



Staff Orientation Record: Person-Specific

Employee name: Amber Cairl

Supervisor name: Jessica Dudas

Date: 03/20/2025

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: Mackenzie Fodness

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> Mackenzie will organize her home, check her voicemails and mail at least once per week. 75% of all weeks throughout the annual year.
<u>Outcome 2:</u> Mackenzie will check her upcoming appointments, schedule rides, schedule appointments, at least twice per month. 75% of all months through the annual year.
<u>Outcome 3:</u> Mackenzie will get out into the community at least twice per month, 75% of all months throughout the annual year.

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No



	If yes, explain briefly: No limitations.
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:	N/A	
Seizures:	N/A	
Chronic Medical Conditions	Yes	IHS staff will know Mackenzie's chronic medical conditions. IHS staff will assist Mackenzie in calling, scheduling, setting up reminders, and scheduling transportation as needed. Staff will provide redirection and person-centered coping skills when Mackenzie is feeling dysregulated regarding her mental health.
Risk of falling (state-specific need):	N/A	
Mobility issues (include specific issues):	N/A	
Community survival skill:	No	Self manages
Water safety skills:	No	Self manages
Self-injurious behavior (state behavior):	Yes	Staff will be aware of Mackenzie's history of self-harm. Staff will follow the instructions provided in Mackenzie’s Emergency Backup Plan. This can include assessing if Mackenzie is still experiencing



		urges of self-harm, offering self-soothing skills, and offering to seek medical treatment if needed. If Mackenzie reports she needs help or is in crisis, she will notify Supportive Living Solutions (her 24-hour Emergency Service Provider). If this service does not offer adequate support, she will call 911 or Canvas Health to seek medical /mental health attention.
Property destruction (state behavior):	N/A	
Suicidal ideation, thoughts, or attempts:	N/A	
Mental or emotional health symptoms and crises (state diagnosis):	Yes	Mackenzie is currently working with her mental health therapist on anger management and per her therapist's recommendation, she has received EMDR therapy to deal with past traumas that may be triggering her anger responses. Staff will encourage Mackenzie to continue to work with her therapist and follow their recommendations. Staff will work with Mackenzie on identifying situations that may trigger an aggressive response and process different ways she could handle those without engaging in a verbal/physical altercation.

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?

Yes

No

If yes, how will you minimize the risk of abuse? Mackenzie is currently working with her mental health therapist on anger management and, following her therapist's recommendation, has received EMDR therapy to address past traumas that may be triggering her anger responses. Staff will encourage Mackenzie to continue working with her therapist and following their recommendations. Staff will support Mackenzie in identifying situations that may trigger aggressive responses and help her explore alternative ways to manage these situations without engaging in verbal or physical altercations

Self-Abuse

Is the individual susceptible to abuse in this area?

Yes

No

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

Staff will establish a supportive, non-judgmental relationship with Mackenzie to help her feel safe and comfortable sharing her feelings and experiences. Staff will collaborate with Mackenzie to develop a daily schedule that incorporates self-care, physical activity, leisure, and therapeutic activities to reduce anxiety and feelings of being overwhelmed.

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: shutting down, withdrawing, cancelling shifts



Supporting this individual in these ways will help them feel **less** frustrated: continue unwavering, non-judgemental support

Supporting this individual in these ways will make them feel **more** frustrated: pushing issues if Mackeznie does not wish to talk about it