



## Staff Orientation Record: Person-Specific

**Employee name:** Rachel Hsiao, IHS Specialist

**Supervisor name:** Jamila Whitlock, Designated Coordinator

**Date:** 03/21/2025

**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:** 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.*

**Outcome 1:** Health, Safety and Wellness: Kayloni will meal prep once per week for 75% until the next annual meeting.

Purpose is to help her prepare healthy foods.

One thing staff can do is take her to the food shelf/meal planning.

**Outcome 2:** Household Management: Kayloni will focus on organizing her apartment once per week for 75% until the next annual meeting.

Purpose is to help her maintain organization of her home.

One thing staff can do is help her organize shelves, create organization schedule.

**Outcome 3:** Community Participation: Kayloni will choose a community activity to partake in with once per week for 75% until the next annual meeting.

Purpose is to help her gain access to community activities/groups.

One thing staff can do is provide transportation to activities.

**Adaptive Skills:** Kayloni will work on budgeting once per week

Purpose is to help her manage her finances and making wise financial choices.

One thing staff can do is give her reminders that the only finances she needs to worry about are her own.



Does this person have a rights restriction in place 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:	N	
Seizures:	N	
Chronic Medical Conditions	Y	Give her reminders about medications and assisting with mobility in winter months.
Risk of falling (state-specific need):	Y	Provide reminders to make sure she is wearing proper footwear.
Mobility issues (include specific issues):	N	
Community survival skill:	Y	Provide additional training in community safety, boundary setting with strangers, and identify safe times to be outdoors.
Water safety skills:	N	



Self-injurious behavior (state behavior):	Y	Assist with implementation of coping strategies and provide continued DBT support.
Property destruction (state behavior):	N	
Suicidal ideation, thoughts, or attempts:	N	
Mental or emotional health symptoms and crises (state diagnosis):	Y	Assist with implementation of DBT homework and providing guidance on effective coping strategies.

### 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how will you minimize the risk of abuse? Teach her about appropriate boundaries, social interaction, and how to identify warning signs of risky behavior or manipulation.		
<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? Help her to build healthy relationships and appropriate social interactions. Use role playing scenarios to help her practice recognizing red flags.		



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? Help her build awareness of her surroundings and identify potential risks via discussions of safety, providing education on how to assess situations and roleplay scenarios to practice making safe choices.		
Financial Exploitation		
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 financial exploitation? Inform her guardian and provide guidance on recognizing potential financial exploitation and encourage her to discuss any similar situations with her guardian.		

Positive Support Strategies
When this individual is frustrated, they can express it in these ways: Kayloni will verbally express her frustrations.
Supporting this individual in these ways will help them feel <b>less</b> frustrated: Her dog Bella, listening to and validating her feelings, remind her of other coping skills/DBT.
Supporting this individual in these ways will make them feel <b>more</b> frustrated: Not listening to her, ignoring her feelings, not allowing her to be with/near Bella.