



Staff Orientation Record: Person-Specific

Employee name: Veronica Schmitz

Supervisor name: Amber Cairl

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: Adriel Ramirez

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: Household Management: Adriel will have support with managing his household tasks including light cleaning, organizing, doing laundry, meal planning, cooking, and grocery shopping. Adriel will also receive assistance with completing paperwork to maintain his benefits and housing. Staff will encourage Adriel to work on this outcome and provide him with suggestions on developing a daily routine. Staff will assist Adriel in accomplishing any household management tasks that he may be unsure of how to complete on his own. Staff will assist Adriel with learning how to utilize a filing system to keep track of important documents and filling any important paperwork regarding to her benefits and housing situation.

Outcome 2: Health, Safety & Wellness: Adriel will like to learn the skills to access and attend his medical appointments; including preventive screenings, medical and psychiatric appointments as recommended by his providers. Staff will help Adriel develop a system that allows him to keep track of upcoming doctor's appointments. If Adriel's appointments fall on his scheduled IHS shifts, staff may accompany him to medical appointments. Staff will assist Adriel with learning how to use other transportation options available to him.



Outcome 3: Community Participation: Adriel will have meaningful access to the community to get his basic necessities and engage in enjoyable activities to increase community integration and decrease isolation. Staff will facilitate access to the community during scheduled visits. Staff will suggest resources to help Adriel find activities he might like and partake in with. Staff will provide transportation for Adriel to run errands, attend medical appointments in the community.

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 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):	no	
Mobility issues (include specific issues):	no	
Community survival skill:	yes	IHS staff can assist with transportation during



		scheduled shifts which Adriel and staff can plan ahead of time. Staff will support Adriel with person-centered coping skills when dealing with others in the community and is experiencing anxiety.
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 symptoms and crises (state diagnosis):	yes	IHS staff will provide support for Adriel when he is feeling dysregulated. Staff can support by providing person-centered coping skills by listening to Adriel, acknowledging his feelings, and using non-judgmental support.

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? Adriel and staff will work on identifying situations in which he may deal with a verbally or physically aggressive person and identify strategies he can use to keep himself safe. Staff will include conflict resolution strategies, or de-escalation techniques when dealing with someone who is aggressive. Staff will also assist with creating a safety plan for when staff are not around. This will include calling 911 if at imminent threat of harm. Contacting BrightPath 24-hour Emergency Assistance line by calling 651-363-5550.

Self-Abuse

Is the individual susceptible to abuse in this area?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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If yes, how will you minimize the risk of abuse?

Financial Exploitation

Is the individual susceptible to abuse in this area?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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If yes, how will you minimize the risk of financial exploitation?

Positive Support Strategies

When this individual is frustrated, they can express it in these ways: the individual can express frustration verbally .

Supporting this individual in these ways will help them feel **less** frustrated: Staff showing up on time . Communication with staff .

Supporting this individual in these ways will make them feel **more** frustrated: Staff not being on time to shifts and not communicating effectively with Adriel .