



Staff Orientation Record: Person-Specific

Employee name: Barbara "Bobbi Jo" Rossberg

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 05/27/2025

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: Seth Loftus

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.*

<u>Outcome 1:</u> Seth would like support with some of his household tasks including cleaning, organization, meal planning, cooking, grocery shopping.
<u>Outcome 2:</u> Seth would like to access the community for errands and other enjoyable activities as identified by Seth.
<u>Outcome 3:</u> Seth would like support with maintaining his self-care tasks independently.

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: Seasonal allergies	No	N/A
Seizures: N/A	No	N/A
Chronic Medical Conditions: ADHD, pervasive developmental disorder, PTSD	No	: Seth, at times, understands his chronic medical conditions and how they can affect his health. Seth, at times, can verbally communicate to his guardian and support team should his chronic medical conditions be declining and affecting his health.
Risk of falling (state-specific need): N/A	No	No
Mobility issues (include specific issues): N/A	No	No
Community survival skill: Needs support accessing the community	Yes	IHS staff will be aware that Seth needs support while accessing the community. IHS staff will assist Seth in using other transportation such as metro mobility, metro transit, Uber/Lyft rides, and other public transportation. Staff will work with Seth on learning self-preservation skills for accessing and navigating the community and developing a safety plan for when staff are not around. This may include making sure he has his cell phone fully charged and has his cell phone with him. Calling his 24-hour Emergency Assistance for problem-solving safety concerns he may have.



Water safety skills: N/A	No	N/A-Seth can swim
Self-injurious behavior (state behavior): N/A	No	N/A
Property destruction (state behavior): N/A	No	N/A
Suicidal ideation, thoughts, or attempts: N/A	No	N/A
Mental or emotional health symptoms and crises (state diagnosis): ADHD, PTSD, Depression, Anxiety	Yes	IHS staff will be aware of Seth's mental health diagnosis. IHS staff will support Seth in person-centered coping skills should Seth identify his mental health is declining. IHS staff will report any new or worsening symptoms to the support team.

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?	X Yes	No
<p>If yes, how will you minimize the risk of abuse? Staff will use natural teaching moments while out with Seth to practice and encourage self-advocacy skills. Staff will monitor Seth for signs of abuse while providing for services and report any noted suspicions in accordance with Bright Path's reporting policy.</p>		



Physical Abuse		
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? Staff will work with Seth on identifying safe and unsafe situations as they naturally occur while providing services. Staff will assist Seth out in the community and will assist Seth directly when providing services in the home.		
Self-Abuse		
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? Staff will work with Seth on developing a routine for when he is going out which can include, checking the weather to plan ahead of time for the proper clothing he may need. Having a checklist of things, he needs to wear during cold or hot temperatures and having safety guidelines for when to stay indoors during inclement weather		
Financial Exploitation		
Is the individual susceptible to abuse in this area?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, how will you minimize the risk of financial exploitation? When accessing the community IHS staff will remind Seth to hold onto his money, assist him when spending his money, and reminding Seth to get all the change along with a receipt. IHS staff will encourage Seth to depose his changed back in his money log and write down his balances and adding his receipt.		

Positive Support Strategies
When this individual is frustrated, they can express it in these ways: Seth will communicate verbally if he is upset
Supporting this individual in these ways will help them feel less frustrated: Consistency and communication. Listening to him talk about his passions like the weather



Supporting this individual in these ways will make them feel **more** frustrated: Not being able to use his phone, communicate, staff that don't participate actively when working with him



Staff Orientation Record: Person-Specific

Employee name: Barbara "Bobbi Jo" Rossberg

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 05/27/2025

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: Seth Loftus

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.*

<u>Outcome 1:</u> Seth would like support with some of his household tasks including cleaning, organization, meal planning, cooking, grocery shopping.
<u>Outcome 2:</u> Seth would like to access the community for errands and other enjoyable activities as identified by Seth.
<u>Outcome 3:</u> Seth would like support with maintaining his self-care tasks independently.

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: Seasonal allergies	No	N/A
Seizures: N/A	No	N/A
Chronic Medical Conditions: ADHD, pervasive developmental disorder, PTSD	No	: Seth, at times, understands his chronic medical conditions and how they can affect his health. Seth, at times, can verbally communicate to his guardian and support team should his chronic medical conditions be declining and affecting his health.
Risk of falling (state-specific need): N/A	No	No
Mobility issues (include specific issues): N/A	No	No
Community survival skill: Needs support accessing the community	Yes	IHS staff will be aware that Seth needs support while accessing the community. IHS staff will assist Seth in using other transportation such as metro mobility, metro transit, Uber/Lyft rides, and other public transportation. Staff will work with Seth on learning self-preservation skills for accessing and navigating the community and developing a safety plan for when staff are not around. This may include making sure he has his cell phone fully charged and has his cell phone with him. Calling his 24-hour Emergency Assistance for problem-solving safety concerns he may have.



Water safety skills: N/A	No	N/A-Seth can swim
Self-injurious behavior (state behavior): N/A	No	N/A
Property destruction (state behavior): N/A	No	N/A
Suicidal ideation, thoughts, or attempts: N/A	No	N/A
Mental or emotional health symptoms and crises (state diagnosis): ADHD, PTSD, Depression, Anxiety	Yes	IHS staff will be aware of Seth's mental health diagnosis. IHS staff will support Seth in person-centered coping skills should Seth identify his mental health is declining. IHS staff will report any new or worsening symptoms to the support team.

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?	X Yes	No
<p>If yes, how will you minimize the risk of abuse? Staff will use natural teaching moments while out with Seth to practice and encourage self-advocacy skills. Staff will monitor Seth for signs of abuse while providing for services and report any noted suspicions in accordance with Bright Path's reporting policy.</p>		



Physical Abuse		
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? Staff will work with Seth on identifying safe and unsafe situations as they naturally occur while providing services. Staff will assist Seth out in the community and will assist Seth directly when providing services in the home.		
Self-Abuse		
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? Staff will work with Seth on developing a routine for when he is going out which can include, checking the weather to plan ahead of time for the proper clothing he may need. Having a checklist of things, he needs to wear during cold or hot temperatures and having safety guidelines for when to stay indoors during inclement weather		
Financial Exploitation		
Is the individual susceptible to abuse in this area?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, how will you minimize the risk of financial exploitation? When accessing the community IHS staff will remind Seth to hold onto his money, assist him when spending his money, and reminding Seth to get all the change along with a receipt. IHS staff will encourage Seth to depose his changed back in his money log and write down his balances and adding his receipt.		

Positive Support Strategies
When this individual is frustrated, they can express it in these ways: Seth will communicate verbally if he is upset
Supporting this individual in these ways will help them feel less frustrated: Consistency and communication. Listening to him talk about his passions like the weather



Supporting this individual in these ways will make them feel **more** frustrated: Not being able to use his phone, communicate, staff that don't participate actively when working with him



Staff Orientation Record: Person-Specific

Employee name: Barbara "Bobbi Jo" Rossberg

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 05/01/2025

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: Bruce Trunta

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.*

<u>Outcome 1:</u> Household Management: Bruce will go through his mail once per week and complete any important paperwork for 75% until the next annual meeting.
<u>Outcome 2:</u> Community Participation: Bruce will choose a community activity once per week to partake in for 75% until the next annual meeting.
<u>Outcome 3:</u>

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: N/A	No	N/A
Seizures: N/A	No	N/A
Chronic Medical Conditions: Borderline Personality Disorder, Echolalia, and Esophagectomy	No	Bruce will communicate if he wants support.
Risk of falling (state-specific need): Fatigue	Yes	Staff Supports: IHS staff will support Bruce if he is lifting over 10lbs.
Mobility issues (include specific issues): Fall risk	Yes	Staff Supports: IHS staff will support Bruce if he is feeling fatigued.
Community survival skill: Anxiety and panic attacks in large crowds	Yes	Staff will work with Bruce to help build his confidence when out in the community
Water safety skills: N/A	No	N/A
Self-injurious behavior (state behavior): N/A	No	N/A
Property destruction (state behavior): N/A	No	N/A
Suicidal ideation, thoughts, or attempts: Bruce shared that he has a history of suicidal ideations. Bruce is taking medications to	Yes	IHS staff will be aware of Bruce's mental health symptoms and that Bruce can participate in person-centered coping skills when feeling dysregulated. IHS staff will encourage Bruce to talk



help with his suicidal ideations and has weekly meetings with his therapist.		about how he is feeling, and what is causing him to feel that way, and participate in activities that would make him feel better
Mental or emotional health symptoms and crises (state diagnosis): Anxiety, Depression, PTSD, and panic attacks.	Yes	IHS staff will know about Bruce's mental health symptoms and that Bruce can participate in person-centered coping skills when feeling dysregulated. IHS staff will encourage Bruce to talk about how he is feeling, and what is causing him to feel that way, and participate in activities that would make him feel better.

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?		
Physical Abuse		
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? Staff will work with him to gradually build confidence and reduce his anxiety related to community access. Staff can assist Bruce in planning outings during less busy times to avoid large crowds and minimize stress. They will encourage him to identify and utilize coping strategies, such as deep breathing, grounding techniques, or listening to calming music, to manage feelings of anxiety.		



Self-Abuse		
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? Staff will work with Bruce to develop a daily routine that includes regular reminders to eat and offer suggestions for healthier food choices. Together, IHS staff and Bruce will identify nutritious meals and snacks that are easily accessible for him. Staff will emphasize the importance of maintaining a balanced diet and provide support with meal preparation and cooking as needed to help Bruce stay on track with his nutrition goals.		
Financial Exploitation		
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 financial exploitation?		

Positive Support Strategies
When this individual is frustrated, they can express it in these ways: When Bruce is frustrated he will be open and candid.
Supporting this individual in these ways will help them feel less frustrated: Bruce values communication with his staff that are supporting him.
Supporting this individual in these ways will make them feel more frustrated: Not communicating well with Bruce can frustrate him. Not being independent or treated independently.



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 05/02/2025

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: Christian Young

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: Christian and his IHS staff will plan weekly community activities of his choice such as going to the gym, going shopping, going for a hike, going to the park, going fishing, etc. IHS staff will assist Christian in accessing the community to partake in these community activities. Christian is aware that there is a 15 miles radius when accessing the community. Should Christian request to go on a community activity that requires more than 15 miles radius, Christian will plan that community activity with IHS staff once a month and will make sure the Scheduling Coordinator is aware and also there is IHS staff that would be able assist him with that community activity. IHS staff will follow BrightPath Mileage Reimbursement Policy and can explain to Christian about the policy. IHS staff can assist Christian in utilizing other transportation to access the community.

Outcome 2:

Outcome 3:



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: Seasonal Allergies	No	N/A
Seizures: N/A	No	N/A
Chronic Medical Conditions: Autism, ADHD, Fetal Alcohol Syndrome, and Mental Retardation.	No	N/A
Risk of falling (state-specific need): N/A	No	N/A
Mobility issues (include specific issues): N/A	No	N/A
Community survival skill: N/A	No	N/A
Water safety skills: Christian can swim.	Yes, Need not want	IHS staff will be aware of Christian's water safety skills and that he doesn't know how to swim. IHS staff will make sure that Christian has the proper gear such as a life jacket should Christian choose to



		go swim at lakes or when fishing. IHS staff will redirect Christian from staying anywhere near
Self-injurious behavior (state behavior): Hit/punch doors	Yes, need but not want	IHS staff will be aware that when Christian gets upset or frustrated he will hit/punch his bedroom door.
Property destruction (state behavior): Hit/punch doors	Yes, need but not want	IHS staff will be aware of Christian's physical aggression. IHS staff will redirect Christian with person-centered coping skills should Christian express any physical aggression and decide to partake in property destruction. IHS staff will call 911 should Christian be at immediate risk of self-harming himself or others.
Suicidal ideation, thoughts, or attempts: N/A	No	N/A
Mental or emotional health symptoms and crises (state diagnosis): N/A	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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If yes, how will you minimize the risk of abuse? IHS staff will use natural teaching moments while out with Christian to help him identify situations that would be considered inappropriate. This could be accomplished by the use of social story's as Christian would learn best with visual supports paired with verbal support.</p>		



Physical Abuse		
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? IHS staff will work with Christian 1:1 when accessing community outings and make sure that he has support and supervision at all times. IHS staff will engage in the following to create an environment that best suits Christian: showing respect towards Christian, showing genuine curiosity and attentiveness to Christian's interests and needs, choosing words wisely, being facilitators and not "dictators", understanding the role staff plays in impacting behaviors, and showing compassion. IHS staff will also set boundaries with Christian, such as making sure that Christian sticks to his plan and that staff can't drive him all over the metro area or to other communities are more than 20 - 30 miles away as BrightPath are not a transportation company.		
Self-Abuse		
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? Staff will work with Christian on developing a routine for when he is going out which can include, checking the weather to plan ahead of time for the proper clothing he may need. Having a checklist of things, he needs to wear during cold or hot temperatures and having safety guidelines for when to stay indoors during inclement weather, and applying sun screen on hot weather days.		
Financial Exploitation		
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? When Christian and his IHS staff are in the community together during financial transactions, the staff person will observe the transactions to see that they are appropriate, stop the financial exploitation, if possible, inform Christian's legal representation and file a MAARC report.		

Positive Support Strategies
When this individual is frustrated, they can express it in these ways: Verbally by swearing and calling/texting continuously and repeatedly asking the same question until they get the answer they want



Supporting this individual in these ways will help them feel **less** frustrated: Going to the gym, going fishing, being away from loud places

Supporting this individual in these ways will make them feel **more** frustrated: Loud noises that may trigger him, boundaries from staff regarding mileage



Staff Orientation Record: Person-Specific

Employee name: Barbara "Bobbi Jo" Rossberg

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 05/28/25

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: Dylan Dreifke

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.*

<u>Outcome 1:</u> Dylan would like staffs support with household management skillsets pertaining to home-cooked meals, meal preparation, and grocery shopping.
<u>Outcome 2:</u> Dylan aims to establish a weekly routine to effectively manage his household chores and organizational tasks.
<u>Outcome 3:</u>

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: N/A	No	N/A
Seizures: N/A	No	N/A
Chronic Medical Conditions: Mild intellectual development disability, cerebral palsy, and Ataxia.	No	Staff Support: IHS staff will be aware of Dylan's chronic medical conditions and that Dylan can self-managed in this area with the support of his guardian. IHS staff can assist Dylan with scheduling medical appointments as needed.
Risk of falling (state-specific need): Dylan does have some physical mobility limitations that may cause him to be at risk of falling.	Yes	Staff Support: IHS staff will be aware of Dylan's mobility needs and that Dylan can self-manage in this area independently. Dylan is able to walk for short distances and can utilize his motorized wheelchair for longer distances. Dylan is able to ask for support when needed and can schedule medical appointments as needed. Should Dylan fall during an IHS shift, IHS staff will make sure that Dylan is not injured in any way before assisting him. Should Dylan be observed getting injured during the fall, staff will call 911 and his guardian immediately. IHS staff will call the Designated Coordinator and the Designated Coordinator will update his support team.
Mobility issues (include specific issues): Dylan is able to walk short distances on his own but will rely	Yes	IHS staff will be aware of Dylan's mobility needs and that Dylan can self-manage in this area independently. Dylan is able to walk for short



on his motorized wheelchair for longer distances or when commuting outside of his residence		distances and can utilize his motorized wheelchair for longer distances. Dylan is able to ask for support when needed and can schedule medical appointments as needed. Should Dylan fall during an IHS shift, IHS staff will make sure that Dylan is not injured in any way before assisting him. Should Dylan be observed getting injured during the fall, staff will call 911 and his guardian immediately. IHS staff will call the Designated Coordinator and the Designated Coordinator will update his support team.
Community survival skill: Due to Dylan's limited communication and mobility, he poses a safety concern when needing to get into the community.	Yes	To help Dylan improve his community navigation skills, staff will remind him to always carry his smartphone when leaving his residence and ensure he has a safety device for emergencies, such as a fall or injury. Staff can also assist in programming key contacts on speed dial, giving Dylan quick access to individuals who can guide and support him if he becomes lost or disoriented while in the community.
Water safety skills: N/A	No	N/A-Dylan can swim but does not enjoy swimming and tends to avoid it as an activity
Self-injurious behavior (state behavior): Risk of falling	No	N/A IHS staff will be aware of Dylan's mobility needs and that Dylan can self-manage in this area independently. Dylan is able to walk for short distances and can utilize his motorized wheelchair for longer distances. Dylan is able to ask for support when needed and can schedule medical appointments as needed. Should Dylan fall during an IHS shift, IHS staff will make sure that Dylan is not injured in any way before assisting him. Should Dylan be observed getting injured during the fall, staff will call 911 and his guardian immediately. IHS staff will call the Designated Coordinator and the Designated Coordinator will update his support team.
Property destruction (state behavior): N/A	No	N/A
Suicidal ideation, thoughts, or attempts:	No	N/A



Mental or emotional health symptoms and crises (state diagnosis): N/A	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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how will you minimize the risk of abuse? Staff will utilize natural teaching opportunities while accompanying Dylan in the community to help him recognize inappropriate situations. This will be supported through the use of social stories, as Dylan benefits from visual aids combined with verbal guidance for optimal learning.		
Physical Abuse		
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? To help Dylan improve his community navigation skills, staff will remind him to always carry his smartphone when leaving his residence and ensure he has a safety device for emergencies, such as a fall or injury. Staff can also assist in programming key contacts on speed dial, giving Dylan quick access to individuals who can guide and support him if he becomes lost or disoriented while in the community.		
Self-Abuse		
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?

Staff will be mindful of Dylan's physical and verbal limitations and will provide supportive assistance and guidance in any areas where he feels additional help is needed. If staff notice that certain aspects of Dylan's self-care are being neglected, they will report these concerns directly to the Designated Coordinator, who will communicate the issues to Dylan's case manager.

Financial Exploitation

Is the individual susceptible to abuse in this area?

X Yes

No

If yes, how will you minimize the risk of financial exploitation?

Should BrightPath staff have concerns of financial exploitation, they will follow BrightPath Maltreatment of Vulnerable Adults Mandated Reporting Policy. This can include making an Internal Report to BrightPath Designated Agent or making an external report directly to MAARC at (844) 880-1574, immediately within 24 hours. Staff will also follow BrightPath Incident Report Policy by filling out an Incident Report and notifying the Designated Coordinator immediately within 24 hours. The Designated Coordinator will then update Dylan's Legal Representative and Case Manage

Positive Support Strategies

When this individual is frustrated, they can express it in these ways: Dylan uses his phone and tablet to communicate and may use them to communicate if he is frustrated

Supporting this individual in these ways will help them feel **less** frustrated: Dylan values someone who is upbeat/positive and supports him in a way that can help him maintain his independence

Supporting this individual in these ways will make them feel **more** frustrated: Doing things for Dylan instead of supporting him in doing them himself. Not having staff that can accommodate his work schedule.



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 06/04/2025

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: Mary Klein

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.*

<u>Outcome 1:</u> Community participation: Mary would like to get out into the community more and staff will support her with that by finding activities that interest her in the community
<u>Outcome 2:</u>
<u>Outcome 3:</u>

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: seasonal allergies, and an allergy to Soy	No	N/A
Seizures: N/A	No	N/A
Chronic Medical Conditions: mild intellectual disability.	Yes	Mary needs varying levels of support during her day in areas related to attention/concentration, awareness, communication, judgment, learning, perception, and problem solving.
Risk of falling (state-specific need): N/A	No	N/A
Mobility issues (include specific issues): N/A	No	N/A
Community survival skill: Mary can become anxious in large crowds	No	N/A
Water safety skills: N/A	No	N/A
Self-injurious behavior (state behavior): N/A	No	N/A
Property destruction (state behavior): N/A	No	N/A
Suicidal ideation, thoughts, or	No	N/A



attempts: N/A		
Mental or emotional health symptoms and crises (state diagnosis):Mary can sometimes get upset if her daily routine is interrupted but self manageds	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?		
Physical 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?		
Self-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?		



Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of financial exploitation?

When Mary and an IHS staff are in the community together during financial transactions, the IHS staff person will observe the transactions to see that they are appropriate, stop the financial exploitation, if possible, inform Mary's legal representation and file a MAARC report. Ultimately, BrightPath is not responsible for Mary's funds and property but will help to mitigate risk in this area.

Positive Support Strategies

When this individual is frustrated, they can express it in these ways: Mary may not be able to get her words out or may become quiet and disengaged

Supporting this individual in these ways will help them feel **less** frustrated: Having consistent staff that are patient and communicate weekly and like to have fun

Supporting this individual in these ways will make them feel **more** frustrated: Inconsistency, a lot of changes to the plan or not having a plan



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 06/16/2025

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: Maria Alexander

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.

<u>Outcome 1:</u> N/A
<u>Outcome 2:</u>
<u>Outcome 3:</u>

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: N/A EA ONLY		N/A EA ONLY
Seizures:		
Chronic Medical Conditions		
Risk of falling (state-specific need):		
Mobility issues (include specific issues):		
Community survival skill:		
Water safety skills:		
Self-injurious behavior (state behavior):		
Property destruction (state behavior):		
Suicidal ideation, thoughts, or attempts:		
Mental or emotional health symptoms and crises (state diagnosis):		



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?		
Physical Abuse		
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? When Maria calls the EA line, staff will create a calm and supportive space where she feels safe sharing her concerns. Staff will educate Maria about recognizing early warning signs of verbal or physical aggression and help her develop strategies to de-escalate or safely leave potentially harmful situations. Staff will guide her in practicing assertive communication, such as saying "no" firmly or removing herself from unsafe environments. They will also remind Maria of resources available to her, including contacting trusted individuals or law enforcement if needed.		
Self-Abuse		
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? When Maria calls the EA line, staff will create a safe and supportive space for her to share her feelings. They will encourage her to talk about what is contributing to her depression and validate her emotions. Staff will gently remind Maria of strategies she has previously found helpful, such as breaking tasks into smaller steps, focusing on small accomplishments, or engaging in activities that she enjoys. Staff may suggest coping techniques such as deep breathing, mindfulness exercises, or journaling to help her manage her emotions. They will encourage Maria to consider reaching out to her mental health provider if her symptoms persist or worsen.		



Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of financial exploitation?

Positive Support Strategies

When this individual is frustrated, they can express it in these ways: Maria is very friendly so if she is having a bad day you should be able to tell by her tone of voice and what she says

Supporting this individual in these ways will help them feel **less** frustrated: Being with family, someone that understands her family values, support to maintain her safety in the home

Supporting this individual in these ways will make them feel **more** frustrated: Someone who doesn't understand her family values and dismisses that, obstructing her independence



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 06/16/2025

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: Cathy Breer

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: Household Management: Cathy would like support with lighthouse cleaning tasks, organizing, and meal prep. Cathy will work on this outcome and the corresponding action steps with staff's support during shifts for 75% or more of all trials for the annual review period.

Outcome 2: Health, Wellness, and Safety: Cathy will call and schedule any upcoming appointments once a week during the IHS shift for 75% or more of all trials for the annual review period.

Outcome 3: Community Participation: Cathy will choose a community activity of her choice and partake in the activity at least once per week during an IHS shift for 75% or more of all trials for the annual review period.

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: N/A	No	N/A
Seizures: N/A	No	N/A
Chronic Medical Conditions:OCD, Alzheimer’s Disease, Histrionic Person NOS, PTSD, Depressive Disorder	No	N/A
Risk of falling (state-specific need): N/A	No	N/A
Mobility issues (include specific issues): N/A	No	N/A
Community survival skill: N/A	No	N/A
Water safety skills: N/A	No	N/A
Self-injurious behavior (state behavior): N/A	No	N/A
Property destruction (state behavior): N/A	No	N/A



Suicidal ideation, thoughts, or attempts: N/A	No	N/A
Mental or emotional health symptoms and crises (state diagnosis): Anxiety and Depression	Yes	Staff should have frequent, supportive check-ins with Cathy to discuss her emotional state and any signs of dysregulation. This creates a safe space for her to express her feelings. Staff can remind Cathy of the coping skills she has learned and encourage her to use them when she feels dysregulated. This may include breathing exercises, mindfulness practices, or grounding techniques.

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?		
Physical 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?		
Self-Abuse		
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?

Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of financial exploitation?

Positive Support Strategies

When this individual is frustrated, they can express it in these ways: Calling when they want more support, verbalizing it

Supporting this individual in these ways will help them feel **less** frustrated: Having mental health supports and a consistent schedule

Supporting this individual in these ways will make them feel **more** frustrated: Not having support, not having the normal home routine



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 06/16/2025

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: Gisell Rosa Cortes

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.*

<u>Outcome 1:</u> Household Management: Gisell would like support with budgeting, filling out paperwork, laundry, meal prep and light household duties as identified by Gisell during shifts for 75% until next annual meeting.
<u>Outcome 2:</u> Community Participation: Gisell would like to access the community for errands and other enjoyable activities once per week for 75% until the next annual meeting.
<u>Outcome 3:</u> Health, Safety & Wellness: Gisell will schedule transportation for upcoming appointments once per week for 75% until the next annual meeting.

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: N/A	No	N/A
Seizures: N/A	No	N/A
Chronic Medical Conditions: Bipolar and PTSD	No	N/A
Risk of falling (state-specific need): N/A	No	N/A
Mobility issues (include specific issues): N/A	No	N/A
Community survival skill: N/A	No	N/A
Water safety skills: N/A	No	N/A
Self-injurious behavior (state behavior): N/A	No	N/A
Property destruction (state behavior): N/A	No	N/A
Suicidal ideation, thoughts, or attempts: N/A	No	N/A



Mental or emotional health symptoms and crises (state diagnosis): Depression and Anxiety	Yes	IHS staff will know about Gisell's mental health symptoms and that she can self-manage independently in this area. IHS staff can assist Gisell in participating in person-centered coping skills by asking Gisell the talk about her feelings. IHS staff will encourage Gisell to call the BrightPath EA line for support when needed and talk with a professional therapist about her depression.
--	-----	--

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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If yes, how will you minimize the risk of abuse? Staff will work with Gisell on identifying safety strategies, exploring healthy relationships, and empowering activities that will help her social and emotional learning. Staff will teach and encourage Gisell to effectively communicate and build her skills that would help her with being more assertive with others. Staff will encourage her to maintain an open communication with her support team and assist her with navigating conversations about this subject. If needed, staff will assist Gisell with finding resources for supports for sexual assault victims such as RAINN's National Sexual Assault Hotline, which is accessible 24/7 by phone (800.656.HOPE) or online at www.rainn.org and utilized BrightPath EA line.</p>		
Physical Abuse		
Is the individual susceptible to abuse in this area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If yes, how will you minimize the risk of abuse? Staff will work with Gisell on developing effective communication and social skills. Staff will work with Gisell on identifying self-preservation skills that she can use to keep herself safe while out in the community. Staff will encourage Gisell to follow the plan made with the courts and encourage her to keep communication with ex to be done threw her mother as requested at the court hearing.</p>		



Staff will remind Gisell to utilize her 24-hour Emergency Assistance service by calling 651-363-5550.

Self-Abuse

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of abuse?

Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of financial exploitation?

Positive Support Strategies

When this individual is frustrated, they can express it in these ways:

Supporting this individual in these ways will help them feel **less** frustrated: Someone that can be flexible, patient

Supporting this individual in these ways will make them feel **more** frustrated: Not getting to appointments or maintaining her health



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 06/16/2025

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:

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.*

<u>Outcome 1:</u> Household Management: John will have support with going through his paperwork and assist John with completing any important paperwork to maintain his benefits.
<u>Outcome 2:</u> Health, Safety & Wellness: John will like to learn the skills to access and attend his medical appointments; including preventive screenings, medical and psychiatric appointments as recommended by his providers.
<u>Outcome 3:</u> Adaptive Skills: John would like to learn how to use his computer and find free computer courses of John to partake in.

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: Meclizine and Traxodone. Allergies to dust mites and seasonal allergies.	No	N/A
Seizures: N/A	No	N/A
Chronic Medical Conditions: Diabetes, TBI, Heart Disease, Degenerative Disc Disease, Osteoarthritis, Alcoholic (sober for 15 yrs), and Sleep Apnea.	No	N/A
Risk of falling (state-specific need): Osteoarthritis.	Yes	IHS staff will be aware of John's mobility issues and that he is at risk of falling. IHS staff will remind John to use his cane and scooter when moving around in this apartment and out in the community. IHS staff can assist John with scheduling medical appointments as needed. Should John have any fall during IHS shift, staff will make sure that John is not hurt in any way before assisting John up. Should John express any pain or if there is any injury present, staff will call 911 immediately and notify the Designated Coordinator.
Mobility issues (include specific	Yes	: IHS staff will be aware of John's mobility issues



issues): Osteoarthritis.		and that he is at risk of falling. IHS staff will remind John to use his cane and scooter when moving around in this apartment and out in the community. IHS staff can assist John with scheduling medical appointments as needed. Should John have any fall during IHS shift, staff will make sure that John is not hurt in any way before assisting John up. Should John express any pain or if there is any injury present, staff will call 911 immediately and notify the Designated Coordinator
Community survival skill: N/A	No	N/A
Water safety skills: N/A	No	N/A
Self-injurious behavior (state behavior): N/A	No	N/Af
Property destruction (state behavior): N/A	No	N/A
Suicidal ideation, thoughts, or attempts: N/A	No	N/A
Mental or emotional health symptoms and crises (state diagnosis): Anxiety and Depression.	Yes	IHS staff will be aware of John's mental health symptoms. IHS staff can assist John with scheduling medical appointments as needed. IHS staff will redirect John should he show any signs of anxiety or depression and redirect him to engage in person-centered coping skills. John has access to BrightPath 24-Hour EA line and IHS staff will remind John to call the EA line for support as needed regarding his mental health.

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?		
Physical Abuse		
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? John and staff will collaborate to identify situations where he may encounter verbally or physically aggressive individuals and develop strategies to help him stay safe. Staff will incorporate conflict resolution techniques and de-escalation methods to manage such situations effectively. Additionally, staff will assist John in creating a safety plan for when they are not present, which will include calling 911 if he is in imminent danger, and contacting BrightPath 24-hour Emergency Assistance line at 651-363-5550 for support.		
Self-Abuse		
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? Staff will learn to recognize signs of John's mental health symptoms and address concerns directly with him. When necessary, staff will assist John in creating a daily routine for managing his medical appointments, including setting reminders on his cell phone or using a physical calendar. During IHS shifts, staff will review upcoming appointments with John and help arrange transportation as needed.		
Financial Exploitation		
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 financial exploitation?		

Positive Support Strategies



When this individual is frustrated, they can express it in these ways: John will verbalize directly if he is upset, he may refuse to meet with staff

Supporting this individual in these ways will help them feel **less** frustrated: Good communication and getting reminders about appts.

Supporting this individual in these ways will make them feel **more** frustrated: Not communicating, meeting really early as he prefers later in the day, someone who does stuff for him instead of supporting him to do it himself



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 06/16//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: Caleb Duffy

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.

<u>Outcome 1:</u> Caleb is interested in applying to college. Caleb will research colleges, college programs, funding programs, and application processes for 75% of all trials during the annual review period.
<u>Outcome 2:</u> N/A
<u>Outcome 3:</u> N/A

Does this person have a rights restriction in place to provide for their health/safety?	Yes X No If yes, explain briefly:
Can this person use dangerous items or equipment?	Yes X No



	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?	<p>Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, explain briefly:</p>

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:N/A	No	N/A
Seizures:N/A	No	N/A
Chronic Medical Conditions	No	Mental or emotional health symptoms and crises: TBI, Schizoaffective Disorder with Bipolar, Paranoid, Depression, Anxiety: When Caleb is distressed, panicked, & yelling, Caleb says, "Every day is bad when he's living with his dad." He would like to move soon. A good day is when Caleb can spend most of his time outside, and the weather is nice. As again, Caleb expressed most days are bad because he lives with his Dad & wants to live independently & go to college. Caleb often changes his mind about wanting to move out & wanting to stay.
Risk of falling (state-specific need):N/A	No	N/A
Mobility issues (include specific issues): N/A	No	N/A
Community survival skill:	Yes	Verbal aggression: Caleb can sometimes become verbally aggressive when he is frustrated or feels stuck. He is a verbal processor and uses verbal communication to cope through situations that frustrate him. Staff can use active listening



		and allow Caleb to verbally process, which can sound verbally aggressive. Staff will allow Caleb as much time as he needs to verbally process and use positive redirection & positive affirmation to support Caleb in describing his frustrations. When Caleb is overwhelmed, staff can help him by breaking the problem down to simple steps that he can do one at a time.
Water safety skills: N/A	No	N/A
Self-injurious behavior (state behavior): Noise Isolation	No	Caleb finds it hard to focus on what is being said to him if he is in an environment with these types of noises. Caleb might appear to hear what someone has said to him, but until the noise stops or he is out of that environment, he will most likely not hear what someone is saying to him. Once the noise has stopped, Caleb will verbally discuss the noise he heard and will then be able to listen to what is being said to him. Staff can repeat what was said and listen to Caleb's recollection of the situation, allowing him to process verbally. It might t
Property destruction (state behavior): Physical Aggression:	No	Physical Aggression: Caleb can become physically aggressive with his guardian. Give Caleb space & time away from his guardian deescalates the situation. Caleb does not have a history of being physically aggressive with any other people. Caleb uses his coping skills of walking away and taking space away from his guardian.
Suicidal ideation, thoughts, or attempts:Paranoia	Yes	Caleb experiences paranoia, which typically involves his neighbors & guardian. This commonly appears as verbal aggression while verbally processes his emotions and paranoid thoughts. Caleb experiences mental/emotional symptoms if his blood sugar is high or low. Caleb has an insulin pump & can independently identify when his blood sugar is contributing to mental/emotional symptoms he is experiencing. Staff can actively listen to Caleb, validate his feelings, & allow him time to discuss the situation
Mental or emotional health symptoms and crises (state diagnosis):Sensory disabilities:	Yes	Sensory disabilities: Loud Noises, and repetitive noises Caleb does not like loud noises, such as barking dogs, children, and unexpected sounds.



	<p>He also does not like repetitive background noises, his excellent hearing can make background noise overwhelming. Caleb will verbally acknowledge the noise and remove himself from the environment. Give Caleb a few minutes to communicate with staff verbally after the noise has stopped; giving Caleb time to reset.</p>
--	--

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?		
Physical Abuse		
Is the individual susceptible to abuse in this area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If yes, how will you minimize the risk of abuse?</p> <p>Caleb and his father disagree about many things in Caleb's life and this will sometimes lead to arguments. Caleb will start to yell louder and louder when he feels he is not being heard and/or taken seriously. His face will get red and he'll begin to pace.</p> <p>Proactive: BrightPath staff will help Caleb engage in different community activities.</p> <p>Reactive: BrightPath staff will encourage Caleb to explore different ways to help help manage his anger towards his father.</p> <p>Caleb has a history of being verbally abusive to his parents, but not with anyone else in his life. Caleb will scream, swear and call names when being verbally aggressive with his parents. This is usually brought on when they have disagreements.</p>		



Proactive: BrightPath staff will encourage Caleb to plan activities in the community.

Reactive: BrightPath staff will encourage Caleb to take a break and walk away from the situation with his parents when he is being verbally abusive towards them.
Caleb has a victim history at the Dakota County Jail. Caleb was arrested and then mistreated while incarcerated. Caleb experienced a health crisis due to the maltreatment while he was in the care of Dakota County Jail resulting in a coma.

Self-Abuse

Is the individual susceptible to abuse in this area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

If yes, how will you minimize the risk of abuse?
Caleb has a victim history at the Dakota County Jail. Caleb was arrested and then mistreated while incarcerated. Caleb experienced a health crisis due to the maltreatment while he was in the care of Dakota County Jail resulting in a coma.
Caleb, at times, will neglect his self help needs because he doesn't have access to a working bathroom that isn't in his Dad's bedroom. Caleb tends to avoid his Dad's bedroom and this can make it difficult for Caleb to complete his self care needs.

Proactive: BrightPath staff will talk with Caleb about times during the day that might be easier to access the bathroom in his Dad's bedroom and help him plan a schedule that would give him more access for his self care needs to be completed.

Reactive: In the event that BrightPath staff feel Caleb is neglecting himself staff communicate this information to the care team
When Caleb gets mad he will vape until he can't breathe. When Caleb is upset he will intentionally sabotage personal relationships or his blood sugar levels to avoid doing the activity or going to the place he is upset about.

Proactive: When Caleb is mad, he prefers BrightPath staff to be a fly on the wall and not to reason with him. Caleb will calm down quickly and it never last more than 5 minutes when staff are there but quiet. "A fly on the wall" helps Caleb calm down quicker, it is not helpful to walk away from Caleb when he is upset that will escalate him.

Reactive: If Caleb is engaging in self injurious behaviors staff will seek medical attention for Caleb and make all necessary reports of the self injurious behaviors.
Caleb reported that he does take his medications consistently. Caleb's Dad reported that he at times will not take his Guanfacine, which will cause suicidal ideations, and that is the reason for his civil commitment.

Proactive: BrightPath Staff will ask Caleb if he has had any suicidal ideations since they last talked.

Reactive: BrightPath Staff will report any suicidal ideations that Caleb discusses with them to their supervisor and/or the authorities. If Caleb is in immanent risk of self-harm, staff will call 911.

Financial Exploitation



Is the individual susceptible to abuse in this area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how will you minimize the risk of financial exploitation?		

Positive Support Strategies
When this individual is frustrated, they can express it in these ways: I can talk to you or walk away
Supporting this individual in these ways will help them feel less frustrated: Not feeling alone, feeling like I matter, feeling heard, my diabetic pump and medication, and healthy meal planning to regulate my blood sugar.
Supporting this individual in these ways will make them feel more frustrated: taking to my Dad first, ignoring my paranoia, not understanding me



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 06/15/2025

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:

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.*

<u>Outcome 1:</u> Community Engagement: Glen will increase his engagement in the community by participating in enjoyable activities, including finding ways to explore his amateur radio hobby and connect with others who share similar interests.
<u>Outcome 2:</u>
<u>Outcome 3:</u>

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: N/A	No	N/A
Seizures: N/A	No	N/A
Chronic Medical Conditions: Heart Condition	No	N/A
Risk of falling (state-specific need): Heart problem that can make him light-headed sometimes	No	N/A
Mobility issues (include specific issues): Chronic back pain, uses a cane	No	N/A
Community survival skill: Glen can get anxious while out in the community	Yes	Glen would like staff to be with when he is out in public so that if he feels anxious he has some support to help him avoid becoming overwhelmed
Water safety skills: N/A	No	N/A
Self-injurious behavior (state behavior): N/A	No	N/A
Property destruction (state	No	N/A



behavior): N/A		
Suicidal ideation, thoughts, or attempts: N/A	No	N/A
Mental or emotional health symptoms and crises (state diagnosis): Anxiety and TBI	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?		
Physical 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?		
Self-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?		



Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of financial exploitation?

Positive Support Strategies

When this individual is frustrated, they can express it in these ways: By avoiding staff calls or staff time. Glen is a little more passive when expressing his feelings

Supporting this individual in these ways will help them feel **less** frustrated: Someone that builds rapport with his mom, getting out into the community to do things he enjoys

Supporting this individual in these ways will make them feel **more** frustrated: Not being open to talking about his favorite things like birds and amateur radio, as well as not getting along with his mom



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 06/16/2025

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: Darcie Grimm

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.

<u>Outcome 1:</u> TBD-45 day delayed per Darcie's request
<u>Outcome 2:</u>
<u>Outcome 3:</u>

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:		
Seizures:		
Chronic Medical Conditions		
Risk of falling (state-specific need):		
Mobility issues (include specific issues):		
Community survival skill:		
Water safety skills:		
Self-injurious behavior (state behavior):		
Property destruction (state behavior):		
Suicidal ideation, thoughts, or attempts:		
Mental or emotional health symptoms and crises (state diagnosis):		



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?		
Physical Abuse		
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? When Darcie calls the EA line, staff will support her managing the challenges associated with her cognitive impairment. Staff will use clear, simple language, speaking calmly and at a pace that allows her to process information without feeling overwhelmed. They will ask direct but supportive questions to guide her through the situation and offer reassurance when she feels anxious or frustrated. Staff will also remind her of strategies she has found helpful, such as focusing on one task at a time or using grounding techniques to stay present.		
Self-Abuse		
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? When Darcie calls the EA line regarding challenges with dressing and personal care, EA staff would support her proactively by helping her plan for the best times of day to complete these tasks, considering her increased energy in the mornings. Staff can also offer guidance on using assistive devices or techniques to minimize strain during dressing, while providing verbal cues or reminders to pace herself. If Darcie experiences pain or fatigue, EA staff can encourage her to take breaks or suggest methods to reduce discomfort, such as using heating pads or arranging clothing that's easier to put on.		



Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of financial exploitation?

Positive Support Strategies

When this individual is frustrated, they can express it in these ways: Darcie may directly let you know if she is upset

Supporting this individual in these ways will help them feel **less** frustrated: Someone patient and understanding, a schedule, her son

Supporting this individual in these ways will make them feel **more** frustrated: Not having anyone to talk to when frustrated, inconsistency, lack of patience as it takes her a little longer to understand since her TBI



Staff Orientation Record: Person-Specific

Employee name: Bobbi Jo Rossberg

Supervisor name: **Casey Hinck**

Date: 05/08/2025

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: Natalia Gustafson

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.*

<u>Outcome 1:</u> Adaptive Skills: Natalia will have the opportunity to learn methods and strategies to develop her independent problem-solving skills during IHS shifts for 75% or more of all trials for the annual period.
<u>Outcome 2:</u> Community Participation: Natalia will choose a community activity of her choice and partake in the activity at least once per week during an IHS shift for 75% or more of all trials for the annual review period.
<u>Outcome 3:</u>

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: N/A	No	N/A
Seizures: N/A	No	N/A
Chronic Medical Conditions: Moderate Intellectual Disabilities, Autism, Anxiety, OCD	Yes	IHS staff will work with Natalia on practicing specific calming techniques, such as deep breathing exercises, counting, grounding techniques, or using sensory tools, that she can use to manage feelings of anxiety or repetitive thoughts. Assist her with therapy-learned coping and memory skills. Staff can provide gentle reminders of these skills during situations that may trigger anxiety or
Risk of falling (state-specific need): N/A	No	N/A
Mobility issues (include specific issues): N/A	No	N/A
Community survival skill: Gets distracted while out in the community.	Yes	To support Natalia effectively, staff can stay close during community outings, offering gentle reminders to help her stay focused on her surroundings. They can also provide guidance on safe routes and identify potential distractions that may cause her to drift off course. Additionally, staff could encourage Natalia to practice situational



		awareness techniques to strengthen her independence while still prioritizing her safety.
Water safety skills: Natalia can swim	No	N/A
Self-injurious behavior (state behavior): Natalia may hit herself	Yes	Staff can work with Natalia to develop and practice coping techniques, like taking breaks, expressing her feelings verbally or in writing, or using sensory objects (like soft toys or fidget items). Practicing these in a calm setting can
Property destruction (state behavior): N/A	No	N/A
Suicidal ideation, thoughts, or attempts: N/A	No	N/A
Mental or emotional health symptoms and crises (state diagnosis): Anxiety	Yes	Staff can support Natalia with a mental or emotional crisis by using active listening while she verbally processes the situation. Staff support Natalia by using positive verbal reassurance to validate Natalia's feelings when she is processing the situation. If the situation requires emergency services staff will contact emergency services and report the incident to their designated coordinator.

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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



If yes, how will you minimize the risk of abuse?

IHS staff will collaborate with Natalis to develop her Emergency Back-Up Plan, focusing on identifying safety strategies and fostering healthy relationships. Staff will support Natalie in setting boundaries with family members and engaging in empowering activities that promote social and emotional learning. They will also teach Natalie effective communication skills to help her become more assertive with others. Staff will encourage Natalie to maintain open communication with her support team and assist her in navigating difficult conversations related to these topics. If needed, staff will help Natalie access resources for sexual assault survivors, such as RAINN's National Sexual Assault Hotline (800.656.HOPE) or online at www.rainn.org, and remind her of BrightPath 24-Hour Emergency Assistance Line.

Physical Abuse

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of abuse?

To support Natalia effectively, staff can stay close during community outings, offering gentle reminders to help her stay focused on her surroundings. They can also provide guidance on safe routes and identify potential distractions that may cause her to drift off course. Additionally, staff could encourage Natalia to practice situational awareness techniques to strengthen her independence while still prioritizing her safety.

Self-Abuse

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of abuse?

Staff can best support Natalia's safety in the community by teaching her essential orientation skills and modeling strategies to help her remain vigilant and aware. This includes encouraging Natalia to be mindful of her surroundings and maintain a sense of direction while moving through different locations. Staff can remind her to carry a charged cell phone for emergency contact and practice caution when interacting with unfamiliar individuals. Additionally, Natalia may benefit from guidance on the importance of safeguarding personal information and limiting disclosures with those she doesn't know well. By reinforcing these skills, staff can help Natalia build confidence in safely navigating her community.

Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of financial exploitation?



Positive Support Strategies

When this individual is frustrated, they can express it in these ways: Natalia will most likely verbally tell you if she is upset or frustrated with something.

Supporting this individual in these ways will help them feel **less** frustrated: Being reliable and sticking to the schedule Natalia expects, as much as possible. Communicating and reassuring Natalia if she is frustrated with something.

Supporting this individual in these ways will make them feel **more** frustrated: Lack of communication, being unreliable or changing the schedule.



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 05/05/2025

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: Marla Hamilton

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.

<u>Outcome 1:</u> Household Management: Marla would like support in learning organizational skills to stay organize and have a clean place. Marla will work on household management tasks once per week for 75% until the next annual meeting.
<u>Outcome 2:</u>
<u>Outcome 3:</u>

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: penicillin, sulfa, and chlamydicine	No	N/A
Seizures: History of Seizures	No	N/A
Chronic Medical Conditions: Manic Depression, Schizoaffective Tendencies, PTSD, TBI, Diabetes	No	N/A
Risk of falling (state-specific need): TIB	Yes-need	IHS staff will be aware of her TIB and at times Marla can feel or become disoriented, dizzy, or tired which can put her at risk of falling. IHS staff will be vigilant and observe her situation when walking at her apartment or out in the community. Should Marla have any falls, IHS staff will make sure to assist her safely, assess for injuries, and call 911 as needed.
Mobility issues (include specific issues): Back pain due to rods from back surgery	Yes-need	IHS staff will be aware of Marla's mobility. IHS staff will be vigilant and observe any signs of fatigue, tiredness, pain, or shortness of breath while assisting Marla with household tasks. IHS staff will remind Marla to take breaks between household tasks or when out in the community.
Community survival skill: Anxious and paranoia	Yes	Staff will work with her to build confidence and skills in navigating her community safely. This



		includes helping her practice planning her routes, using public transportation, and identifying key landmarks or familiar locations to minimize confusion. Staff will also provide her with a written list of emergency contacts and teach her how to use her phone or other tools to ask for assistance if needed. Additionally, staff will encourage Marla to use safety strategies such as traveling during daylight hours, staying in
Water safety skills: N/A	No	N/A
Self-injurious behavior (state behavior): History of cutting hair	No	N/A
Property destruction (state behavior): N/A	No	N/A
Suicidal ideation, thoughts, or attempts: Anxiety and depression	Yes	IHS staff will be aware of her history of suicidal ideations when feeling dysregulated. IHS staff will provide redirection and have Marla participate in person-centered coping skills. Staff can provide a structured environment that minimizes unexpected changes, which can contribute to Marla's dysregulation. Ensure that Marla has access to a quiet, calming space where she can retreat when feeling overwhelmed. Encourage Marla to use her personalized coping strategies (e.g., breathing exercises, listening to calming music, or using stress-relief items) that
Mental or emotional health symptoms and crises (state diagnosis):Anxiety, depression, Schizophrenia	Yes	Staff would create a structured, supportive, and reassuring environment that addresses her emotional and physical needs. Staff would encourage Marla to maintain a regular daily routine, which could help reduce anxiety and provide a sense of stability. They would assist Marla in setting small, achievable goals to combat feelings of low motivation and help her stay engaged in activities, gradually reintroducing interests that bring her joy or fulfillment. Promoting healthy sleep hygiene practices and regular physical activity would also be key to managing her sleep difficulties and boosting her energy levels. Staff would offer emotional validation and gentle encouragement,



	<p>especially when Marla feels depressed or inclined to self-isolate, by providing consistent check-ins and offering reassurance about her safety and well-being. Additionally, staff would work with Marla to practice relaxation techniques and coping strategies to manage her anxiety and negative thinking, reinforcing her ability to cope with challenging thoughts and emotions in a safe, non-judgmental space</p>
--	---

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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If yes, how will you minimize the risk of abuse? Staff will provide consistent education and reinforcement on healthy relationships and boundaries. This will help ensure Marla has a clear understanding of what constitutes respectful interactions. Staff will regularly check in with Marla, offering guidance and addressing any concerns she may have about her interactions with others. In addition, staff will assist Marla with strategies for identifying when she feels uncomfortable or unsafe and encourage her to trust her instincts.</p>		
Physical Abuse		
Is the individual susceptible to abuse in this area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If yes, how will you minimize the risk of abuse? Staff will regularly engage her in conversations about recognizing potentially dangerous situations and reinforce her ability to call for help when needed. Staff will provide gentle reminders and use real-life examples or role-playing exercises to help Marla practice identifying red flags and</p>		



understanding what constitutes a risky or abusive situation. By building her confidence and awareness, staff can help Marla feel more empowered and prepared to navigate challenging circumstances.

Self-Abuse

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of abuse?

Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of financial exploitation?

Positive Support Strategies

When this individual is frustrated, they can express it in these ways: Verbally or Marla may avoid meeting with staff/answering calls

Supporting this individual in these ways will help them feel **less** frustrated: Clear communication, knowing her schedule ahead of time, having her boyfriend around for support

Supporting this individual in these ways will make them feel **more** frustrated: Bad communication, changing staff frequently



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 06/13/2025

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: Cathy Jennings

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.*

<u>Outcome 1:</u> IHS staff will assist Cathy in creating routine grocery lists, organizing personal items and common areas of her residence. Staff with help Cathy skill build to meet her organizational goals for 75% of trials over the next annual year
<u>Outcome 2:</u> Cathy will have meaningful access to the community to get her important necessities and engage in enjoyable activities to increase community integration and decrease isolation for 75% of trials over the next annual year.
<u>Outcome 3:</u>

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: A variety of allergies. Allergies with seasons, environmental, medications	No	N/A
Seizures: N/A	No	N/A
Chronic Medical Conditions: Fibromyalgia, COPD, chronic fatigue	No	N/A
Risk of falling (state-specific need): Weakness in her legs/knees/hips	Yes	Cathy actively seeks methods to increase and strengthen her overall physical mobility. Cathy enjoys taking walks to help boost her legs and back and would benefit from staff accompanying her on these walks in case of a fall; staff can provide hands-on assistance to ensure Cathy's safety.
Mobility issues (include specific issues): Fatigue	No	N/A
Community survival skill: N/A	No	N/A
Water safety skills: N/A	No	N/A
Self-injurious behavior (state behavior): N/A	No	N/A



Property destruction (state behavior): N/A	No	N/A
Suicidal ideation, thoughts, or attempts: N/A	No	N/A
Mental or emotional health symptoms and crises (state diagnosis): Depression, situational/environmental anxiety and trauma, PTSD	Yes	Cathy may have an anxiety attack when out in the community or overwhelmed and would best be supported by staff with prompts to take a deep breath and be reminded of breathing techniques. Staff may be proactive by practicing these breathing techniques beforehand so that, should it occur, Cathy has proper coping skills.

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?		
Physical Abuse		
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?		
Cathy and staff will collaborate to identify situations where she may encounter verbally or physically aggressive individuals and develop strategies to ensure her safety. Staff will incorporate conflict resolution and de-escalation techniques to help Cathy manage these encounters. Additionally, they will assist her in creating a safety plan for times when staff are not present. This		



plan will include calling 911 in the event of an imminent threat and contacting the BrightPath 24-Hour Emergency Assistance Line at 651-363-5550.

Self-Abuse

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of abuse?

Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of financial exploitation?

Positive Support Strategies

When this individual is frustrated, they can express it in these ways: Cathy will very directly tell you if she is frustrated or upset.

Supporting this individual in these ways will help them feel **less** frustrated: Being respectful, try to assist Cathy, being patient, assisting with organizing

Supporting this individual in these ways will make them feel **more** frustrated: Rushing or pushing Cathy on her goals



Staff Orientation Record: Person-Specific

Employee name: Bobbi Jo Rossberg

Supervisor name: Casey Hinck

Date: 6/16/25

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: Erin Jewett

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: Household Management: Erin seeks support with household tasks such as cleaning, organizing, meal planning, cooking, and grocery shopping. She also aims to develop skills for managing paperwork related to her finances, housing, and health benefits twice a week for 75% until the next annual meeting.

Outcome 2: Community Participation: Erin seeks support in accessing the community for errands and recreational activities, including playing bingo, bowling, visiting batting cages, and shopping. Once per week for 75% until the next annual meeting.

Outcome 3: Health, Safety & Wellness: Erin wants to create a workout routine that she enjoys and finds motivating, helping her stay committed to achieving her fitness goals. Once per week for 75% until the next annual meeting.

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: N/A	No	N/A
Seizures: N/A	No	N/A
Chronic Medical Conditions: N/A	No	N/A
Risk of falling (state-specific need): Weak balance	No	N/A
Mobility issues (include specific issues): Weak balance	No	N/A
Community survival skill: N/A	No	N/A
Water safety skills: N/A	No	N/A
Self-injurious behavior (state behavior): Skin picking	Yes	Staff will help Erin identify potential triggers for her skin-picking behavior, such as feelings of boredom, nervousness, or emotional distress. Encourage Erin to use alternative coping strategies, such as stress balls, fidget toys, or other sensory tools that can provide relief without causing harm. Provide Erin with structured activities or tasks to reduce boredom and keep her engaged throughout the



		day. Educate Erin on proper skin care and the importance of keeping her skin healthy to minimize irritation or sores that may trigger picking.
Property destruction (state behavior): N/A	No	N/A
Suicidal ideation, thoughts, or attempts: PTSD, Anxiety, Depression	No	N/A
Mental or emotional health symptoms and crises (state diagnosis): PTSD, Anxiety, Depression	Yes	IHS staff will remain mindful of her history, provide empathetic support, and advocate for her well-being, reporting any concerns of maltreatment in accordance with established protocols. Staff will establish a supportive and trusting relationship with Erin by actively listening, being empathetic, and creating a judgment-free environment. Provide regular check-ins to encourage Erin to express her feelings and share any concerns in a safe space. Staff will be mindful of potential triggers for Erin's PTSD and avoid situations or language that could remind her of past trauma. Collaborate with Erin to identify calming strategies or grounding techniques she can use if she feels triggered.

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?

Physical Abuse

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of abuse?

Staff will encourage Erin to continue advocating for herself and others while helping her identify safe and effective ways to do so. Staff can use role-playing scenarios to help Erin practice recognizing potentially risky situations and responding assertively without putting herself in harm's way. Erin will also be encouraged to assess her safety before intervening and to seek help from appropriate authorities or staff when needed. Staff will educate Erin on conflict de-escalation techniques and strategies for setting boundaries to minimize potential risks.

Self-Abuse

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of abuse?

Staff will help Erin identify potential triggers for her skin-picking behavior, such as feelings of boredom, nervousness, or emotional distress. Encourage Erin to use alternative coping strategies, such as stress balls, fidget toys, or other sensory tools that can provide relief without causing harm. Provide Erin with structured activities or tasks to reduce boredom and keep her engaged throughout the day. Educate Erin on proper skin care and the importance of keeping her skin healthy to minimize irritation or sores that may trigger picking. Monitor Erin's emotional state and provide emotional support or redirection when she appears upset or anxious.

Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of financial exploitation?

Positive Support Strategies



When this individual is frustrated, they can express it in these ways:
Erin will advocate for herself and tell you directly if she is upset

Supporting this individual in these ways will help them feel **less** frustrated:
Encouraging Erin to use the EA line for support, listening well and reminding her to lean on her supports like her family and fiance

Supporting this individual in these ways will make them feel **more** frustrated: Telling her things she doesn't want to hear



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 06/16/2025

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: Heather Law

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.

<u>Outcome 1:</u> N/A EA only
<u>Outcome 2:</u>
<u>Outcome 3:</u>

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: N/A EA ONLY		N/A EA ONLY
Seizures:		
Chronic Medical Conditions		
Risk of falling (state-specific need):		
Mobility issues (include specific issues):		
Community survival skill:		
Water safety skills:		
Self-injurious behavior (state behavior):		
Property destruction (state behavior):		
Suicidal ideation, thoughts, or attempts:		
Mental or emotional health symptoms and crises (state diagnosis):		



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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If yes, how will you minimize the risk of abuse? Staff will work with Heather on identifying personal safety strategies, recognizing red flags in relationships, and developing healthy social and emotional learning skills. Staff will teach her effective communication techniques to help her become more assertive in interactions and set clear personal boundaries. Additionally, Heather will be encouraged to maintain open communication with her support team and will receive assistance in navigating conversations related to her experiences and concerns.</p>		
Physical Abuse		
Is the individual susceptible to abuse in this area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If yes, how will you minimize the risk of abuse? BrightPath will provide 1:1 support to help Heather develop safety awareness skills so she can better assess her surroundings and make informed decisions while in the community. IHS staff will work with her on identifying warning signs of unsafe situations, setting personal boundaries, and responding appropriately to interactions that feel uncomfortable or threatening.</p>		
Self-Abuse		
Is the individual susceptible to abuse in this area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If yes, how will you minimize the risk of abuse? When Heather calls the BrightPath 24-hour Emergency Assistance (EA) line staff will provide immediate emotional support and guidance to help her manage distressing emotions before they escalate. EA staff will use a calming and reassuring approach, encouraging Heather to express her feelings and identify triggers. They will assist her in implementing coping strategies she has learned, such as grounding techniques, breathing exercises, or distraction methods. If needed, EA</p>		



staff will help Heather problem-solve situations where she may feel overwhelmed or at risk, offering suggestions on how to remove herself from unsafe environments and reinforcing the importance of reaching out to her support team. Additionally, if Heather expresses concerns about victimization or heightened anxiety in a particular situation, EA staff will provide reassurance, discuss safety planning, and, if necessary, assist her in connecting with crisis resources or local law enforcement.

Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of financial exploitation?

Positive Support Strategies

When this individual is frustrated, they can express it in these ways: Verbally

Supporting this individual in these ways will help them feel **less** frustrated: Being able to talk to her dad and other supports and being around her nieces

Supporting this individual in these ways will make them feel **more** frustrated: Not being able to get more services due to needing services for her nieces as well.



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 06/15/2025

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: Elijah Lo

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.

<u>Outcome 1:</u> N/A EA only
<u>Outcome 2:</u>
<u>Outcome 3:</u>

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:N/A EA ONLY		N/A EA ONLY
Seizures:		
Chronic Medical Conditions		
Risk of falling (state-specific need):		
Mobility issues (include specific issues):		
Community survival skill:		
Water safety skills:		
Self-injurious behavior (state behavior):		
Property destruction (state behavior):		
Suicidal ideation, thoughts, or attempts:		
Mental or emotional health symptoms and crises (state diagnosis):		



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?		
Physical 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?		
Self-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?		
Financial Exploitation		
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 financial exploitation?		



Positive Support Strategies

When this individual is frustrated, they can express it in these ways: Elijah may verbalize how he feels but also may shut down

Supporting this individual in these ways will help them feel **less** frustrated: Having his phone in case he needs it as he has a hard time seeing sometimes, communication

Supporting this individual in these ways will make them feel **more** frustrated: Not having his phone, no communication



Staff Orientation Record: Person-Specific

Employee name: Bobbi Jo Rossberg

Supervisor name: Casey Hinck

Date: 6/16/25

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: Romola Madsen

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.*

<u>Outcome 1:</u> N/A
<u>Outcome 2:</u>
<u>Outcome 3:</u>

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: N/A EA ONLY		N/A EA ONLY
Seizures:		
Chronic Medical Conditions		
Risk of falling (state-specific need):		
Mobility issues (include specific issues):		
Community survival skill:		
Water safety skills:		
Self-injurious behavior (state behavior):		
Property destruction (state behavior):		
Suicidal ideation, thoughts, or attempts:		
Mental or emotional health symptoms and crises (state		



diagnosis):		
-------------	--	--

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?		
Physical Abuse		
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?		
When Romola calls EA staff for support in dealing with verbally or physically aggressive individuals, they would first ensure she feels safe and secure on the call, offering a calm and reassuring presence. EA staff would guide Romola through immediate safety steps, such as moving to a secure location or contacting trusted people nearby if possible. They would help her de-escalate the situation by advising on how to remain calm and, if necessary, suggest strategies to minimize further confrontation. EA staff would remind her of her right to seek help and, if appropriate, offer to connect her with emergency services or other support resources to address the situation effectively. After the call, they would document the incident and report any concerns following mandated protocols to ensure Romola's ongoing safety and well-being.		
Self-Abuse		
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?

When Romola calls the EA line during episodes of severe anxiety and depression, EA staff would provide immediate emotional support and reassurance to help her feel calm and safe. They would guide her through grounding and breathing exercises to address hyperventilation and reduce her panic symptoms. EA staff would also listen empathetically, allowing her to express her feelings without judgment, which can help to ease her anxiety

Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of financial exploitation?

Positive Support Strategies

When this individual is frustrated, they can express it in these ways: Romola may become emotional or cry if she is upset

Supporting this individual in these ways will help them feel **less** frustrated:
Romola works best with someone who is patient, actively listens, is empathetic

Supporting this individual in these ways will make them feel **more** frustrated: People being dismissive, not liking pets or being able to comfort her when she's upset



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 06/16/2025

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: Joel Miller

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.

<u>Outcome 1:</u> N/A
<u>Outcome 2:</u>
<u>Outcome 3:</u>

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: N/A EA ONLY		N/A EA ONLY
Seizures:		
Chronic Medical Conditions		
Risk of falling (state-specific need):		
Mobility issues (include specific issues):		
Community survival skill:		
Water safety skills:		
Self-injurious behavior (state behavior):		
Property destruction (state behavior):		
Suicidal ideation, thoughts, or attempts:		
Mental or emotional health symptoms and crises (state diagnosis):		



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?		
Physical Abuse		
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? During scheduled check-ins, BrightPath staff will ask Joel if he has recently been to any new locations or taken unfamiliar routes on the bus and discuss his experiences with him. Staff can also practice and coach Joel through scenarios based on these discussions, as well as prepare him for potential situations related to upcoming events or travel.		
Self-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?		
Financial Exploitation		
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 financial exploitation?		



--

Positive Support Strategies
When this individual is frustrated, they can express it in these ways: Joel may avoid talking if he is upset
Supporting this individual in these ways will help them feel less frustrated: Being direct and transparent with Joel and being patient and giving reminders of schedule and the support of the EA line
Supporting this individual in these ways will make them feel more frustrated: Not having reminders, bad communication, no giving him a minute to understand and calm down



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 06/16/2025

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: Wendy Moser

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.

<u>Outcome 1:</u> N/A EA ONLY
<u>Outcome 2:</u>
<u>Outcome 3:</u>

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: N/A EA ONLY		N/A EA ONLY
Seizures:		
Chronic Medical Conditions		
Risk of falling (state-specific need):		
Mobility issues (include specific issues):		
Community survival skill:		
Water safety skills:		
Self-injurious behavior (state behavior):		
Property destruction (state behavior):		
Suicidal ideation, thoughts, or attempts:		
Mental or emotional health symptoms and crises (state diagnosis):		



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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how will you minimize the risk of abuse? Staff will teach Wendy effective communication techniques to help her become more assertive in interactions and set clear personal boundaries. Additionally, Wendy will be encouraged to maintain open communication with her support team and will receive assistance in navigating conversations related to her experiences and concerns.		
Physical Abuse		
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? Wendy and staff will work on identifying situations where she may encounter verbally or physically aggressive individuals and develop strategies to keep herself safe. This includes teaching conflict resolution techniques, de-escalation strategies, and setting personal boundaries to help her navigate these situations more effectively.		
Self-Abuse		
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? 24-Hour Emergency Assistance staff will monitor Wendy's well-being by engaging in conversations about her relationship with food and any thoughts or feelings related to her eating habits, providing her with support for her mental health.		
Financial Exploitation		



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 financial exploitation?		

Positive Support Strategies
When this individual is frustrated, they can express it in these ways: Wendy is very kind and struggles to be assertive with people so she may just shut down and avoid when frustrated but will try to verbalize
Supporting this individual in these ways will help them feel <u>less</u> frustrated: Having someone to listen to her, talking to someone empathetic, support and not being isolated, offering to talk about a different subject than what she is upset about to distract her for a bit if that's what she needs
Supporting this individual in these ways will make them feel <u>more</u> frustrated: Being dismissive, not listening and only responding, being isolated



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 06/16/2025

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: Willie Navy

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.

<u>Outcome 1:</u> N/A- EA Only
<u>Outcome 2:</u>
<u>Outcome 3:</u>

Does this person have a rights restriction in place to provide for their health/safety?	Yes <input checked="" type="checkbox"/> No If yes, explain briefly:
Can this person use dangerous items or equipment?	Yes <input checked="" type="checkbox"/> No 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 X No 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:		N/A- EA Only
Seizures:		N/A- EA Only
Chronic Medical Conditions		N/A- EA Only
Risk of falling (state-specific need):		N/A- EA Only
Mobility issues (include specific issues):		N/A- EA Only
Community survival skill:		N/A- EA Only
Water safety skills:		N/A- EA Only
Self-injurious behavior (state behavior):		N/A- EA Only
Property destruction (state behavior):		N/A- EA Only
Suicidal ideation, thoughts, or attempts:		N/A- EA Only
Mental or emotional health symptoms and crises (state diagnosis):		N/A- EA Only



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?		
Physical Abuse		
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? Willie shared that if someone is verbally aggressive toward him, for instance, by making negative comments, yelling, or using profane language, he tends to respond similarly by returning the negative comments, yelling, or swearing back at the individual. Additionally, Willie reported that if someone becomes physically aggressive toward him, particularly if he feels that his safety is threatened, he may respond by engaging in a physical confrontation with that person. Proactive: Engage with Willie to discuss alternative, non-confrontational ways of handling aggression from others. Staff can role-play scenarios with him to practice calmly disengaging from tense situations and seeking help instead of retaliating. Encourage Willie to utilize positive coping skills, such as deep breathing, stepping away from the situation, or grounding techniques, to help him regulate his emotions when he feels provoked. In situations where Willie experiences aggression, staff will provide immediate support by guiding him to a safe location if possible, helping him debrief, and practicing strategies for diffusing future conflicts. Reactive: Willie can work on calming strategies like deep breathing, counting to ten, or stepping away from the situation to avoid reacting immediately. This pause allows him to assess the situation before responding. If he feels unsafe or unsure, Willie can reach out to trusted staff, friends, or family for support. Asking for help allows him to protect himself while managing the situation safely. Will has access the 24-hour EA support line. Should BrightPath staff have concerns of physical abuse, they will follow BrightPath Maltreatment		



of Vulnerable Adults Mandated Reporting Policy. This can include making an Internal Report to BrightPath Designated Agent or making an external report directly to MAARC at (844) 880-1574, immediately within 24 hours. Staff will also follow BrightPath Incident Report Policy by filling out an Incident Report and notifying the Designated Coordinator or Designated Manager immediately within 24 hours. The Designated Coordinator or Designated Manager will then update Willie's and Case Manager within 24 hours of occurrence or within 24 hours of discovering the incident.

Willie has a history of Domestic Assault Misdemeanor charges from 2014 and 2018, but there have been no incidents since 2018. Currently, Willie is no longer on probation as of 2023 and has a social worker who checks in with him weekly.

To ensure the safety of visitors and individuals outside the program, BrightPath staff will remain vigilant regarding Willie's status as a vulnerable adult. All staff members are mandated reporters; if they have concerns about potential maltreatment, abuse, or exploitation, they will adhere to BrightPath's Maltreatment of Vulnerable Adults Mandated Reporting Policy. Reports will either be made internally to BrightPath's Designated Agent or directly to MAARC at (844) 880-1574 within 24 hours of the incident.

Additionally, staff will comply with BrightPath Incident Report Policy by completing an Incident Report and notifying Willie's Designated Coordinator within 24 hours of the occurrence or discovery of the incident. The Designated Coordinator will then update the support team within the same timeframe to ensure appropriate follow-up and support.

Self-Abuse

Is the individual susceptible to abuse in this area? Yes No

If yes, how will you minimize the risk of abuse?

Financial Exploitation

Is the individual susceptible to abuse in this area? Yes No

If yes, how will you minimize the risk of financial exploitation?

Positive Support Strategies



When this individual is frustrated, they can express it in these ways: not talk to you

Supporting this individual in these ways will help them feel less frustrated: Finding housing that suits my needs

Supporting this individual in these ways will make them feel more frustrated: you won't help me



Staff Orientation Record: Person-Specific

Employee name: Bobbi Jo Rossberg

Supervisor name: Casey Hinck

Date: 6/16/25

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: Diane Oldeen

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.*

<u>Outcome 1:</u> Household Management: Diane will work toward managing her household tasks including light cleaning, organizing, meal planning, cooking, and grocery shopping. Diane will also work on skills necessary to complete paperwork for her financial, housing and health benefits.
<u>Outcome 2:</u> Community Participation: Diane will access the community for activities that she finds enjoyable, such as attending events put on by her apartment building community and shopping.
<u>Outcome 3:</u>

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?	<p>Yes</p> <p>No X</p> <p>If yes, explain briefly:</p>

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: N/A	No	N/A
Seizures: N/A	No	N/A
Chronic Medical Conditions: N/A	No	N/A
Risk of falling (state-specific need): N/A	No	N/A
Mobility issues (include specific issues): N/A	No	N/A
Community survival skill: N/A	No	N/A
Water safety skills: N/A	No	N/A
Self-injurious behavior (state behavior): N/A	No	N/A
Property destruction (state behavior): N/A	No	N/A
Suicidal ideation, thoughts, or attempts: Depression	No	N/A
Mental or emotional health	Yes	IHS staff will be aware of her depression and will



symptoms and crises (state diagnosis): Depression		provide redirection and offer person-centered coping skills to assist her with her depression. As needed, IHS staff can support her by calling her other providers for support, the crisis line, or the EA support line.
---	--	--

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?		
Physical Abuse		
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? Diane and staff will work on identifying situations in which she may deal with a verbally or physically aggressive person and identify strategies she can use to keep herself safe. Staff will include conflict resolution strategies, or de-escalation techniques when dealing with someone who is aggressive. Staff will also assist with creating a safety plan for when staff are not around. This will include calling 911 if at imminent threat of harm. Contacting BrightPath 24-hour Emergency Assistance line by calling 651-363-5550		
Self-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?

Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of financial exploitation?

BrightPath does not managed or is responsible for Diane's funds and property and does not have access to her bank accounts. If possible, when Diane is reporting of any financial exploitation or when in the community together during financial transactions, the staff person will observe the transactions to see that they are appropriate, stop the financial exploitation if any is present, and inform the Designated Coordinator. The Designated Coordinator will noffied Diane's support team and if needed, report/file a MAARC report.

Positive Support Strategies

When this individual is frustrated, they can express it in these ways:

If Diane is frustrated she may relay that to the EA staff when they call to check in

Supporting this individual in these ways will help them feel **less** frustrated:

Staff that are consistent and communicate well and let her know if/why they need to be on their phone

Supporting this individual in these ways will make them feel **more** frustrated: Lack of communication, using technology, unreliable people



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 06/16/2025

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: Kathleen Peglow

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.*

<u>Outcome 1:</u> Household Management: Kathleen will clean and organizing her apartment once per week for 75% until the next annual meeting
<u>Outcome 2:</u> Community Participation: Kathleen will choose a community activity offer her choice to partake in with once per week for 75% until the next annual meeting.
<u>Outcome 3:</u> Adaptive Skills: Kathleen will participate in one person-centered coping skills regarding her verbal aggression once per week for 75% until the next annual meeting.

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: Seasonal allergies	No	N/A
Seizures: N/A	No	N/A
Chronic Medical Conditions: Asthma and Diabetes	No	N/A
Risk of falling (state-specific need):Balance	Yes	Staff will be aware that Kathy may lose her balance when walking. Staff will make sure to be ready to support her as needed should staff observe any signs of struggle or issues with her balance while at her apartment or out in the community. Staff will remind her to bring her cane with her when accessing the community. Should Kathy fall during a shift, staff will observe for injuries and call 911.
Mobility issues (include specific issues): Uses a cane	Yes	Staff will be aware that Kathy may lose her balance when walking. Staff will make sure to be ready to support her as needed should staff observe any signs of struggle or issues with her balance while at her apartment or out in the community. Staff will remind her to bring her cane with her when accessing the community. Should Kathy fall during a shift, staff will observe for injuries and call 911.
Community survival skill: N/A	No	N/A



Water safety skills: N/A	No	N/A
Self-injurious behavior (state behavior): N/A	No	N/A
Property destruction (state behavior): N/A	No	N/A
Suicidal ideation, thoughts, or attempts: N/A	No	N/A
Mental or emotional health symptoms and crises (state diagnosis): N/A	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?		
Physical Abuse		
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? Staff will educate Kathleen on recognizing early warning signs of verbal or physical aggression, such as changes in tone, body language, or hostile behaviors. They will provide examples to help her better understand potential risks. Staff will collaborate with Kathleen to develop a personal safety plan that includes strategies for avoiding or removing herself from unsafe situations and identifying safe individuals or places to seek assistance. To build Kathleen's confidence, staff will		



practice role-playing scenarios where she can learn and rehearse calm and assertive responses to aggressive behavior, such as firmly stating boundaries or requesting help. Staff will proactively monitor Kathleen's environment for potential risks and ensure she is in supportive, low-conflict settings whenever possible. They will also encourage her to engage with trusted individuals and avoid interactions that could escalate.

Self-Abuse

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?
Staff will provide Kathy with educational materials and discussions about the effects of alcohol and substance use on her health, safety, and decision-making abilities. This will help Kathy understand how substance use affects her orientation, memory, reasoning, and judgment. Staff will work with Kathy to identify her triggers for substance use and assist her in developing healthier coping mechanisms, such as engaging in hobbies, physical activities, or relaxation techniques like deep breathing or mindfulness. Staff will encourage Kathy to connect with substance use recovery programs, such as Alcoholics Anonymous (AA) or Narcotics Anonymous (NA), or seek counseling services. They will assist with scheduling, reminders, and transportation as needed to facilitate her participation in these resources.

Financial Exploitation

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?
BrightPath staff will support Kathy in addressing her vulnerability to financial exploitation by providing education and guidance on recognizing potential financial scams and manipulative behaviors. While BrightPath does not handle any financial matters directly, staff can help Kathy develop skills to set personal boundaries and identify red flags in financial transactions or requests for money.

Staff can also encourage Kathy to consult with her guardian or trusted financial advisor for assistance in managing her finances, reporting unauthorized transactions, and creating safeguards to protect her assets. If Kathy expresses concerns about financial exploitation, staff will listen and provide emotional support, guiding her to the appropriate resources for further assistance.

Positive Support Strategies



When this individual is frustrated, they can express it in these ways: Kathy may avoid meeting or communicating

Supporting this individual in these ways will help them feel less frustrated: Staff that communicates and shows up, one that listens to her needs and is kind and pays attention

Supporting this individual in these ways will make them feel more frustrated: Someone who doesn't support or communicate



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 06/16/2025

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: Katherina Ram

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.*

<u>Outcome 1:</u> Household Management: Kat would like help with learning how to cook, budgeting, filling out paperwork and light household duties as identified by Kathy.
<u>Outcome 2:</u> Community Participation: Kat would like support with accessing the community for errands and other enjoyable activities as well as learning how to navigate the community independently.
<u>Outcome 3:</u> Health, Safety & Wellness: Kat will like to learn the skills to access and attend her medical appointments; including preventive screenings, medical, and dental appointments as recommended by her providers.

Does this person have a rights restriction in place to provide for their health/safety?	Yes No Z 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: N/A	No	N/A
Seizures: N/A	No	N/A
Chronic Medical Conditions: Mild Intellectual Disability.	No	N/A
Risk of falling (state-specific need): N/A	No	N/A
Mobility issues (include specific issues): N/A	No	N/A
Community survival skill: Kat would like support while out in the community	Yes	IHS staff will remain with Kat while out on community outings, so that she has support and supervision at all times. IHS staff will support Kathy in utilizing public transportations such as metro transit, uber/Lyft, metro mobility, etc. IHS staff will support Kathy using navigation system such as Google Maps while out in the community.
Water safety skills: N/A	No	N/A
Self-injurious behavior (state behavior): N/A	No	N/A



Property destruction (state behavior): N/A	No	N/A
Suicidal ideation, thoughts, or attempts: N/A	No	N/A
Mental or emotional health symptoms and crises (state diagnosis): N/A	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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If yes, how will you minimize the risk of abuse? If staff witness abuse occurring while providing services to Kat they will place themselves between the person and the aggressor and ask Kathy to head to a safe area. If the situation is not safe, staff members will call 911. Staff will monitor for signs and symptoms of abuse while providing services to Kathy. Should BrightPath staff have concerns of sexual abuse, they will follow BrightPath Maltreatment of Vulnerable Adults Mandated Reporting Policy. This can include making an Internal Report to BrightPath Designated Agent or making an external report directly to MAARC at (844) 880-1574, immediately within 24 hours. Staff will also follow BrightPath Incident Report Policy by filling out an Incident Report and notifying the Designated Coordinator or Designated Manager immediately within 24 hours. The Designated Coordinator or Designated Manager will then update Kathy's Case Manager within 24 hours of occurrence or within 24 hours of discovering the incident.</p>		
Physical Abuse		
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? IHS staff will assist Kat while out on community		



outings, so that she has assistance to help navigate the community safely. IHS staff will support Kathy in utilizing public transportations such as metro transit, uber/Lyft, metro mobility, etc. IHS staff will support Kathy using navigation system such as Google Maps while out in the community to encourage community orientation skills. Staff members will work with Kat to identify who she would call if she were lost in the community by herself.

Self-Abuse

Is the individual susceptible to abuse in this area? Yes No

If yes, how will you minimize the risk of abuse?

Financial Exploitation

Is the individual susceptible to abuse in this area? Yes No

If yes, how will you minimize the risk of financial exploitation?

Should BrightPath staff have concerns of financial exploitation, they will follow BrightPath Maltreatment of Vulnerable Adults Mandated Reporting Policy. This can include making an Internal Report to BrightPath Designated Agent or making an external report directly to MAARC at (844) 880-1574, immediately within 24 hours. Staff will also follow BrightPath Incident Report Policy by filling out an Incident Report and notifying the Designated Coordinator or Designated Manager immediately within 24 hours. The Designated Coordinator or Designated Manager will then update Kathy's Case Manager within 24 hours of occurrence or within 24 hours of discovering the incident

Positive Support Strategies

When this individual is frustrated, they can express it in these ways: Kat may have trouble communicating and communicates best with staff who supports Kat with communicating

Supporting this individual in these ways will help them feel **less** frustrated: Being independent, good communication, consistency

Supporting this individual in these ways will make them feel **more** frustrated: Inconsistency, staff not communicating



BrightPath



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 06/16/2025

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: Thomas Schneider

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.

<u>Outcome 1:</u> N/A
<u>Outcome 2:</u>
<u>Outcome 3:</u>

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: N/A EA ONLY		N/A EA ONLY
Seizures:		
Chronic Medical Conditions		
Risk of falling (state-specific need):		
Mobility issues (include specific issues):		
Community survival skill:		
Water safety skills:		
Self-injurious behavior (state behavior):		
Property destruction (state behavior):		
Suicidal ideation, thoughts, or attempts:		
Mental or emotional health symptoms and crises (state diagnosis):		



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?		
Physical Abuse		
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? he provider should educate Thomas using simple language, visual aids, and role-playing to reinforce safety concepts. Supervision should be consistent, with regular check-ins, safe communication tools, and teaching personal boundaries will help him navigate social situations safely.		
Self-Abuse		
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? Crisis Prevention & Intervention Emergency Action Plan: If Thomas is in crisis (e.g., intoxicated to a dangerous level), Bright Path will have a step-by-step response, including medical assistance if necessary. Identifying Triggers & Coping Strategies: Working with Thomas to recognize emotional or situational triggers and develop alternative coping methods. 24/7 Support Access: Ensuring Thomas knows how to reach Bright Path or crisis services if he needs immediate help.		
Financial Exploitation		



Is the individual susceptible to abuse in this area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If yes, how will you minimize the risk of financial exploitation?</p> <p>To reduce his risk, he will be encouraged to use safe banking practices, such as direct deposit, separate accounts, and transaction alerts, to protect his funds. Education on budgeting, fraud prevention, and recognizing financial abuse will help him make informed financial decisions and avoid future exploitation.</p> <p>If financial exploitation occurs, he will be supported in accessing the appropriate resources to report and address the situation. This plan prioritizes Thomas's independence while promoting financial safe</p>		

Positive Support Strategies
<p>When this individual is frustrated, they can express it in these ways:</p> <p>NO POSITIVE SUPPORTS LISTED</p>
<p>Supporting this individual in these ways will help them feel <u>less</u> frustrated:</p>
<p>Supporting this individual in these ways will make them feel <u>more</u> frustrated:</p>



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 06/16/2025

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: Elizabeth Todd

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.*

<u>Outcome 1:</u> Household Management: Liz would work on household tasks; cleaning, organizing, meal prep, and filing important paperwork during each shifts with staff for 75% or more of all trials for the annual period.
<u>Outcome 2:</u> Community Participation: Liz will choose a community activity of her choice and partake in the activity at least once per week during an IHS shift for 75% or more of all trials for the annual review period.
<u>Outcome 3:</u>

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: N/A	No	N/A
Seizures: N/A	No	N/A
Chronic Medical Conditions: Anxiety, PTSD, MS, Arthritis, Diabetes, Chronic Pain, GERD, Hypertension, Depression, Insomnia	Yes	: IHS staff will provide comprehensive support to Liz by implementing person-centered coping skills tailored to her individual needs when she is feeling dysregulated. This may include helping her identify specific techniques, such as deep breathing exercises, mindfulness practices, or grounding techniques, that can help her regain a sense of calm and control.
Risk of falling (state-specific need): MS, Arthritis, Chronic pain	Yes	IHS staff will remind Liz to use her mobility aids, such as her cane, walker, or wheelchair, both in her apartment and when out in the community. When navigating stairs or uneven terrain, Liz will be encouraged to avoid these areas and to take breaks as needed. If Liz requests additional support with mobility, staff can offer assistance by providing a steady arm for her to hold.
Mobility issues (include specific issues): MS, arthritis, chronic pain	Yes	IHS staff will remind Liz to use her mobility aids, such as her cane, walker, or wheelchair, both in her apartment and when out in the community. When



		navigating stairs or uneven terrain, Liz will be encouraged to avoid these areas and to take breaks as needed. If Liz requests additional support with mobility, staff can offer assistance by providing a steady arm for her to hold.
Community survival skill: N/A	No	N/A
Water safety skills: N/A	No	N/A
Self-injurious behavior (state behavior): N/A	No	N/A
Property destruction (state behavior): N/A	No	N/A
Suicidal ideation, thoughts, or attempts: PTSD, Anxiety, Depression	No	N/A
Mental or emotional health symptoms and crises (state diagnosis): Anxiety, depression, insomnia	Yes	IHS staff will provide comprehensive support to Liz by implementing person-centered coping skills tailored to her individual needs when she is feeling dysregulated. This may include helping her identify specific techniques, such as deep breathing exercises, mindfulness practices, or grounding techniques, that can help her regain a sense of calm and control.

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?

Physical Abuse

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of abuse?

Liz and staff will collaborate to identify situations where she may encounter verbally or physically aggressive individuals and develop strategies to ensure her safety. Staff will incorporate conflict resolution and de-escalation techniques to help Liz manage these encounters. Additionally, they will assist her in creating a safety plan for times when staff are not present. This plan will include calling 911 in the event of an imminent threat and contacting the BrightPath 24-Hour Emergency Assistance Line at 651-363-5550.

Self-Abuse

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of abuse?

Staff will support Liz by preparing safe, easy-to-eat meals that minimize her risk of choking, focusing on soft foods or items cut into small pieces. They will ensure Liz has meals that are manageable for her to consume safely, and they will encourage her to eat slowly, reminding her to chew thoroughly. Additionally, staff will assist Liz with any cooking or meal prep tasks she wishes to participate in, such as guiding her hand to chop ingredients if she feels comfortable doing so.

Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of financial exploitation?

Positive Support Strategies

When this individual is frustrated, they can express it in these ways: Liz is pretty direct and will tell you if she is upset and she may also choose to ignore you if she is upset



Supporting this individual in these ways will help them feel **less** frustrated: Consistency, communication, knowing what her schedule is

Supporting this individual in these ways will make them feel **more** frustrated: No communication or plan, last minute changes



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 06/16/2025

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: Robin Uργο

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.*

<u>Outcome 1:</u> N/A-EA ONLY
<u>Outcome 2:</u>
<u>Outcome 3:</u>

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: N/A EA ONLY		N/A EA ONLY
Seizures:		
Chronic Medical Conditions		
Risk of falling (state-specific need):		
Mobility issues (include specific issues):		
Community survival skill:		
Water safety skills:		
Self-injurious behavior (state behavior):		
Property destruction (state behavior):		
Suicidal ideation, thoughts, or attempts:		
Mental or emotional health symptoms and crises (state diagnosis):		



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?		
Physical Abuse		
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? EA staff will support Robin proactively by creating a safe and nonjudgmental space where she can process her experiences and practice communication strategies discussed in therapy. Staff may also help her role-play difficult conversations, reinforce boundary-setting techniques, and explore ways to strengthen her use of natural supports, such as her brother.		
Self-Abuse		
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? EA staff will check in with her regularly during scheduled shifts to help identify early signs of isolation and work with her to develop healthy coping strategies, such as engaging in safe social activities, using grounding techniques, or reaching out to natural supports. Staff will encourage her to stay connected to her support system and provide reminders about the importance of maintaining routines that promote mental wellness.		
Financial Exploitation		
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?

EA staff will support Robin proactively by engaging in regular conversations with her about safe financial practices, helping her identify red flags for fraud, and offering resources for budgeting and financial safety. Staff may provide examples of common scams, encourage Robin to verify unfamiliar contacts, and help her explore optional safeguards, such as signing up for fraud alerts or designating a trusted contact.

Positive Support Strategies

When this individual is frustrated, they can express it in these ways: Robin will try to verbalize but if she feels the person she is speaking to is too aggressive she may shut down

Supporting this individual in these ways will help them feel **less** frustrated: Patience, someone who actively listens and offers up talking something different than the topic she is upset about at the moment

Supporting this individual in these ways will make them feel **more** frustrated: Someone who doesn't listen, technology issues, being isolated/not having someone to talk to



Staff Orientation Record: Person-Specific

Employee name: Barbara "Bobbi Jo" Rossberg

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 05/02/2025

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: Tracy Jones

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.*

<u>Outcome 1:</u> Tracy would like to live a more organized life. She wants to work on organizational skills with her staff 1x/wk. They will complete this at a rate of 80% of trials over this annual period.
<u>Outcome 2:</u>
<u>Outcome 3:</u>

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: N/A	No	N/A
Seizures: N/A	No	N/A
Chronic Medical Conditions:Mild IDD, Bipolar Disorder, Developmental Disorder, and Anxiety	Yes	The Staff will be aware of her chronic medical conditions and provide redirection as needed. Staff will provide non-judgemental support when Tracy is feeling dysregulated, listen to her, and reassure her to overcome the situation. Staff will provide, teach, and coach Tracy to call the EA support line should she feel not safe at home, in the community or need support with other issues or concerns.
Risk of falling (state-specific need): N/A	No	N/A
Mobility issues (include specific issues): N/A	No	N/A
Community survival skill: Inability to identify potentially dangerous situations	Yes	IHS staff will work with Tracy to develop her awareness of potentially dangerous situations by engaging in role-playing exercises, discussing real-life scenarios, and providing guidance on recognizing red flags in relationships. Staff will encourage her to establish and maintain clear personal boundaries, reinforcing the importance of saying "no" when she feels uncomfortable. Additionally, staff will help Tracy identify trusted



		individuals she can turn to for advice when unsure about a situation. Regular check-ins will be conducted to discuss her social interactions, ensuring she has ongoing support in navigating relationships safely.
Water safety skills: Tracy knows how to swim.	No	
Self-injurious behavior (state behavior): N/A	No	N/A
Property destruction (state behavior): N/A	No	N/A
Suicidal ideation, thoughts, or attempts: N/A	No	N/A
Mental or emotional health symptoms and crises (state diagnosis): Anxiety	Yes	IHS staff will provide ongoing education and skill-building to help Tracy develop stronger personal boundaries and improve her judgment in social interactions. Staff will engage Tracy in discussions about safe versus unsafe relationships, recognizing red flags of manipulation or exploitation, and practicing assertive communication.

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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



If yes, how will you minimize the risk of abuse?

IHS staff will provide ongoing education and skill-building to help Tracy develop stronger personal boundaries and improve her judgment in social interactions. Staff will engage Tracy in discussions about safe versus unsafe relationships, recognizing red flags of manipulation or exploitation, and practicing assertive communication. Role-playing exercises and real-life scenario discussions will be used to reinforce these concepts. Additionally, staff will encourage Tracy to check in before making important decisions, such as giving out personal information, lending money, or engaging in new relationships. Regularly reviewing and reinforcing personal safety strategies will help Tracy build confidence in navigating social situations more independently. Tracy has access to the EA support line and staff will teach/remind her to call the EA line should she needs any support.

Physical Abuse

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of abuse?

IHS staff will work with Tracy to develop her awareness of potentially dangerous situations by engaging in role-playing exercises, discussing real-life scenarios, and providing guidance on recognizing red flags in relationships. Staff will encourage her to establish and maintain clear personal boundaries, reinforcing the importance of saying "no" when she feels uncomfortable. Additionally, staff will help Tracy identify trusted individuals she can turn to for advice when unsure about a situation. Regular check-ins will be conducted to discuss her social interactions, ensuring she has ongoing support in navigating relationships safely.

Self-Abuse

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of abuse?

BrightPath does not provide assistance with medication management, as it is not part of the services offered. However, staff can support Tracy proactively by encouraging her to set reminders on her phone or use a medication organizer to help her stay on track with her prescriptions. Staff can also provide verbal prompts during check-ins to ensure she is aware of upcoming refills and pickup dates. Additionally, they can assist her in identifying community resources, such as pharmacies with automatic refill reminders or support services that specialize in medication management.

Financial Exploitation

Is the individual susceptible to abuse in this area?

Yes

No

If yes, how will you minimize the risk of financial exploitation?



Positive Support Strategies

When this individual is frustrated, they can express it in these ways: She may be a little unorganized or make rash decisions if she doesn't feel she has the support she needs to talk through problems.

Supporting this individual in these ways will help them feel **less** frustrated: Tracy appreciates staff communicating and being patient to help her problem solve concerns she may have.

Supporting this individual in these ways will make them feel **more** frustrated: Not communicating with Tracy. Problem solving for Tracy instead of assisting her to be independent in the problem solving or decision making.



Staff Orientation Record: Person-Specific

Employee name: [Barbara "Bobbi Jo" Rossberg](#)

Supervisor name: Casey Hinck, BrightPath Designated Manager

Date: 05/02/2025

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: Paul Vought

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: Paul will create a weekly menu outlining his plans for breakfast, lunch, and supper. He will include the meals he intends to prepare, the necessary ingredients, and the cooking instructions. Additionally, Paul will make a grocery list based on this menu to ensure he has all the needed items.

Outcome 2: Paul will have meaningful access to the community to get his necessities by completing errands with staff and engage in enjoyable activities to increase community integration and decrease isolation.

Outcome 3: Paul will engage in memory skills activities to help improve and support his memory.

Does this person have a rights restriction in place to provide for their health/safety?	<p>Yes</p> <p>No X</p> <p>If yes, explain briefly:</p>
---	--



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: Clindamycin (antibiotic)	No	N/A
Seizures: N/A	No	N/A
Chronic Medical Conditions: Dementia	Yes	IHS staff will be aware of Paul's dementia and his tendency to forget things. IHS staff will encourage Paul to use a daily planner or journal to keep track of what he did during the days so that he will not forget. IHS staff can also put sticky notes on certain things to assist Paul in remembering things better this will include EA contacts. IHS staff can assist with calling and scheduling for medical appointments as needed.
Risk of falling (state-specific need): Chronic pain in knees.	Yes	IHS staff will be aware that due to chronic pain and mobility issues, Paul is at risk of falling and has fallen before. IHS staff will remind Paul to use his cane or walker while moving around at his apartment or while out in the community. IHS staff will ask Paul for any assistance should Paul require support from staff. Should Paul have any falls during the shift with staff, staff will make sure to assist Paul safely to the ground, check for any bruises or injuries, and assist Paul up if possible.



		Should staff observe any injuries during a fall, IHS staff will call 911 and provide first aid if available. IHS staff will call the DC and the DC will update Paul's team.
Mobility issues (include specific issues): Chronic pain in knees.	Yes	IHS staff will be aware that due to chronic pain and mobility issues, Paul is at risk of falling and has fallen before. IHS staff will remind Paul to use his cane or walker while moving around at his apartment or while out in the community. IHS staff will ask Paul for any assistance should Paul require support from staff. Should Paul have any falls during the shift with staff, staff will make sure to assist Paul safely to the ground, check for any bruises or injuries, and assist Paul up if possible. Should staff observe any injuries during a fall, IHS staff will call 911 and provide first aid if available. IHS staff will call the DC and the DC will update Paul's team.
Community survival skill: Needs support with navigating the community.	Yes	IHS staff can support Paul by guiding him through accurate navigation within the community and helping him identify trusted individuals he can call for support if he gets lost when not accompanied by staff. Due to his declining memory, Paul has requested assistance from IHS staff to accompany him when running errands, attending leisure activities, or participating in community events.
Water safety skills: Can swim	No	N/A
Self-injurious behavior (state behavior): N/A	No	N/A
Property destruction (state behavior):N/A	No	N/A
Suicidal ideation, thoughts, or attempts: N/A	No	N/A
Mental or emotional health symptoms and crises (state diagnosis): Depression	No	Paul reported that he is able to manage his mental health symptoms fairly well on his own, with the support from his mental health care team providers. Paul will meet with his therapist on a bi-weekly basis and will engage in new practices to



	<p>promote positive coping mechanisms, crisis implementation, and problem solving techniques. If Paul is able to continue the support with his mental health, engage within his community on a weekly basis and be allowed opportunities to engage in environments where he is able to be social with individuals in the same age group, Paul stated this will help prevent any future occurrences of a situation where depressive thoughts could lead to suicidal thoughts.</p>
--	--

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?		
Physical Abuse		
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? Paul and staff will collaborate to identify situations in which he might encounter verbally or physically aggressive individuals, developing strategies to ensure his safety. This includes employing conflict resolution and de-escalation techniques when faced with aggression. Additionally, they will create a comprehensive safety plan for circumstances when staff are not present, which may involve contacting emergency services by dialing 911 or reaching out to BrightPath 24-hour Emergency Assistance line at 651-363-5550.		



Self-Abuse		
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? IHS staff will be aware of Paul's dementia and his tendency to forget to eat. During scheduled shifts, IHS staff will check in with Paul to ensure he has eaten. If Paul says he has, staff will ask what he ate. If Paul doesn't remember, staff will suggest he eat something. IHS staff can assist Paul with cooking meals, ordering food, or going out to eat as needed. They will also remind Paul of the importance of maintaining a healthy, balanced diet throughout the day.		
Financial Exploitation		
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? Paul lives with dementia and occasionally forgets to handle important financial matters, such as paying rent. He requires full assistance with his financial affairs and has a representative payee who manages these responsibilities for him. While Paul understands the value of money and how to use it independently, BrightPath staff are not responsible for managing his financial matters. They cannot handle his money, make purchases on his behalf, or hold onto his funds during scheduled shifts.		

Positive Support Strategies
When this individual is frustrated, they can express it in these ways: Paul may become quiet but may also verbalize if he is upset
Supporting this individual in these ways will help them feel less frustrated: Paul likes consistency and to know what his day to day schedule/plan is so he doesn't feel anxious or surprised
Supporting this individual in these ways will make them feel more frustrated: A change in the schedule, staff that don't communicate or support him