NEW EMPL EE – ORIENTATION TRAINING PACK. CHECKLIST

Employee Name: Bao Yang

Program: Depot **Status:** Casual

Employment Start Date: 8/13/24

	ORIENTATION COURSES	Date Completed	Employee Signature
1	Mandated Reporting - 2.75 hours (2.25 hours Star Services plus .5 HH Specific)	8/24/24	
a.	Mandated Reporting: Vulnerable Adult Maltreatment (1.25 hours) Policy and Procedure on Reporting and Review Maltreatment of Vulnerable Adults (.25 hours) BY 9/19	8/24/24	
b	Mandated Reporting: Maltreatment of a Minor (1 hour) Reporting and Review of Maltreatment of Minors (.25 hours) BY 9/19	8/24/24	
2	Positive Supports Rule Core - 8.25 hours (7.5 Hours plus .75 hours HH Specific)	8/20/24	
a.	PS Rule, overview and person-centered history (.5 hours)	8/20/24	
b	Permitted actions and procedures (.5 hours)	8/21/24	
c.	Building trusting relationships (.5 hours)	8/21/24	
d.	De-escalation techniques (.75 hours)	8/23/24	
e.	Cultural competence (.5 hours)	8/23/24	
f.	Prohibited procedures I: The fundamentals (.5 hours)	8/23/24	
g.	Person centered foundations (.5 hours)	8/23/24	
h.	Prohibited procedures II: The details (.75 hours)	8/23/24	
i.	Positive support strategies: Supporting the person as a unique individual (.5 hours) Normalization (.25 hours) BY 9/19 Active Teaching (.25 hours) BY 9/19	8/23/24	
j.	Restricted procedures I: EUMR & PSTP overview (.75 hours) Policy and Procedure on Emergency Use of Manual Restraint (.25 hours) BY 9/19	8/23/24	
k.	Avoiding power struggles (.5)	8/23/24	
l.	Restricted procedures II: Required information (.75 hours)	8/23/24	
m.	Personal staff accountability & staff self-care after an emergency (.5 hours)	8/23/24	
3	Orientation for Direct Care Staff - 7 hours (5 hours Star Services plus 2 hrs HH Specific)	8/23/24	
a.	Rights of people receiving services (1.5 hours) Rights of Person Served (.25 hours) BY 9/19	8/31/24	
b.	Universal precautions/Bloodborne pathogens (.75 hours) Universal Precautions & Sanitary Practices (.25 hours) BY 9/20 Exposure Control Plan (.25 horus) BY 9/20 OSHA Fact Sheet (.25 hours) BY 9/22	8/31/24	

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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) 9/22 BY Policy and Procedure on Data Privacy (.25 hours) 9/22 BY	8/31/24	
d.	Fraud prevention (.75 hours) Anti-Fraud (.25 hours) 9/22 BY	8/31/24	
e.	Documentation (.5 hours) Charting Guidelines (.25 hours) 9/22 BY	8/31/24	
f.	Minimizing the risk of sexual violence	8/31/24	
4	Medication Administration (3.75 hours Star Services plus .25 HH Specific)	8/31/24	
a.	Introduction to medication administration (.25 hours)	8/31/24	
b.	Understanding medications (.5 hours)	8/31/24	
c.	Medication administration basics (.5 hours)	8/31/24	
d.	Charting basics (.75 hours)	8/31/24	
e.	Doctor and dental appointments, orders and medication storage (.5 hours)	8/31/24	
f.	Medication and treatment errors, and discrepancies (.5 hours)	8/31/24	
g.	Before you administer (.5 hours) Policy and Procedre on Safe Medicaton Assistance and Administration Medical Charting Abbreviations (.25 for both) 9/22 BY	8/31/24	
	Additional Policies and Procedures		
14a.	Policy and Procedure on Responding to and Reporting Incidents	9/23/24	
14b.	Policy and Procedure on Emergencies	9/23/24	
14c.	Policy and Procedure on Reviewing Incidents and Emergencies	9/23/24	
14d.	Red Cross Heat Wave Safety Checklist	9/23/24	
14e.	Red Cross Tornado Safety Checklist (.75 hours) BY 9/23	9/23/24	
15	Grievances (.25 hours) BY 9/25	9/25/24	
16	Policy and Procedure on Admission (.25 hours) BY 9/25	9/25/24	
17	Temporary Service Suspension Polciy (.25 hours) BY 9/25	9/25/24	
18	Policy and Procedure on Service Termination (.25 hours) BY 9/25	9/25/24	
19	Policy and Procedure on Health Service Coordination (.25 hours) BY 9/25	9/25/24	
20	Death of a Person Served (.25 hours) BY 9/25	9/25/24	

Star Services 18.25 hours Heartland Homes Inc. Specific 5.75 hours Total 24 Hours

Print Name of Employee: Bao Yang

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