

Staff Annual Training Record

Employee name: Khalilu Kromah

Program name: BrightPath LLC.

Date of hire	8/8/2023
Date background study initiated	8/8/2023
Date background study notice received	8/10/2023
Date of first supervised direct contact with persons in this program	8/14/2023
Date of first unsupervised direct contact with persons served by the program	8/15/2023
Date orientated to the individual’s needs	8/11/2023

This program ensures competency in the following areas as required in the 245D HCBS Standards, section [245D.09](#).

Annual training requirements – The following training topics must be provided on an annual basis.

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. <ul style="list-style-type: none"> • Vulnerable adults maltreatment reporting and internal review _____ laws _____ policies • Maltreatment of minors reporting and internal review _____ laws _____ policies • Program abuse and prevention plan _____ laws _____ policies 	4/13/2025	1 hr	STAR Services
Data privacy requirements according to sections 13.01 to 13.10 and 13.46, the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), and staff responsibilities related to complying with data privacy practices	4/13/2025	.5 hr	STAR Services
Service recipient rights and staff responsibilities related to ensuring the exercise and protection of those rights	4/19/2025	.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	4/13/2025	2 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.	4/13/2025	.5 hr	STAR Services

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.	4/13/2025	1 hr	STAR Services
Strategies to minimize the risk of sexual violence, including concepts of healthy relationships, consent, and bodily autonomy of people with disabilities	4/13/2025	.5 hr	STAR Services
Other topics as determined necessary in the person's coordinated service and support plan by the case manager or other areas identified by the license holder: <ul style="list-style-type: none"> ● See Training Record: <ul style="list-style-type: none"> ○ Edvance (STAR Services) LMS ○ College of Direct Supports (CDS) LMS 			
First aid training: certification: No expiration date: _____		1 hr	BrightPath Internal Training
CPR training: certification: Yes ___ No ___ expiration date: _____	N/A	N/A	N/A
Annual Refresher Training on applicable topics required from the Positive Supports Rule [9544.0090, subpart 3]	4/13/2025	4 hrs	STAR Services

Performance evaluations:

	Competent to perform all assigned job duties:	Performance improvement plan required:	Timeline for completion of performance involvement plan:	Supervisor signature
Date of Evaluation: 4/28/2025	Yes	No	N/A	Signed by: <i>marilyn.campiz</i> C61FACF0E75E49A
Date of Evaluation:	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no		
Date of Evaluation:	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no		

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

Signed by:

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5/13/2025