



Staff Orientation Record: Person-Specific

Employee name: Avery Overlie

Supervisor name: Jamila Whitlock

Date: 3/14/25

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: Evelyn Curran

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> Household Management: Evelyn would like to complete two household tasks per shift. MHS can assist by giving Evelyn options on what to complete, assist in completing tasks, or prompt Evelyn through a task.
<u>Outcome 2:</u> Health, Safety, & Wellness: Evelyn would like to participate in exercise more often. MHS can assist by providing options on what exercises to do and exercising with her.
<u>Outcome 3:</u> Adaptive Skills: Evelyn would like to learn more and engage in coping skills more often. MHS can assist by providing coping skills and working through anything with her

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



	<input type="radio"/> 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="radio"/> Yes <input checked="" type="radio"/> 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	
Seizures:	No	
Chronic Medical Conditions	No	
Risk of falling (state-specific need):	No	
Mobility issues (include specific issues):	No	
Community survival skill:	No	
Water safety skills:	No	
Self-injurious behavior (state behavior):	No	
Property destruction (state behavior):	No	
Suicidal ideation, thoughts, or attempts:	No	
Mental or emotional health	Yes	Staff will work with Evelyn and develop an



symptoms and crises (state diagnosis):		emergency plan and coping skills she can use.
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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? Evelyn and staff will work to create an emergency plan and identify strategies to keep her safe.		
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? Evelyn and staff will work to create an emergency plan and identify strategies to keep her safe.		
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? Evelyn will remain in contact with her friends, family, and support team.		
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?
Staff will work with Evelyn to create boundaries regarding her finances.

Positive Support Strategies

When this individual is frustrated, they can express it in these ways:
Evelyn can verbally express frustration. Evelyn may also become withdrawn when she is frustrated.

Supporting this individual in these ways will help them feel **less** frustrated:
Offering options, providing reasoning for staff choices, and explaining confusing things can help Evelyn feel less frustrated.

Supporting this individual in these ways will make them feel **more** frustrated:
Not giving Evelyn options and not listening to Evelyn.