



### Staff Orientation Record: Person-Specific

Employee name: Sundus Hashi

Supervisor name: **Tekoa Cochran**

Date: 03/17/25

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: Oscar Berg

### 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> Daily Hygiene- Staff members can support him by monitoring by prompting and reminding him of his goal without judgement.
<u>Outcome 2:</u> Household Management – Ozzy will complete household tasks during scheduled shifts. Staff member(s) will use side by side coaching to complete the task.
<u>Outcome 3:</u> Community Participation – Ozzy will participate in a community activity of his choice at least once per week

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



	<input checked="" type="checkbox"/> 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="checkbox"/> Yes <input checked="" type="checkbox"/> 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	Banana, latex, sulfa, oxycodone, Risperdal.  Ozzy is aware of his allergies and can self-administered medication as needed.
Seizures:	n/a	
Chronic Medical Conditions	no	Auditory Processing Disorder, Expressive language disorder, Fibromyalgia, Chronic Kidney disease, high blood pressure, diabetes insipidus, reactive hypoglycemia, IBS, Asthma, TMJ, ADHD, PTSD, Bipolar, GAD, Depression, ASD.  Ozzy is aware of his chronic medical conditions and how they can affect his health. Ozzy can call, schedule, and attend medical appointments as needed.
Risk of falling (state-specific need):	no	Ozzy shared that he has not had any issues with falling.
Mobility issues (include specific issues):		Ozzy is aware that symptoms of fibromyalgia, hypoglycemia, and asthma can cause fatigue,



		shortness of breath, and low energy, and he understands how these conditions affect his health. He is able to self-administer medications, attend medical appointments, and take breaks as needed during long walks. Ozzy has reported no issues with falling.
Community survival skill:	n/a	
Water safety skills:	n/a	
Self-injurious behavior (state behavior):	n/a	
Property destruction (state behavior):	n/a	
Suicidal ideation, thoughts, or attempts:	n/a	
Mental or emotional health symptoms and crises (state diagnosis):	Yes	<p><b>Depression, Anxiety:</b> Ozzy recognizes that when he feels dysregulated, he tends to isolate himself, withdraw from communication, and neglect eating or taking his medications.</p> <p><b>Strengths:</b> Ozzy has an awareness of his mental health diagnoses and, at times, understands how dysregulation affects his well-being. He is capable of engaging in person-centered coping strategies.</p> <p><b>Staff Supports:</b> IHS staff will provide support by gently redirecting Ozzy to person-centered coping skills when he is feeling dysregulated. This may include encouraging him to call the crisis line, BrightPath EA line, or another mental health specialist. Staff will use a non-judgmental approach and validate Ozzy's feelings, reinforcing that what he is experiencing is okay.</p>

### 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?		
<p>Ozzy is aware of what defines an abusive situation and knows how to report it. However, he mentioned that in the moment, he may struggle to assert himself, potentially complying with the abuser rather than resisting. He explained that he might freeze or shut down during such circumstances. Given his response pattern and diagnoses of PTSD, Bipolar Disorder, Autism Spectrum Disorder (ASD), Auditory Processing Disorder, and Expressive Language Disorder, Ozzy is considered to be at a higher risk for abuse.</p> <p><b>Proactive:</b> Staff will support Ozzy by discussing healthy and appropriate relationships, using natural coping strategies, and teaching methods to help him distinguish between suitable and inappropriate interactions. Ozzy responds well when staff remind him that he has the right to say "no" in situations where he feels uncomfortable. Staff should also give him time to process and openly discuss any concerns he may have about his current relationships.</p> <p><b>Reactive:</b> Staff will encourage Ozzy to communicate with his professional providers and use problem-solving skills to express his needs and desires in relationships, helping him build healthy relationship skills.</p> <p>If BrightPath staff have concerns about sexual abuse or mistreatment, they will follow the BrightPath Maltreatment of Vulnerable Adults Mandated Reporting Policy, which involves making an internal and/or external report. Reports can be submitted to the BrightPath Designated Agent or directly to MAARC at (844) 880-1574, and must be made immediately or within 24 hours.</p> <p>Additionally, staff will comply with the BrightPath Incident Report Policy by completing an Incident Report and notifying the Designated Coordinator within 24 hours. The Designated Coordinator will then inform Ozzy's Case Manager and emergency contact within 24 hours of the incident or upon discovering the occurrence.</p>		
Physical Abuse		



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

Ozzy shares that, due to his diagnoses of ADHD, PTSD, ASD, Auditory Processing Disorder, and Expressive Language Disorder, he sometimes has difficulty recognizing potentially dangerous situations.

**Proactive:** Staff can assist and encourage Ozzy to use the BrightPath 24-hour Emergency Assistance (EA) Line to address challenges and problem-solve in real time. Additionally, staff can help Ozzy identify potentially hazardous situations and role-play safe responses or strategies, ensuring he feels prepared if such situations arise.

**Reactive:** If BrightPath staff have concerns regarding Ozzy's safety, they will encourage him to move to a safe location and work with him to identify solutions that promote his safety and well-being. Staff will promptly notify the Designated Coordinator, who will collaborate with Ozzy's providers and Case Manager to address concerns and create strategies to effectively support him moving forward.

If BrightPath staff have concerns of maltreatment, they will follow the BrightPath Maltreatment of Vulnerable Adults Mandated Reporting Policy. This may include submitting an internal or external report to the BrightPath Designated Agent or making an external report directly to MAARC at (844) 880-1574, within 24 hours. Additionally, staff will adhere to the BrightPath Incident Report Policy by completing an Incident Report and notifying the Designated Coordinator within 24 hours. The Designated Coordinator will then update Ozzy's Case Manager and emergency contact within 24 hours of the occurrence or upon discovering the incident

**Self-Abuse**

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

Ozzy shared during his intake that the inconsistency in his daily schedule sometimes causes him to miss meals and snacks. He also mentioned that he doesn't always experience hunger cues, which leads to him frequently missing meals and snacks.

**Proactive:** Staff will encourage Ozzy to maintain a consistent schedule for meals and snacks, providing reminders to eat at designated times. To support his nutrition, staff will help Ozzy create a meal plan that includes easy-to-prepare, healthy snacks he enjoys. This will ensure he maintains a balanced diet and meets his nutritional needs. Staff will regularly check in with Ozzy to assess his progress and offer additional support as needed, ensuring he stays on track with his meal and snack plan.



**Reactive:** Staff will encourage Ozzy to follow his meal plan and remind him of the snacks he enjoys. If staff have concerns about Ozzy not maintaining a proper diet, they will inform the Designated Manager. The Designated Manager will collaborate with the team and providers to explore additional strategies and support to help Ozzy stay on track with his diet and ensure his nutritional needs are met.

If BrightPath staff have concerns of maltreatment, they will follow the BrightPath Maltreatment of Vulnerable Adults Mandated Reporting Policy. This may include submitting an internal or external report to the BrightPath Designated Agent or making an external report directly to MAARC at (844) 880-1574, within 24 hours. Additionally, staff will comply with the BrightPath Incident Report Policy by completing an Incident Report and notifying the Designated Coordinator within 24 hours. The Designated Coordinator will then update Ozzy's Case Manager and emergency contact within 24 hours of the occurrence or upon discovering the incident.

### Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

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:  
Ozzy will verbally communicate his frustration.

Supporting this individual in these ways will help them feel **less** frustrated:  
IHS can provide a safe space for Ozzy to communicate his frustrations and provide him with positive feedback.

Supporting this individual in these ways will make them feel **more** frustrated:  
Ozzy gets more frustrated when staff does not use active listening skills and supportive feedback.