



## Staff Orientation Record: Person-Specific

Employee name: [Alyse Pietruszewski](#)

Supervisor name: **Bobbi Jo Rossberg**

Date: 08/13/2025

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: 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: Health safety and wellness : Paul will create weekly menus including meals, ingredients, and cooking instructions, and a corresponding grocery list.  
IHS staff will assist him in listing the ingredients and writing down cooking directions for each meal.

Outcome 2: Community participation: Paul will access the community for errands and enjoyable activities with staff to increase integration and decrease isolation.  
Staff will facilitate community access during scheduled visits and suggest resources for Paul's activities. Additionally, staff will provide transportation and accompany Paul for errands in the community as needed.

Outcome 3: Adaptive Skills: Paul will engage in memory skills activities to help improve and support his memory  
During scheduled IHS shifts, Paul will choose a memory skills activity, and IHS staff will assist him in completing it.



Does this person have a rights restriction in place to provide for their health/safety?	Yes No <b>X</b> If yes, explain briefly:
Can this person use dangerous items or equipment?	Yes No <b>X</b> 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 <b>X</b> 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:	NO	.
Seizures:	NO	
Chronic Medical Conditions	NO	
Risk of falling (state-specific need):	YES	Due to chronic pain, mobility issues, and a history of falls, Paul is at high risk. IHS staff must ensure he uses his cane/walker and offer assistance. In a fall, safely assist him, check for injuries, and help him up if possible. If injured, call 911, provide first aid, then notify the DC to inform Paul's team.
Mobility issues (include specific issues):	YES	Due to chronic pain, mobility issues, and a history of falls, Paul is at high risk. IHS staff must ensure he uses his cane/walker and offer assistance. In a fall, safely assist him, check for injuries, and help him up if possible. If injured, call 911, provide first aid, then notify the DC to inform Paul's team.
Community survival skill:	YES	IHS staff will assist Paul with navigating the community



		and identifying trusted contacts for support if he gets lost when unaccompanied. Due to his declining memory, Paul has asked IHS staff to accompany him on errands, to leisure activities, and to community events. Staff will dedicate unassigned service hours to increasing Paul's community engagement and finding new opportunities for his active participation in local activities.
Water safety skills:	NO	
Self-injurious behavior (state behavior):	NO	
Property destruction (state behavior):	NO	
Suicidal ideation, thoughts, or attempts:	NO	
Mental or emotional health symptoms and crises (state diagnosis):	NO	

### 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?	Yes	No X
If yes, how will you minimize the risk of abuse?		



Physical Abuse		
Is the individual susceptible to abuse in this area?	Yes X	No
If yes, how will you minimize the risk of abuse? Staff can reduce Paul's risk of physical abuse by helping him plan for unsafe situations, practicing de-escalation strategies, and creating a clear safety plan. When in the community, staff will stay alert, guide him away from potential risks, and intervene quickly to keep him safe.		
Self-Abuse		
Is the individual susceptible to abuse in this area?	Yes X	No
If yes, how will you minimize the risk of abuse? Staff can help minimize Paul's risk of self-abuse by reminding him to eat regularly, supporting meal planning, and using phone alarms or menus to track meals. They also provide encouragement and assistance with cooking or shopping to ensure he maintains a healthy diet.		
Financial Exploitation		
Is the individual susceptible to abuse in this area?	Yes X	No
If yes, how will you minimize the risk of financial exploitation? Staff can reduce Paul's risk of financial abuse by ensuring his representative payee manages all finances and by never handling his money. They will remind him of safe financial practices and encourage communication with his payee for any needs		

Positive Support Strategies
When this individual is frustrated, they can express it in these ways: Paul may show frustration by becoming forgetful, repeating himself, or appearing withdrawn or flustered if he cannot remember important details, appointments, or tasks. He may also express frustration verbally when mobility challenges or falls occur.
Supporting this individual in these ways will help them feel <b>less</b> frustrated: Offer calm reminders, write down appointments/tasks, and provide reassurance to reduce frustration. Patiently assist with mobility (e.g., walking, removing hazards) and positively encourage



memory struggles. Involve trusted friend Steve when appropriate.

Supporting this individual in these ways will make them feel **more** frustrated:  
Impatience, dismissal, or pressure when he forgets can heighten frustration. Taking over tasks, disregarding his input, or condescending speech can make him feel disrespected and upset.