

NEW EMPLOYEE – ORIENTATION TRAINING PACKET CHECKLIST

Employee Name: Jacqueline Linqvist-Hanson

Program: Woodland **Status:** Casual

Employment Start Date: 10/18/24

ORIENTATION COURSES		Date Completed	Employee Signature
1	Mandated Reporting - 2.75 hours (2.25 hours Star Services plus .5 HH Specific)	10/22/24	JLH
a.	Mandated Reporting: Vulnerable Adult Maltreatment (1.25 hours) Policy and Procedure on Reporting and Review Maltreatment of Vulnerable Adults (.25 hours)	10/22/24	JLH
b.	Mandated Reporting: Maltreatment of a Minor (1 hour) Reporting and Review of Maltreatment of Minors (.25 hours)	10/22/24	JLH
2	Positive Supports Rule Core - 8.25 hours (7.5 Hours plus .75 hours HH Specific)	10/22/24	JLH
a.	PS Rule, overview and person-centered history (.5 hours)	10/22/24	JLH
b.	Permitted actions and procedures (.5 hours)	10/23/24	JLH
c.	Building trusting relationships (.5 hours)	10/23/24	JLH
d.	De-escalation techniques (.75 hours)	10/23/24	JLH
e.	Cultural competence (.5 hours)	10/23/24	JLH
f.	Prohibited procedures I: The fundamentals (.5 hours)	10/23/24	JLH
g.	Person centered foundations (.5 hours)	10/23/24	JLH
h.	Prohibited procedures II: The details (.75 hours)	10/23/24	JLH
i.	Positive support strategies: Supporting the person as a unique individual (.5 hours) Normalization (.25 hours) Active Teaching (.25 hours)	10/23/24	JLH
j.	Restricted procedures I: EUMR & PSTP overview (.75 hours) Policy and Procedure on Emergency Use of Manual Restraint (.25 hours)	10/23/24	JLH
k.	Avoiding power struggles (.5)	10/25/24	JLH
l.	Restricted procedures II: Required information (.75 hours)	10/25/24	JLH
m.	Personal staff accountability & staff self-care after an emergency (.5 hours)	10/25/24	JLH
3	Orientation for Direct Care Staff - 7 hours (5 hours Star Services plus 2 hrs HH Specific)	10/25/24	JLH
a.	Rights of people receiving services (1.5 hours) Rights of Person Served (.25 hours)	10/25/24	JLH
b.	Universal precautions/Bloodborne pathogens (.75 hours) Universal Precautions & Sanitary Practices (.25 hours) Exposure Control Plan (.25 hours) OSHA Fact Sheet (.25 hours)	10/28/24	JLH

ORIENTATION COURSES		Date Completed	Employee Signature
c.	Data privacy, HIPPA and MN Chapter 13 (1 hour) HIPPA HIPPA Policies & Procedures Manual - Safeguards, Prohibition of Retaliation & Sanctions for Violating HIPPA Security Policies (.25 hours for HIPPA) Policy and Procedure on Data Privacy (.25 hours)	10/28/24	[Signature]
d.	Fraud prevention (.75 hours) Anti-Fraud (.25 hours)	10/28/24	[Signature]
e.	Documentation (.5 hours) Charting Guidelines (.25 hours)	10/28/24	[Signature]
f.	Minimizing the risk of sexual violence	10/28/24	[Signature]
4	Medication Administration (3.75 hours Star Services plus .25 HH Specific)	10/29/24	[Signature]
a.	Introduction to medication administration (.25 hours)	10/29/24	[Signature]
b.	Understanding medications (.5 hours)	10/29/24	[Signature]
c.	Medication administration basics (.5 hours)	10/29/24	[Signature]
d.	Charting basics (.75 hours)	10/29/24	[Signature]
e.	Doctor and dental appointments, orders and medication storage (.5 hours)	10/29/24	[Signature]
f.	Medication and treatment errors, and discrepancies (.5 hours)	10/29/24	[Signature]
g.	Before you administer (.5 hours) Policy and Procedure on Safe Medication Assistance and Administration Medical Charting Abbreviations (.25 for both)	10/29/24	[Signature]
	Additional Policies and Procedures	10/29/24	[Signature]
14a.	Policy and Procedure on Responding to and Reporting Incidents	10/29/24	[Signature]
14b.	Policy and Procedure on Emergencies	10/29/24	[Signature]
14c.	Policy and Procedure on Reviewing Incidents and Emergencies	10/29/24	[Signature]
14d.	Red Cross Heat Wave Safety Checklist	10/29/24	[Signature]
14e.	Red Cross Tornado Safety Checklist (.75 hours)	10/29/24	[Signature]
15	Grievances (.25 hours)	10/29/24	[Signature]
16	Policy and Procedure on Admission (.25 hours)	10/29/24	[Signature]
17	Temporary Service Suspension Policy (.25 hours)	10/29/24	[Signature]
18	Policy and Procedure on Service Termination (.25 hours)	10/29/24	[Signature]
19	Policy and Procedure on Health Service Coordination (.25 hours)	10/29/24	[Signature]
20	Death of a Person Served (.25 hours)	10/29/24	[Signature]
Star Services 18.25 hours Heartland Homes Inc. Specific 5.75 hours Total 24 Hours			[Signature]

Print Name of Employee: Jaqueline M Lindquist-Hanson

Signature of Employee: [Signature]

Jaqueline M Lindquist-Hanson
Sandra Phillips DC 10/30/24