

ON THE JOB TRAINING CHECKLIST FOR:

Jackie

AT:

Woodland

(Site)

Form Created 12-1-22

HEARTLAND HOMES INC.

X	KG	Review Client Book - Social History, Service Plan, SP Addendum	10/30/24	SLP
		Review Client Book - Self-Management Assessment, Individual Abuse Prevention Plan	10/30/24	SLP
		Review Client Book - Client Outcomes	10/30/24	SLP
		Review Behavioral Support Plan and Mental Health Crisis Response if Applicable	11/12/24	
		Review PCP Information (Profiles, Routines, Special Instructions etc.)	10/30/24	SLP
		Review Medications & Administration Guidelines	11/5/24 KD	
		Review Nutritional Guidelines		
		Review Personal Hygiene (Bathing, Toileting, Oral Care) ?		
		Review Personal Appearance (Hair Care, Shaving)	11/06/24 - KLP	
		Review Health Protocols & Prescribed Treatments		
		Review Safe Transportation (W/C Tie Down if Applicable)	not ridden w/mc	
		Review Financial Management, Budgeting & Documentation	11/5/24 KD	
		Trained in Life Sustaining Equipment if Applicable		
		Misc. as Assigned to Meet the Person's Wants and Needs: (Such as Safe Use of Equipment)	11/14/24 KD	
		Review check book	11-6-24 CZ	
		All Grids Set up w/ KLD	11/16/24 - KLP	
Jek		Review Client Book - Social History, Service Plan, SP Addendum	10/30/24	SLP
		Review Client Book - Self-Management Assessment, Individual Abuse Prevention Plan	10/30/24	SLP
		Review Client Book - Client Outcomes	10/30/24	SLP
		Review Behavioral Support Plan and Mental Health Crisis Response if Applicable		
		Review PCP Information (Profiles, Routines, Special Instructions etc.)	10/30/24	SLP
		Review Medications & Administration Guidelines	11/30/24 (KW)	
		Review Nutritional Guidelines		
		Review Personal Hygiene (Bathing, Toileting, Oral Care)	11/05/24 - KLP	
		Review Personal Appearance (Hair Care, Shaving)	11/05/24 - KLP	
		Review Health Protocols & Prescribed Treatments		
		Review Safe Transportation (W/C Tie Down if Applicable)	10/03/24 - KLP	
		Review Financial Management, Budgeting & Documentation	11/5/24 KD	
		Trained in Life Sustaining Equipment if Applicable		
		Misc. as Assigned to Meet the Person's Wants and Needs: (Such as Safe Use of Equipment)	11/12/24 KD	

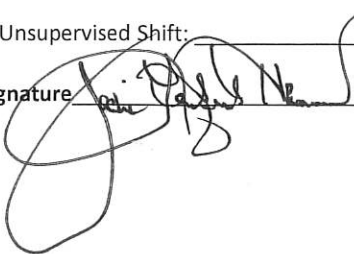
SITE	Review of Policy and Procedure Book Location & Accessibility	11/5/24	KD
	Review Program Abuse Prevention Plan	11/5/24	KD
	Review MAR's and Documentation	11/5/24	KD
	Review Residex Charting / Set up Access	11/5/24	KD

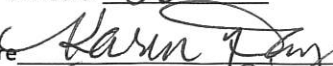
HEARTLAND HOMES INC.

Review Data Collection Documentation	11/14/24	KD
Review Menu Planning	11-29-24	KG
Review Grocery Shopping Guidelines	11/12/24	KD
Review House Routines/Schedules	11/5/24	KD
Review Safe Vehicle Operation	12/03/24	KD
Review Cleaning Products & Guidelines	12/04/24	KD
Review Medical, Dental, Optometry Reports & Advocating at Health Appointments	12/4/24	discuss w/ KD
Review Petty Cash & Checkbook Guidelines & Documentation	11/5/24	KD
Certification in First Aid CPR	12/2/24	KD
Fire Drill Completed	12/1/24	KD
Severe Weather Drill Completed	verbal review	- KD 12/04
Tour of the Home Including Electrical Box(s), Water Shut off, Fire Extinguishers	11/11/24	KD
Filled pill grids KG, Jek LD	11/30/24	- KD
wrote in staff comm re: order	11/30/24	- KD

Date of OTJ Training: 11/5	Number of Hours: 2 1/2
Date of OTJ Training: 11/6	Number of Hours: 5
Date of OTJ Training: 11/8	Number of Hours: 5 1/4
Date of OTJ Training: 11/12	Number of Hours: 5
Date of OTJ Training: 11/14	Number of Hours: 5 1/2
Date of OTJ Training: 11/16	Number of Hours: 4
Date of OTJ Training: 11/18	Number of Hours: 5
Date of OTJ Training: 11/20	Number of Hours: 5
Date of OTJ Training: 11/25	Number of Hours: 2.75
Date of OTJ Training: 11/29	Number of Hours: 2 3/4
Date of OTJ Training: 11/30	Number of Hours: 3
Date of OTJ Training: 12/2	Number of Hours: 5.5
Date of OTJ Training: 12/3	Number of Hours: 2
Date of OTJ Training: 12/4	Number of Hours: 5

Date of First Unsupervised Shift: _____ Total Number of Hours: 58

Employee Signature: 

DSPC Signature: 

DC Signature: 