



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: James Flack

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: N/A James receives IHS w/o training which does not include outcomes. Some informal outcomes include getting out into the community, maintaining his home, keeping track of appointments and being active.

Staff can support James during shifts to achieve this informal goals.

Outcome 2: N/A

Outcome 3: N/A

Does this person have a rights restriction in place to provide for their health/safety?

Yes
X No
If yes, explain briefly:



Can this person use dangerous items or equipment?	X Yes No If yes, explain briefly: No limitations, James lives independently
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 X 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	Environmental, manages independently
Seizures:	No	No history
Chronic Medical Conditions	No	Manages COPD independently
Risk of falling (state-specific need):	Yes	IHS staff will be attentive to James’s mobility issues and the associated risk of falling. They will remind him to use his walker or walking stick to support his mobility while moving around his apartment or in the community. If James requires assistance with his mobility, staff will ask if he needs support by offering to hold onto his arm. In the event of a fall during a shift, staff will first ensure that James is not injured and does not experience any pain before assisting him to get up. If James reports any pain or if an injury is suspected, staff will call 911 immediately and notify the Designated Coordinator, who will then update James’s support team.
Mobility issues (include specific	Yes	IHS staff will be attentive to James’s mobility issues



issues):		and the associated risk of falling. They will remind him to use his walker or walking stick to support his mobility while moving around his apartment or in the community. If James requires assistance with his mobility, staff will ask if he needs support by offering to hold onto his arm. In the event of a fall during a shift, staff will first ensure that James is not injured and does not experience any pain before assisting him to get up. If James reports any pain or if an injury is suspected, staff will call 911 immediately and notify the Designated Coordinator, who will then update James's support team.
Community survival skill:	No	Manages independently
Water safety skills:	No	Manages independently
Self-injurious behavior (state behavior):	No	No history
Property destruction (state behavior):	No	No history
Suicidal ideation, thoughts, or attempts:	No	No history
Mental or emotional health symptoms and crises (state diagnosis):	Yes	IHS staff will be attentive to James's mental health symptoms and can assist him with scheduling medical appointments as needed. They will also provide redirection if James shows signs of anxiety or depression, encouraging him to use person-centered coping skills. Additionally, staff will remind James to utilize the BrightPath 24-Hour EA line for mental health support whenever needed.

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? In the event of an altercation involving James and others in the community, IHS staff will step in to protect James. This may involve assisting him with de-escalation techniques, offering verbal prompts, using gestures, or providing physical assistance to remove James from the situation or the aggressor. If there is an immediate risk to James'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 James's safety, as he is unable to defend herself. James also has access to BrightPath 24-Hour Emergency Assistance line, which he can call in a crisis situation.		
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? Staff will learn to recognize the signs of James's mental health symptoms and address any concerns directly with him. As needed, staff will assist James in developing a consistent daily routine, including his sleep schedule, and will coordinate with his mental health team if necessary. IHS staff will also educate James on the importance of getting adequate rest and taking his medications as prescribed, explaining how these factors impact his overall well-being. If James experiences any issues with sleep, he will be encouraged to utilize BrightPath Emergency Assistance line to discuss his concerns with a provider. IHS staff will be trained to recognize signs of James's mental health symptoms and address any concerns directly with him. As needed, staff will assist James in developing a consistent daily routine, including his sleep schedule, and in contacting his mental health team for support. Staff will also educate James on the importance of taking his medications as prescribed and how this impacts his overall health. Additionally, staff will remind James to set medication reminders on his phone and will assist him in arranging a skilled nursing provider for medication packaging, as BrightPath does not provide medication administration support.		
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: Shutting down verbally.
Supporting this individual in these ways will help them feel less frustrated: Staff can deescalate a situation by bringing up a different topic of interest to James.
Supporting this individual in these ways will make them feel more frustrated: Talking loudly and aggressively, not treating them with respect and dignity