



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: Paul Vought

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: 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 engaging 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.

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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain briefly: 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?	<input type="checkbox"/> Yes <input checked="" 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 accomplishing outcomes related to acquiring, retaining, or improving skills.

Assessment Area	Does the person need/want support?	If yes, how should you provide support?
Allergies: Clindamycin (antibiotic)	N	Self manages
Seizures: N/A	N	N/A
Chronic Medical Conditions: Dementia	Y	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, the 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 daily maintaining a healthy, balanced diet.
Risk of falling (state-specific need): Chronic pain in knees.	N	Paul has been experiencing progressive discomfort and chronic pain in his knees, which may cause him to feel weak at times and/ or fall. Paul reported experiencing falls if he felt unbalanced, unstable, or walking on wet or slippery ground. Paul has proactively been utilizing a cane, primarily, but also a walker, to promote safety about the risks of falling.



Mobility issues (include specific issues):Chronic pain in knees.	N	Paul has been experiencing progressive discomfort and chronic pain in his knees, which may cause him to feel weak at times and/ or fall. Paul reported experiencing falls if he felt unbalanced, unstable, or walking on wet or slippery ground. Paul has proactively been utilizing a cane, primarily, but also a walker, to promote safety about the risks of falling.
Community survival skill: Needs support with navigating the community.	Y	Paul relies on additional in-person support from an individual he trusts when commuting in and/ or around his community. Due to his memory loss, Paul lacks accurate community navigation. He often forgets places he is raveling to or reasons for getting into the community. Paul and Steve reported that when Paul gets lost in his community, he may not know how to respond to this situation or correctly identify a safe route home.
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): Depression	N	N/A Self manages

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? Paul and staff will collaborate to identify situations where 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. If BrightPath staff suspects physical abuse, they will adhere to BrightPath Maltreatment of Vulnerable Adults Mandated Reporting Policy. This may involve filing an Internal Report with BrightPath's Designated Agent or making an external report directly to MAARC at (844) 880-1574 immediately and no later than 24 hours after the incident. Staff will also comply with BrightPath Incident Report Policy by completing an Incident Report and promptly notifying the Designated Coordinator within 24 hours.		
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? IHS staff will be aware of Paul's dementia and his tendency to forget to eat. IHS staff will check in with Paul during scheduled shifts to ensure he has eaten. If Paul says he has, staff will ask what he ate. If Paul doesn't remember, the 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 daily maintaining a healthy, balanced diet. Paul will collaborate with IHS staff to create a weekly menu with healthy, balanced meals and snacks. He will make a grocery list and go shopping to ensure he has all the 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 health. He can effectively communicate his needs to service providers, prepare his meals, order delivery, or dine out as necessary. If BrightPath staff suspects self-abuse, they will adhere to BrightPath Maltreatment of Vulnerable Adults Mandated Reporting Policy. This may involve filing an Internal Report with BrightPath's Designated Agent or making an external report directly to MAARC at (844) 880-1574 immediately and no later than 24 hours after the incident. Staff will also comply with BrightPath Incident Report Policy by completing an Incident Report and promptly notifying the Designated Coordinator within 24 hours. The Designated Coordinator will inform Paul's Case Manager within 24 hours of the incident or its discovery.		



Financial Exploitation		
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 financial exploitation? Paul has dementia and occasionally forgets to handle critical financial matters like paying rent. He requires complete 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. Staff report any suspected financial exploitation and follow reporting guidelines and policies		

Positive Support Strategies
When this individual is frustrated, they can express it in these ways: appears angry, appears frustrated,
Supporting this individual in these ways will help them feel less frustrated: let Paul make choices, gentle reminders, don't point out his memory issues directly, reassurance
Supporting this individual in these ways will make them feel more frustrated: telling Paul what to do, not talking to him about his plans for the day, ignoring him, and bluntly reminding him that he has memory loss.