

**STAFF ORIENTATION AND ANNUAL TRAINING PLAN - PERSON SPECIFIC**

Staff name: Sandra Zempel Date of hire: 3/31/2025  
 Date of background study submission: 3/31/2025 Date of background study clearance: 4/1/25  
 Ongoing annual training period: March  
 Date of first supervised contact: na Date of first unsupervised contact: na

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

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

Name of person served: Gabrielle Anczaki

Orientation to individual service recipient needs	Date of completion	Date and type of demonstrated competency	Length of training	Name of trainer and company, if applicable
*Appropriate and safe techniques in personal hygiene and grooming including: Hair care Bathing Care of teeth, gums, and oral prosthetic devices Other activities of daily living (ADLs) per 256B.0659-specify:	7/18/25  7/18/25	self review	0.5	Sandra Zempel, Designated Manager
*Understanding of what constitutes a healthy diet according to data from the CDC and the skills necessary to prepare that diet	7/18/25	self review	0.25	Sandra Zempel, Designated Manager
*Skills necessary to provide appropriate support in instrumental activities of daily living (IADLs) per 256B.0659-specify:	7/18/25	self review	0.25	Sandra Zempel, Designated Manager
CPR, if required by the Support Plan and Support Plan Addendum				
Support Plan Support and Plan Addendum, and Self-Management Assessment 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		self review	1	Sandra Zempel, Designated Manager
Individual Abuse Prevention Plan to achieve and demonstrate an understanding of the person as a unique individual and how to implement those plans	7/18/25  7/18/25	self review	1	Sandra Zempel, Designated Manager
Medication set up or medication administration training when staff set up or administer medications. Training also includes specific medication set up or administration procedures for the person	7/18/25	self review	0.5	Sandra Zempel, Designated Manager
The safe and correct operation of medical equipment used by the person to sustain life or to monitor a medical condition that could become life threatening. This training must be provided by a licensed health care professional or manufacturer's representative	na			
Mental health crisis response, de-escalation techniques, and suicide intervention when providing direct support to a person with a serious mental illness	Star Services LMS	Star Services LMS	Star Services LMS	Sandra Zempel, Designated Manager

Other topics as determined necessary according to the person's <i>Support Plan</i> or Identified by the company:	Date of completion	Date and type of demonstrated competency	Length of training	Name of trainer and company, if applicable
Topic: Crisis plans if applicable	7/18/25	Review	.5	Sandra Zempel DM
Topic: Seizure protocols if applicable				
Topic: Elopement protocols if applicable				
Topic: Diabetes protocols if applicable				
Rights restrictions if applicable				
Topic: Other Medical emergencies protocols if applicable				

Sandra Zempel  
Staff signature

7-18-25  
Date

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