

STAFF ORIENTATION AND ANNUAL TRAINING PLAN - PERSON SPECIFIC

Staff name: Valencia Bogan **Date of hire:**
Date of background study submission: 4/22/2025 **Date of background study clearance:**
Ongoing annual training period: 4/26
Date of first supervised contact: 05/21/2025 **Date of first unsupervised contact:**

Before having unsupervised direct contact with persons served or for whom the staff has not previously provided direct support procedures are revised, staff must review and receive instruction in the following areas as they relate to the staff's job function **form for each person served to whom the staff person will be providing direct contact services.**

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

Name of person served: Khiley Johnstone

Orientation to individual service recipient needs	Date of completion	Date and type of demonstrated competency	Length of training
*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:	05/21/2025	Review with Supervisor	0.5
*Understanding of what constitutes a healthy diet according to data from the CDC and the skills necessary to prepare that diet	05/21/2025	Review with Supervisor	0.25
*Skills necessary to provide appropriate support in instrumental activities of daily living (IADLs) per 256B.0659-specify:	05/21/2025	Review with Supervisor	0.25
CPR, if required by the Support Plan and Support Plan <i>Addendum</i>	N/A	N/A	N/A

<p><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</p>	05/21/2025	Review with Supervisor	2.5
<p><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</p>	05/21/2025	Review with Supervisor	0.25
<p>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</p>	05/21/2025	Review with Supervisor	0.25
<p>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</p>	05/21/2025	Review with Supervisor	0.25
<p>Mental health crisis response, de-escalation techniques, and suicide intervention when providing direct support to a person with a serious mental illness</p>	See LMS for records	See LMS for records	See LMS for records
<p>Other topics as determined necessary according to the person's <i>Support Plan</i> or identified by the company:</p>	Date of completion	Date and type of demonstrated competency	Length of training
<p>Topic: Crisis plans if applicable</p>			0.25

Topic: Seizure protocols if applicable			0.25
Topic: Elopement protocols if applicable	05/21/2025	Review with Supervisor	0.25
Topic: Diabetes protocols if applicable			0.25
Rights restrictions if applicable			0.25
Topic: Other Medical emergencies protocols if applicable			0.25

Signed by:

Valencia Bogan

5/29/2025

Staff signature

Date

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

4/22/2025

5/21/2025

t or any time these plans or
s **for that person. *Complete this**

topics, marked with an asterick (*) if

**Name of trainer and company, if
applicable**

Tira Roberts, PC

Tira Roberts, PC

Tira Roberts, PC

N/A

Tira Roberts, PC
Completed in LMS - Star servives
Name of trainer and company, if applicable

Tira Roberts, PC
