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BrightPath

Staff Orientation Record

Employee Name: Alexis Ladd

Program name: BrightPath LLC. Home & Community-Based Services

Date of hire	3/10/2025
Date background study initiated	3/10/2025
Date background study temporary clearance received	N/A
Date background study notice received	3/20/2025
Date of first supervised direct contact with persons in this program	4/1/2025
Date of first unsupervised direct contact with persons served by the program	4/5/25
Date orientated to the individual's needs	3/31/2025

This program ensures competency in the following areas as required in the 245D HCBS Standards, section 245D.09.

Orientation requirements - **Except for a license holder who does not supervise any direct support staff,** within **60 calendar days** of hire, completion of orientation sufficient to create staff competency for direct support staff that combines supervised on-the-job training with review of and instruction in the following areas:

Subject/Area	Date of Training	Hours of Training	Name of Instructor
Laws governing maltreatment reporting and service planning for children and vulnerable adults, and staff responsibilities related to protecting persons from maltreatment and reporting maltreatment. This orientation must be provided **within 72 hours** of first providing direct contact services. Required in section 245A.65. • Vulnerable adults maltreatment reporting and internal review __X___ law__X___policies ***(Covered in Mandated Reporting and Maltreatment Module)***	3/11/2025	1.25 hr	STAR Services
• Maltreatment of minors reporting and internal review ___X__ laws __X___ policies ***(Covered in Mandated Reporting and Maltreatment Module)***	3/11/2025	1 hr	STAR Services
• Program abuse and prevention plan __X__laws _X__policies	4/8/2025	0.5 hr	

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Subject/Area	Date of Training	Hours of Training	Name of Instructor
(Covered in on site orientation module)			
Job description and specific job function as required under section [245D.09, subd. 3]	3/10/2025	0.25 hr	Jeremey Garrigan, Talent Acquisition Specialist
Education and related experience specific to job functions as required under section [245D.09. subd. 3] ● Copy of valid degree and transcript. ● Current professional license, certificate, or registration. ● Documentation of continuing education credits completed for professional licensure. ● Other: **Resume**	3/10/2025	0.25 hr	Jeremey Garrigan, Talent Acquisition Specialist
Special skills and training related to job functions as required under section [245D.09, subd. 3]			
● **Mental Health Fundamentals Modules** ○ Anxiety Disorders (1 hr) ○ Mood Disorders (1 hr) ○ Personality Disorders (1 hr) ○ Psychotic Disorders (1 hr) ○ Co-occurring Substance Abuse and Mental Health (1 hr) ○ Psychotropic Medications (1 hr) ○ Crisis Response and Behavioral Intervention (.75 hrs) ○ Values and Principles of Crisis Response (.75 hrs) ○ Suicide Prevention and Response (.5 hrs)	3/17/2025	8 hr	STAR Services
● Crisis Prevention Intervention (CPI)	pending	11 hrs	Claudia Waples, Director of Quality Assurance
● Orientation Presentation (Employee handbook, polices and procedures, WIW, documentation)	3/13/2025	2 hr	Isaac Bloom, Training Manager
● Therap Introduction	3/13/2025	1.25 hr	Isaac Bloom, Training Manager
● Anti-Fraud/Fraud Prevention ***(Covered in Orientation for Direct Care Staff Module)***	3/12/2025	0.75 hr	STAR Services
● OSHA Universal Precautions/Bloodborne ***(Covered in Orientation for Direct Care Staff Module)***	3/12/2025	0.75 hr	STAR Services

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Subject/Area	Date of Training	Hours of Training	Name of Instructor
• Children Mental Health	3/19/2025	N/A	N/A
• Fetal Alcohol Spectrum Disorder	3/17/2025	N/A	N/A
• Positive Supports Rule Core	3/12/2025	7.5 hrs	STAR Services
Orientation to individual service recipient needs Before having unsupervised direct contact with a person served by the program, or for whom the staff person has not previously provided direct support, or any time the person's plans or procedures are revised, the staff person must review and receive instruction on: the person's support plan or support plan addendum as it relates to the responsibilities assigned to the program, and the person's individual abuse prevention plan, to achieve and demonstrate an understanding of the person as a unique individual, and how to implement those plans. * ***See Person Specific Orientation to Individuals Needs for specifics on*** • Support Plan and Support Plan-addendum 0.75 hr • Self-Management Assessment (SMA) 0.75 hr • Individual Abuse and Prevention Plan (IAPP) 0.75 hr	3/31/2025	7.5 hrs	Tira Roberts, PC
Responding to and reporting incidents as required under section [245D.06, subd. 1] ***(Covered on module for On-Site Orientation)***	4/8/2025	.05 hr	Tira Roberts, PC
Following safety practices established by the license holder and as required in section [245D.06 , subd. 2] ***(Covered on module for On-Site Orientation)***	4/8/2025	.05 hr	Tira Roberts, PC
Current policies and procedures, including their location and access, and staff responsibilities related to implementation of those policies and procedures: ***(Covered on module for On-Site Orientation)***	4/8/2025	2 hr	Tira Roberts, PC
• Drug and alcohol prohibition			
• Emergency use of manual restraint			
• Grievance procedure			
• Service suspension and service termination			
• Universal precautions and sanitary practices			
• For residential programs, health service coordination and care			
• Safe medication assistance and administration			

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Subject/Area	Date of Training	Hours of Training	Name of Instructor
• Safe transportation			
• Safety in emergencies, response, reporting and review [and for community residential settings and day services facilities, training on the emergency plan required in section [245D.22, subd. 5]			
• Incident response, reporting and review			
• Data Privacy			
• Admission Criteria			
Data privacy and staff responsibilities related to complying with data privacy practices ***(Covered in the Orientation for Direct Care Staff module)***	3/12/2025	1 hr	STAR Services
Service recipient rights and staff responsibilities related to ensuring the exercise and protection of those rights ***(Covered in the Orientation for Direct Care Staff module)***	3/12/2025	1.5 hr	STAR Services
Principles of person-centered service planning and delivery and how they apply to direct support service provided by the staff person ***(Covered in the Positive Support Rule Core module)*** • Foundations of Person-Centered Services (0.5 hrs)	3/12/2025	0.5 hr	STAR Services
The safe and correct use of manual restraint on an emergency basis according to the requirements in sections [245D.061] and what constitutes the use of restraints, time out, and seclusion, including chemical restraint. ***Covered in the CPI module***	pending	1 hr	Claudia Waples, Director of Quality Assurance
Staff responsibilities related to prohibited procedures under section [245D.06] subdivision 5, why such procedures are not effective for reducing or eliminating symptoms or undesired behavior, and why such procedures are not safe. ***(Covered in the Positive Support Rule Core module 7.5 hrs)*** • Prohibited Procedures I: The Fundamentals (0.5 hrs) • Prohibited Procedures II: The Details (0.75 hrs)	3/12/2025	1.25 hrs	STAR Services
Basic first aid (required)	4/16/2025	1.5 hr	American Red Cross
Strategies to minimize the risk of sexual violence, including concepts of healthy relationships, consent, and bodily autonomy of people with disabilities. ***(Covered in the Orientation for Direct Care Staff module)*** • Minimizing the Risk of Sexual Violence	3/12/2025	0.5 hrs	STAR Services

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Other topics as determined necessary in the person's support plan by the case manager or other areas identified by the program listed below: ***See Person Specific Orientation to Individuals Needs for specifics on*** ● Crisis plans if applicable ● Seizure protocols if applicable ● Elopement protocols if applicable ● Diabetes protocols ● Other Medical emergencies protocols if applicable ● Rights restrictions if applicable	3/31/2025		Tira Roberts, PC
For community residential services, training and competency evaluations must include the following, if identified in the support plan: ● Within the scope of services, appropriate and safe techniques in personal hygiene and grooming, including hair care; bathing; care of teeth, gums, and oral prosthetic devices; and other activities of daily living (ADLs) as defined under section [256B.0659 , subd. 1] ***** Covered in Community Residential Setting Orientation 3 hr module)***	3/12/2025	1 hr	STAR Services
● Within the scope of services, an understanding of what constitutes a healthy diet according to data from the Centers for Disease Control and Prevention and the skills necessary to prepare that diet. *****(covered in Community Residential Setting Orientation 3 hr module)***	3/12/2025	1 hr	STAR Services
● Within the scope of services, skills necessary to provide appropriate support in instrumental activities of daily living (IADLs) as defined under section [256B.0659, subd. 1] *****(covered in Community Residential Setting Orientation 3 hr module)***	3/12/2025	1 hr	STAR Services
For community residential settings and day services facilities, training on the Emergency Plan required in section. [245D.22, subd. 5] ***This is covered in the On-site Orientation module***	4/8/2025	1 hr	Tira Roberts, PC

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A staff person trained in first aid must be available on site and, when required in a person's support plan or support plan addendum, be able to provide cardiopulmonary resuscitation (CPR), whenever persons are present and staff are required to be at the site to provide direct service. The CPR training must include instruction, hands-on practice, and an observed skills assessment under the direct supervision of a CPR instructor.	N/A	N/A	N/A
Medication administration procedures established for the person	3/31/2025	.5 hr	Tira Roberts, PC
The staff person must review and receive instruction on medication setup, assistance, or administration procedures established for the person when assigned to the license holder according to section [245D.05], subdivision 1, paragraph (b). *****Refer to Person Specific Orientation to Individuals Needs***	3/31/2025	.5 hr	Tira Roberts, PC
Unlicensed staff may perform medication setup or medication administration only after successful completion of a medication setup or medication administration training, from a training developed by a registered nurse or appropriate licensed health professional.	3/25/2025	6	Health Counseling Services
Observed medication administration skill assessment completed	3/25/2025	1	Health Counseling Services Trainer/Instructor
Safe and correct operation of medical equipment used by the person to sustain life or to monitor a medical condition that could become life-threatening without proper use of the medical equipment	N/A	N/A	N/A
The staff person must review and receive instruction on mental health crisis response, de-escalation techniques, and suicide intervention when providing direct support to a person with a serious mental illness. ***Covered in the Mental Health Fundamentals Training***	3/17/2025	8 hrs	STAR Services
Supervised on-the-job training • This is covered during shadow shifts	4/1/2025	8 hrs	Hoda Mohamed, PC

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Subject/Area	Date of Training	Hours of Training	Name of Instructor
First aid training: certification: Yes expiration date: 4/27	4/16/2025	1.5	American Red Cross
CPR training: certification: Yes expiration date: 4/27	4/16/2025	2	American Red Cross

By signing here, I verify that the above training has been provided to me.

Employee signature Signed by: 3FE78E44C8B641B... 5/9/2025