



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: Kayloni Pavey

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: Kayloni will work on meal prep to eat healthy meals. MHS can assist by going grocery shopping with Kayloni and being present when she is cooking.
<u>Outcome 2:</u> Household Management: Kayloni will work on organizing her apartment. MHS can assist by providing verbal prompts to clean and organize.
<u>Outcome 3:</u> Community Participation: Kayloni will access the community more often. MHS can assist by providing transportation and planning out a day in the community.
Outcome 4: Adaptive Skills: Kayloni would like to work on budgeting. MHS can assist by asking Kayloni how much money she has and giving reminders to eat meals at home rather than spending money on food.

Does this person have a rights restriction in place to provide for their health/safety?	Yes No
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	If yes, explain briefly:
Can this person use dangerous items or equipment?	Yes 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?	Yes 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):	Yes, ACL tear	Staff will be aware of Kayloni's mobility and ensure she is wearing proper footwear.
Mobility issues (include specific issues):	No	
Community survival skill:	Yes	Staff will watch to ensure Kayloni’s relationships are safe. Staff will talk with Kayloni about boundaries and what to do if someone crosses them.
Water safety skills:	No	
Self-injurious behavior (state behavior):	Yes	Staff will be aware of Kayloni’s history of SIB and encourage her to use her coping skills learned in DBT.
Property destruction (state	No	



behavior):		
Suicidal ideation, thoughts, or attempts:	No	
Mental or emotional health symptoms and crises (state diagnosis):	Yes	Staff will be aware of Kayloni's mental health symptoms and encourage her to use her 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 and Kayloni will work together to develop social and physical boundaries.		
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? Kayloni and staff will build an understanding of healthy relationships and the distinction between care and manipulation.		
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?

Kayloni and staff will work to develop her situational awareness further and recognize risks.

Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

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

Staff will be aware of history of financial exploitation and watch transactions to ensure they are correct.

Positive Support Strategies

When this individual is frustrated, they can express it in these ways:
Kayloni can express frustration verbally or may become withdrawn.

Supporting this individual in these ways will help them feel **less** frustrated:
Providing options, support, and reassurance can help Kayloni feel less frustrated.

Supporting this individual in these ways will make them feel **more** frustrated:
Not listening to Kayloni or providing options may make her more frustrated.