



Staff Orientation Record: Person-Specific

Employee name: Alex Baker

Supervisor name: Casey Hinck

Date: 03/18/2025

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: Charles Younger

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: Charles would like to help manage his budget so that he can save money effectively to get his driver's license and purchase a car. With the support of IHS staff, Charles will work to establish a budget and track his spending for 50% of all trials over the next annual year.

Outcome 2: Charles wants to improve his organization and planning skills by having staff support for 75% of all trials over the next year.

Outcome 3: Charles would like to be more physically active and establish a routine of walking for increased physical activity for 50% of all trials over the next year.

Does this person have a right restriction to provide for their health/safety?

Yes
X No
If yes, explain briefly:



Can this person use dangerous items or equipment?	Yes X 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 X 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: Morphine, Red Dye, Medical Tape	N	Charles can self-administer medication as needed for his allergies and can schedule medical appointments as needed.
Seizures: N/A	N	N/A
Chronic Medical Conditions: Autism, PTSD, Anxiety, Bipolar, Sleep Apnea	N	Charles self-manages his chronic medical conditions with natural support from his girlfriend and guardian. Charles independently manages his medical appointments and transportation.
Risk of falling (state-specific need): N/A	N	N/A
Mobility issues (include specific issues): N/A	N	N/A
Community survival skill: N/A	N	N/A
Water safety skills: Can Swim	N	N/A
Self-injurious behavior (state behavior): N/A	N	N/A
Property destruction (state	N	N/A



behavior): N/A		
Suicidal ideation, thoughts, or attempts: N/A	N	N/A
Mental or emotional health symptoms and crises (state diagnosis): Victim history	Y	Staff can support Charles by reminding him to use his coping skills when he is feeling triggered by his history of abuse in his childhood. Staff can encourage Charles to talk about the trigger with his therapist during their weekly appointment. Staff can encourage Charles to remove himself from the trigger that has escalated him and redirect him to a place where he feels safe to talk about the trigger.

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? Charles reported that he will walk away from a verbally or physically aggressive person but tends to get confused easily and may make assumptions about a person or situation and prematurely think it is aggressive. Staff can work with Charles on identifying clear signs of actual aggression versus misunderstanding or assumptions. Role-playing exercises can help him learn to observe a		



person's body language, tone, and words more accurately, making it easier to discern whether the situation is truly threatening. Since Charles already knows to walk away from aggression, staff can reinforce this positive response by reminding him of other de-escalation techniques. For example, he could politely ask for clarification if he's unsure about someone's tone or intention. Practicing calm responses will also help him manage situations effectively without feeling the need to immediately leave.

If the BrightPath Staff suspect physical abuse or verbal abuse, they will follow BrightPath Maltreatment of Vulnerable Adults Mandated Reporting Policy. This includes making an internal report to the BrightPath Designated Agent or an external report directly to MAARC at (844) 880-1574, within 24 hours. The Designated Coordinator will also adhere to BrightPath Incident Reporting Policy by completing an incident report and notifying Charles's designated guardians and case manager within 24 hours of the occurrence or discovery of the incident.

Charles reported that he has at time been verbally abusive when he speaks to his Mom who also serves as his guardian. Charles reported that he raises his voice to his mother when he gets frustrated with her and then hangs up the phone. Charles reported that he is not physically abusive due to his past and growing up in an abusive home.

Staff can work with Charles on expressing frustration constructively by practicing active listening, using "I" statements, and sharing his feelings calmly. For example, role-playing situations where he practices saying, "I feel frustrated because..." can help him feel more in control of his emotions when communicating with his mother.

Self-Abuse

Is the individual susceptible to abuse in this area? Yes No

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

Financial Exploitation

Is the individual susceptible to abuse in this area? Yes No

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

Charles reported that he has a Representative Payee (Breanna at Mark Owens). Charles reported has a special needs trust that his guardian oversees.

BrightPath does not handle any financial matters. If Charles reports any incidents of financial exploitation during EA calls or while IHS staff are providing supports the IHS staff will assist him in filling a report and updating the support team accordingly.

Positive Support Strategies



When this individual is frustrated, they can express it in verbal aggression, attempting to control the situation, and asserting themselves as a dominant male figure.

Supporting this individual in these ways will help them feel **less** frustrated: Treat him like an equal, do not focus on his weaknesses, respect his progress, support him in the way he wants to be supported, and use a calm, soothing tone of voice.

Supporting this individual in these ways will make them feel **more** frustrated: making him feel like he is less than you because you are staff and he is the client, not hearing him.