



BrightPath

### Staff Orientation Record: Person-Specific

Employee name: Sarah Student

Supervisor name: **Bobbi Jo Rossberg, BrightPath Designated Coordinator**

Date: 06/05/2025

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

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 all persons served to whom the staff person will be providing direct contact services.***

Staff will review the Support Plan, Support Plan Addendum, Self-Management Assessment, and Individual Abuse Prevention Plan at orientation and ongoing as plans are updated. Staff will review 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. Other topics, as determined necessary according to the person's Service and Support Plan or identified by the company, will be outlined as needed.

Person Served: Vicenta Hughes

### Support Plan-Addendum (SPA)

*Please review all service outcomes for the individual and state the purpose of the outcome and **one** thing you, as staff, need to do to assist them with the outcome effectively.*

Outcome 1:

Health, Safety & Wellness: Vicenta would like support with scheduling, attending and coordinating medical appointments.

Outcome 2:

Household Management: Vicenta would like support with meal prep, light household cleaning, and grocery shopping.

Outcome 3: n/a



Does this person have a rights restriction in place to provide for their health/safety?	Yes No X If yes, explain briefly:
Can this person use dangerous items or equipment?	Yes No X If yes, explain briefly:
Does this individual require you to use permitted actions/procedures to assist them with daily routines/activities or restraint to position them due to a physical disability?	Yes No X If yes, explain briefly:

### Self-Management Assessment (SMA)

The information presented within a Self-Management Assessment must describe the person’s overall strengths, functional skills and abilities, and behaviors or symptoms. The assessment information provides the basis for identifying and developing supports and methods to be implemented to support the accomplishment of outcomes related to acquiring, retaining, or improving skills.

Assessment Area	Does the person need/want support?	If yes, how should you provide support?
Allergies: Iodine, bleach, and dust.	no	n/a
Seizures: n/a	no	n/a
Chronic Medical Conditions: History of Diastolic Congestive Heart Failure, Hypertension, Pulmonary Embolism, Morbid Obesity, Severe Lymphedema, Anxiety, Depression, Arthritis, and Cognitive Impairment	no	n/a
Risk of falling (state-specific need): Obesity, chronic pain, lymphedema	yes	Vicenta is a fall risk due to lymphedema and obesity issues. Staff will remind her to keep her area free of clutter and to walk slowly. Vicenta can access her 24-Hour EA services at anytime should she need immediate staff response, or a trusted staff to triage should
Mobility issues (include specific issues): Obesity, chronic pain,	yes	Vicenta is a fall risk due to lymphedema and obesity issues. Staff will remind her to keep her



lymphedema		area free of clutter and to walk slowly. Vicenta can access her 24-Hour EA services at anytime should she need immediate staff response, or a trusted staff to triage should she need immediate health interventions or life sustaining care.
Community survival skill: Independently	yes	Staff Supports: Vicenta will work with her IHS staff in accessing the community for errands, appointments, and other community activities of her choice. IHS staff will remind Vicenta to bring her walker or cane to support her mobility. IHS staff will encourage Vicent to attend her appointments and participate in other community activities to decrease her isolation.
Water safety skills: n/a	no	n/a
Self-injurious behavior (state behavior): n/a	no	n/a
Property destruction (state behavior):	no	n/a
Suicidal ideation, thoughts, or attempts:	no	n/a
Mental or emotional health symptoms and crises (state diagnosis):	no	n/a

### Individual Abuse Prevention Plan (IAPP)

The plan shall include a statement of measures that will be taken to minimize the risk of abuse to the vulnerable adult when the individual assessment required in section 626.557, subdivision 14, paragraph (b), indicates the need for measures in addition to the specific measures identified in the program abuse prevention plan. The measures shall include the specific actions the program will take to minimize the risk of abuse within the scope of the licensed services and will identify referrals made when the vulnerable adult is susceptible to abuse outside the scope or control of the licensed services. When the assessment indicates that the vulnerable adult does not need specific risk reduction measures in addition to those identified in the program abuse prevention plan, the individual abuse prevention plan shall document this determination.

#### Sexual Abuse



Is the individual susceptible to abuse in this area?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, how will you minimize the risk of abuse?  n/a		
<b>Physical Abuse</b>		
Is the individual susceptible to abuse in this area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how will you minimize the risk of abuse?  Proactive: IHS staff will work with Vicenta on establishing safe boundaries with both strangers and people she may meet. They will also help her develop the skills to recognize unsafe situations and create a safety plan to reduce the risks associated with new relationships or unfamiliar individuals. IHS staff will teach and encourage Vicenta to call the 24-hour EA line for support at anytime that she needs unsafe.		
<b>Self-Abuse</b>		
Is the individual susceptible to abuse in this area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how will you minimize the risk of abuse?  Proactive: As staff become familiar with Vicenta, they will develop strategies to maintain effective communication with her team, including her nurse, Care Coordinator, and CADI Case Manager. Staff will assist in coordinating and scheduling appointments while teaching Vicenta how to keep track of them. They will accompany her to medical appointments as needed and requested by Vicenta and her team. Additionally, staff will encourage her to attend all scheduled medical appointments and will communicate any concerns to the Designated Coordinator.		
<b>Financial Exploitation</b>		
Is the individual susceptible to abuse in this area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how will you minimize the risk of financial exploitation?  If BrightPath staff have concerns about financial exploitation, they will follow the BrightPath Maltreatment of Vulnerable Adults Mandated Reporting Policy. This may involve submitting an internal report to the BrightPath Designated Agent or filing an external report directly with MAARC at (844) 880-1574, both of which must be done immediately and within 24 hours. Additionally, staff will adhere to the BrightPath Incident Report Policy by completing an Incident Report and notifying the Designated Coordinator within the same 24-hour timeframe. The Designated Coordinator will then inform Vicenta's Case Manager within 24 hours of the incident or within 24 hours of discovering it.		



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Positive Support Strategies
When this individual is frustrated, they can express it in these ways:  Canceling plans, saying that she is frustrated
Supporting this individual in these ways will help them feel <b>less</b> frustrated:  Talking to her kids, being given space to process issues
Supporting this individual in these ways will make them feel <b>more</b> frustrated:  Strict scheduling