



### 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: William Czmowski

### 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> Health, Safety, & Wellness: William will review his calendar and add any missing appointments. MHS can assist by ensuring all appointments, times, and locations are on the calendar.
<u>Outcome 2:</u> Community Participation: William would like to access the community. MHS can assist by providing transportation or helping William schedule Metro Mobility.
<u>Outcome 3:</u> Adaptive Skills: William would like to learn and maneuver technology better. MHS can assist by showing William how to use a piece of technology, then having William do it while prompting if needed.

Does this person have a rights restriction in place to provide for their health/safety?	Yes <b>No</b> If yes, explain briefly:
Can this person use dangerous items or equipment?	Yes



	<p style="text-align: center;"><b>No</b></p> <p>If yes, explain briefly:</p>
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?	<p style="text-align: center;">Yes</p> <p style="text-align: center;"><b>No</b></p> <p>If yes, explain briefly:</p>

### 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:		
Seizures:		
Chronic Medical Conditions		
Risk of falling (state-specific need):	Yes	Staff will ensure William has his cane and PERS device at all times.
Mobility issues (include specific issues):	Yes	Staff will ensure William has his cane and PERS device at all times.
Community survival skill:	Yes	Staff will be aware that William relies on staff and caregivers to navigate the community. Staff will help William learn bus routes and use other transportation sources.
Water safety skills:	No	
Self-injurious behavior (state behavior):	No	
Property destruction (state behavior):	No	
Suicidal ideation, thoughts, or	No	



attempts:		
Mental or emotional health symptoms and crises (state diagnosis):	No	

### 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.

<b>Sexual Abuse</b>		
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?		
<b>Physical Abuse</b>		
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 be aware of William's vulnerabilities and assist him in making safe decisions.		
<b>Self-Abuse</b>		
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 assist William in calling and scheduling, as well as setting reminders and arranging transportation.		
<b>Financial Exploitation</b>		



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?		

<b>Positive Support Strategies</b>
When this individual is frustrated, they can express it in these ways: William may become verbally aggressive when frustrated.
Supporting this individual in these ways will help them feel <b>less</b> frustrated: Providing reasoning to choices and explaining things when William asks may help him feel less frustrated.
Supporting this individual in these ways will make them feel <b>more</b> frustrated: Not providing support, reasoning, or an explanation may make William more frustrated.