



Staff Orientation Record: Person-Specific

Employee name: Casey Hinck

Supervisor name: Jessica Dudas

Date: 03/13/2025

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: Mathew Munz

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.*

<u>Outcome 1:</u> Community Participation: Matthew will choose to volunteer in his community once per week for 75% until the next annual meeting.
<u>Outcome 2:</u> Health, Safety & Wellness: Matthew will prep healthier food choices once per week for 75% until the next annual meeting.
<u>Outcome 3:</u>

Does this person have a rights restriction to provide for their health/safety?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain briefly:
Can this person use dangerous items or equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No



	If yes, explain briefly:
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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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: N/A	N	N/A
Seizures: N/A	N	N/A
Chronic Medical Conditions: Mild intellectual disabilities, Down Syndrome, Adjustment disorder with mixed anxiety and depression.	Y	Staff Supports: IHS staff will be aware of Matthew's chronic medical conditions and that he can self-manage in this area and schedule appointments.
Risk of falling (state-specific need): N/A	N	N/A
Mobility issues (include specific issues): N/A	N	N/A
Community survival skill: Does not attend the community by himself and goes with others	Y	Staff will be aware that Matthew has Lyft services and can use them for community transportation. Staff can help Matthew identify and explore other transportation options he feels comfortable with, such as ride-sharing services, community shuttles, or paratransit options. This approach maintains his community access without relying on buses. Staff can collaborate with Matthew on strategies to manage anxiety, such as deep breathing exercises, grounding techniques, or visualization, which he



		can use if he becomes distressed in transit situations should Matthew express any issues or concerns.
Water safety skills: N/A	N	N/A
Self-injurious behavior (state behavior): N/A	N	N/A
Property destruction (state behavior): N/A	N	N/A
Suicidal ideation, thoughts, or attempts: N/A	N	N/A
Mental or emotional health symptoms and crises (state diagnosis): Anxiety	Y	Matthew and his mother, Jan, stated that staff can positively support Matt by teaching methods to strengthen skill sets and help progress Matt's overall independence. Matthew may have an anxiety attack when in his residence or out in the community when feeling overwhelmed and would best be supported by staff with prompts to take a deep breath and be shown breathing techniques. Staff may be proactive by practicing grounding and breathing techniques beforehand so that should it occur, he has proper coping skills.

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?

Staff will provide Matthew with regular education about healthy boundaries, recognizing unsafe situations, and understanding his rights. This could include discussing the concept of consent, the importance of trusting his instincts, and how to identify manipulative behaviors.

If staff become aware that Matthew is in an unsafe situation or has been manipulated or mistreated, they should intervene immediately to remove him from the situation. This may include escorting him to a safer location, contacting authorities, or involving emergency services if necessary. Any incidents of potential abuse or manipulation should be thoroughly documented and reported to the appropriate authorities or team members to ensure Matthew's continued safety and to prevent further harm.

Physical Abuse

Is the individual susceptible to abuse in this area?

Yes

No

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

Staff can work with Matthew to help him understand healthy boundaries and the importance of recognizing when someone's behavior may be harmful. Through regular discussions, staff can encourage him to trust his instincts and feel empowered to say "no" if something feels wrong. Staff can teach Matthew how to identify warning signs of potential abuse or mistreatment, such as disrespectful behavior, manipulation, or coercion. This may involve role-playing scenarios or discussing situations where someone might not have his best interests in mind. Staff should regularly remind Matthew that it's okay to ask for help or call 911 if he feels threatened or unsafe. Providing positive reinforcement when Matthew follows through on safety precautions will help build his confidence in trusting his instincts. If staff notice Matthew in a situation where someone is mistreating him or not acting in his best interests, they should intervene immediately. This might involve helping Matthew recognize the situation or physically removing him from the situation if necessary. Suppose Matthew expresses uncertainty about a person or situation. In that case, staff can remind him of safety protocols, such as calling 911, contacting a trusted friend or staff member, or asking for help from others. Staff can also remind him of any resources he has for immediate assistance.

Suppose the incident involved abuse or a potential threat to his safety. In that case, staff should support Matthew in documenting or reporting the event to the appropriate authorities, such as notifying his guardian or filling out an incident report if required.

Self-Abuse

Is the individual susceptible to abuse in this area?

Yes

No

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

Staff can provide Matthew with ongoing education about boundaries, recognizing unhealthy relationships, and how to identify potentially risky situations. By helping him understand his rights, staff can encourage him to speak up when he feels uncomfortable or unsafe. If Matthew is being manipulated or placed in harm's way, staff should immediately intervene to ensure his safety. This may involve removing him from the situation, addressing the individual involved, and ensuring that Matthew is not left alone with anyone who could be a risk to him. If there are concerns of abuse or exploitation, staff must report the situation according to the appropriate protocols, such as notifying



the necessary authorities or the designated guardian. This ensures Matthew's safety and protection. Staff will report any self-abuse and follow all guidelines and policies

Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

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

BrightPath does not manage or handle Matthew's financial support. If BrightPath staff suspects financial exploitation, they will report their concerns to the designated coordinator and follow BrightPath's policies for reporting financial exploitation. The support team will be notified, and appropriate actions will be taken.

Positive Support Strategies

When this individual is frustrated, they can express it in these ways: he is quiet, will call his mom, will attempt to explain it to you, will tell you "nevermind"

Supporting this individual in these ways will help them feel **less** frustrated: Listen actively
Showing empathy, trying not to interrupt, joking around, having fun, talking about his hobbies, calling his mom or brothers

Supporting this individual in these ways will make them feel **more** frustrated: Showing impatience
Being judgmental, Ignoring boundary, not listening to him, being late, canceling shifts with little notice to him