Matthew would like staff support with ensuring he is eating. Matthew receives meals through his waiver that need to be ordered by the 11th of each month. Matthew would like support from staff to meal prep and make it easier to find something to eat when he is alone. Staff will work with Matthew to ensure he is being safe while working out alone. If Matthew wants to work out again, staff will offer "leisurely" workouts such as yoga or other body weight work outs. Staff will help Matthew with ensuring he has water and how to spot signs that he is reaching exhaustion.		
Financial Exploitation		
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 financial exploitation?		

Positive Support Strategies
When this individual is frustrated, they can express it in these ways: By not engaging, not going out of the house and by telling you verbally.
Supporting this individual in these ways will help them feel less frustrated: Being a good listener, validating their feelings and treating them with respect and dignity.
Supporting this individual in these ways will make them feel more frustrated: Not listening, not validation their feelings.



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