

Instruction	Guidance
Make a duplicate tab of the "Main" tab below	Right-Click Select Duplicate
Rename the Tab to the site and initials of the person the OIN was completed for	Right-Click Select Rename
Enter information for the OIN session	Staff Name, Date of Hire, Background Check Submission and Clearance Date, and On-Going Annual Training Period will be entered by the Training Department. All other information must be entered specifically for the session itself and the person it is for.
Print a copy of the completed document and obtain signature through DocuSign	Select File>Print (shortcut ctrl+P), select next in the upper right corner, set "Destination" to "Print to PDF", upload document to DocuSign for signature

<b>o</b>				
<b>Staff name:</b>	Nicola Gagner		<b>Date of hire:</b>	4/15/2025
<b>Date of background study submission:</b>	4/15/2025		<b>Date of background study clearance:</b>	Temp Clearance 4/18/2025
<b>Ongoing annual training period:</b>	4/26			
<b>Date of first supervised contact:</b>	5/14/2025		<b>Date of first unsupervised contact:</b>	TBD
<p>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. <b>*Complete this form for each person served to whom the staff person will be providing direct contact services.</b></p>				
<p><b>Training topics for community residential services (settings):</b> training and competency evaluations must include the following topics, marked with an asterick (*) if identified in the <i>Support Plan</i>.</p>				
<b>Name of person served: Yaron Freedman</b>				
Orientation to individual service recipient needs	Date of completion	Date and type of demonstrated competency	Length of training	Name of trainer and company, if applicable
*Appropriate and safe techniques in personal hygiene and grooming including: Hair care Bathing Care of teeth, gums, and oral prosthetic devices Other activities of daily living (ADLs) per 256B.0659-specify:	5/14/2025	5/14/2025	0.5	Marilyn Campiz, DC
*Understanding of what constitutes a healthy diet according to data from the CDC and the skills necessary to prepare that diet	5/14/2025	5/14/2025	0.25	Marilyn Campiz, DC
*Skills necessary to provide appropriate support in instrumental activities of daily living (IADLs) per 256B.0659-specify:	5/14/2025	5/14/2025	0.25	Marilyn Campiz, DC
CPR, if required by the Support Plan and Support Plan <i>Addendum</i>				
<i>Support Plan Support and Plan Addendum, and Self-Management Assessment</i> 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	5/14/2025	5/14/2025	2.5	Marilyn Campiz, DC
<i>Individual Abuse Prevention Plan</i> to achieve and demonstrate an understanding of the person as a unique individual and how to implement those plans	5/14/2025	5/14/2025	0.25	Marilyn Campiz, DC
Medication set up or medication administration training when staff set up or administer medications. <b>Training also includes specific medication set up or administration procedures for the person</b>	5/14/2025	5/14/2025	0.25	Marilyn Campiz, DC
The 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. This training must be provided by a licensed health care professional or manufacturer's representative	5/14/2025	5/14/2025	0.25	Marilyn Campiz, DC
Mental health crisis response, de-escalation techniques, and suicide intervention when providing direct support to a person with a serious mental illness	See LMS for records	See LMS for records	See LMS for records	Completed in LMS - Star services
Other topics as determined necessary according to the person's <i>Support Plan</i> or identified by the company:	Date of completion	Date and type of demonstrated competency	Length of training	Name of trainer and company, if applicable
Topic: Crisis plans if applicable			0.25	
Topic: Seizure protocols if applicable	5/14/2025	5/14/2025	0.25	Marilyn Campiz, DC
Topic: Elopement protocols if applicable			0.25	
Topic: Diabetes protocols if applicable			0.25	
Rights restrictions if applicable			0.25	
Topic: Other Medical emergencies protocols			0.25	
			5/14/2025	

Signed by:  
  
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Signed by:  


5/14/2025

Staff signature			Date	
*I understand the information I received and my responsibilities for their implementation in the care of persons served by this program.				

<b>o</b>				
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<p><b>Training topics for community residential services (settings):</b> training and competency evaluations must include the following topics, marked with an asterick (*) if identified in the <i>Support Plan</i>.</p>				
<b>Name of person served: Michael Nakashima</b>				
Orientation to individual service recipient needs	Date of completion	Date and type of demonstrated competency	Length of training	Name of trainer and company, if applicable
*Appropriate and safe techniques in personal hygiene and grooming including: Hair care Bathing Care of teeth, gums, and oral prosthetic devices Other activities of daily living (ADLs) per 256B.0659-specify:	5/14/2025	5/14/2025	0.5	Marilyn Campiz, DC
*Understanding of what constitutes a healthy diet according to data from the CDC and the skills necessary to prepare that diet	5/14/2025	5/14/2025	0.25	Marilyn Campiz, DC
*Skills necessary to provide appropriate support in instrumental activities of daily living (IADLs) per 256B.0659-specify:	5/14/2025	5/14/2025	0.25	Marilyn Campiz, DC
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Other topics as determined necessary according to the person's <i>Support Plan</i> or identified by the company:	Date of completion	Date and type of demonstrated competency	Length of training	Name of trainer and company, if applicable
Topic: Crisis plans if applicable			0.25	
Topic: Seizure protocols if applicable			0.25	
Topic: Elopement protocols if applicable			0.25	
Topic: Diabetes protocols if applicable			0.25	
Rights restrictions if applicable			0.25	
Topic: Other Medical emergencies protocols			0.25	
<b>Signed by:</b>			5/14/2025	

*cola.gagner*  
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**Signed by:**  
*marilyn.campiz*

5/14/2025

Staff signature			Date	
*I understand the information I received and my responsibilities for their implementation in the care of persons served by this program.				

STAFF ORIENTATION AND ANNUAL TRAINING PLAN - PERSON SPECIFIC				
<b>Staff name:</b>	Nicola Gagner	<b>Date of hire:</b>	4/15/2025	
<b>Date of background study submission:</b>	4/15/2025	<b>Date of background study clearance:</b>	Temp Clearance 4/18/2025	
<b>Ongoing annual training period:</b>	4/26			
<b>Date of first supervised contact:</b>	5/14/2025	<b>Date of first unsupervised contact:</b>		
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<b>Training topics for community residential services (settings):</b> training and competency evaluations must include the following topics, marked with an asterick (*) if identified in the <i>Support Plan</i> .				
<b>Name of person served:</b> Tyson Valek				
Orientation to individual service recipient needs	Date of completion	Date and type of demonstrated competency	Length of training	Name of trainer and company, if applicable
*Appropriate and safe techniques in personal hygiene and grooming including: Hair care Bathing Care of teeth, gums, and oral prosthetic devices Other activities of daily living (ADLs) per 256B.0659-specify:	5/14/2025	5/14/2025	0.5	Marilyn Campiz, DC
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Other topics as determined necessary according to the person's <i>Support Plan</i> or identified by the company:	Date of completion	Date and type of demonstrated competency	Length of training	Name of trainer and company, if applicable
Topic: Crisis plans if applicable			0.25	
Topic: Seizure protocols if applicable			0.25	
Topic: Elopement protocols if applicable			0.25	
Topic: Diabetes protocols if applicable			0.25	
Rights restrictions if applicable			0.25	
Topic: Other Medical emergencies protocols			0.25	
<b>Signed by:</b>			5/14/2025	

*cola.gagner*  
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**Signed by:**  
*marilyn.campiz*

5/14/2025

Staff signature			Date	
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