

STAFF ORIENTATION AND ANNUAL TRAINING PLAN - PERSON SPECIFIC

Staff name: Sandra Zempel **Date of hire:** 3/31/2025
Date of background study submission 4/1/2025 **Date of background study cleara** 4/1/2025
Ongoing annual training period: 4/1
Date of first supervised contact: **Date of first unsupervised contac**

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 each person served to whom the staff**

Training topics for community residential services (settings): training and competency evaluations must include the following topics, marked with an asterick (*) if identified in the *Support Plan* .

Name of person served: Gabrielle Anczarski

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 Hair care Bathing Care of teeth, gums, and oral prosthetic devices Other activities of daily living (ADLs) per 256B.0659-specify:	5/16/25	Self review, follow up with DC and DM of program	0.5	Sandra Zempel
*Understanding of what constitutes a healthy diet according to data from the CDC and the skills necessary to prepare that diet	5/16/25	Self review, follow up with DC and DM of program	0.25	Sandra Zempel
*Skills necessary to provide appropriate support in instrumental activities of daily living (IADLs) per 256B.0659-specify:	5/16/25	Self review, follow up with DC and DM of program	0.25	Sandra Zempel
CPR, if required by the Support Plan and Support Plan <i>Addendum</i>	N/A			N/A

<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	5/16/25	Self review, follow up with DC and DM of program	1	Sandra Zempel
<i>Individual Abuse Prevention Plan</i> to achieve and demonstrate an understanding of the person as a unique individual and how to implement those	5/16/25	Self review, follow up with DC and DM of program	0.5	Sandra Zempel
Medication set up or medication administration training when staff set up or administer medications. Training also includes specific medication set up or administration procedures for the person	5/16/25	Self review, follow up with DC and DM of program	0.25	Sandra Zempel
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				
Mental health crisis response, de-escalation techniques, and suicide intervention when providing direct support to a person with a serious mental illness	Completed in Star Services LMS		Completed in Star Services LMS	Completed in LMS - Star services
Other topics as determined necessary according to the person's Support Plan or identified by the	Date of completion	Date and type of demonstrated competency	Length of training	Name of trainer and company, if applicable
Topic: Crisis plans if applicable	5/16/2025	Self review, follow	0.25	Sandra Zempel
Topic: Seizure protocols if applicable	NA		0.25	

Topic: Elopement protocols if applicable	NA		0.25	
Topic: Diabetes protocols if applicable	NA		0.25	
Rights restrictions if applicable	NA		0.25	
Topic: Other Medical emergencies	NA		0.25	

Sandra Zemp

Staff signature

5/30/25

Date

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