

eQuality-Pathways to Potential
3717 Colgate Ave. Minneapolis, MN 55410

Staff Training Record

Employee name: Megan Coomer

Date of hire	08/29/2002
Date background study initiated	08/29/2002
Date background study notice received	09/02/2022
Date of first supervised direct contact with persons in this program	08/30/2022
Date of first unsupervised direct contact with persons served by the program	09/13/2022
Date orientated to the individual's needs	08/29/2022 through 09/12/2022

This program ensures competency in the following areas as required in the 245D HCBS Standards, section [245D.09](#).

Annual training requirements – The following training topics must be provided on an annual basis.

Subject/Area:	Date of Training	Hours of Training	Name of Instructor
Laws governing maltreatment reporting and service planning for children and vulnerable adults, and staff responsibilities related to protecting persons from maltreatment and reporting maltreatment. This orientation must be provided within 72 hours of first providing direct contact services. <ul style="list-style-type: none"> • Vulnerable adults maltreatment reporting and internal review <input checked="" type="checkbox"/> laws <input checked="" type="checkbox"/> policies • Maltreatment of minors reporting and internal review <input type="checkbox"/> laws <input type="checkbox"/> policies • Program abuse and prevention plan <input checked="" type="checkbox"/> laws <input checked="" type="checkbox"/> policies 	08/29/22 (VA, PAPP)	1.5	C.LaBree M.Patterson
	09/08/22 (VA)	1.5	
	01/12/23 (VA, PAPP)	1.5	
	1/11/24 (VA, PAPP)	1.5	
	05/9/24 (VA)	1.5	
	02/13/25 (VA, PAPP)	1.5	
Data privacy requirements according to sections 13.01 to 13.10 and 13.46, the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), and staff responsibilities related to complying with data privacy practices	08/29/22	.5	C.LaBree
	10/27/22	.75	
	06/8/23	.75	
	4/11/24	.75	

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Subject/Area:	Date of Training	Hours of Training	Name of Instructor
Service recipient rights and staff responsibilities related to ensuring the exercise and protection of those rights	08/29/22 10/27/22 6/8/23 4/11/24	.5 .75 .75 .75	C.LaBree
Principles of person-centered service planning and delivery and how they apply to direct support service provided by the staff person	8/29/22 12/22/22 5/11/23 2/22/24	1 1.5 1.5 1.5	C.LaBree Mt. Olivet L.Jasper/Star Svcs.
The safe and correct use of manual restraint on an emergency basis according to the requirements in sections [245D.061] and what constitutes the use of restraints, time out, and seclusion, including chemical restraint.	8/29/22 8/10/23 10/10/24	1 1.5 1.5	C.LaBree Derek Rust
Staff responsibilities related to prohibited procedures under section [245D.06] subdivision 5, why such procedures are not effective for reducing or eliminating symptoms or undesired behavior, and why such procedures are not safe.	8/29/22 8/24/23 09/12/24	1 1.5 1.5	C.LaBree Star Svcs.
Strategies to minimize the risk of sexual violence, including concepts of healthy relationships, consent, and bodily autonomy of people with disabilities	8/29/22 2/9/23 06/13/24	1 1.5 1.5	C.LaBree/DHS Mad Hatter Welness ARC
Basic First Aid (Required)	*See below		
Other topics as determined necessary in the person's support plan by the case manager or other areas identified by the license holder: <ul style="list-style-type: none"> • (A) Medication Administration & Observed Skill • (B) OSHA • (C) Diabetes, Epi, Seizure 	(A) 9/16/22 (B-C) 9/20/22 (A-C) 11/9/23 (A-C) 8/22/24	8 3 1.5 1.5	HCS- Corinne Esch, RN
First aid training: certification: Yes X No ___ expiration date: 11/15/2025			C.LaBree/Red Cross
CPR training: certification: Yes X No ___ expiration date: 11/15/2025			C.LaBree/Red Cross
Annual Refresher Training on applicable topics required from the Positive Supports Rule [9544.0090, subpart 3]	8/29/22 9/2/22 11/10/22	1.5 5 1.5	C.LaBree/Star Svcs.

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Subject/Area:	Date of Training	Hours of Training	Name of Instructor
	4/27/23	2	
	10/12/23	2	
	2/8/24	2	
	11/14/24	2	
Other: A) Associate Safety/Emergency Procedures B) Corporate Compliance/Code of Ethics C) Dementia D) Cultural Diversity E) Autism F) Aging and Disabilities G) Challenging Behaviors H) Self-Advocacy, Self-Determination, Supported Decision-Making	A) 8/29/22, 3/9/23, 3/14/24 B) 8/29/22, 4/13/23, 6/27/24 C) 8/8/24 D) 9/14/23 E) 1/9/25, 2/27/25 F) 12/9/23 G) 6/22/23 H) 2/23/23	A) .5, 1, 1 B) .5, 1, 1 C) 1.5 D) 1.5 E) 1.5, 1.5 F) 1.5 G) 1.5 H) 1.5	C.LaBree, HCS, Star Svcs.

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	Competent to perform all assigned job duties:	Performance improvement plan required:	Timeline for completion of performance involvement plan:	Supervisor signature	Employee Signature
Date of Evaluation: <i>10/1/2022 & 12/31/2022</i>	X yes <input type="checkbox"/> no	<input type="checkbox"/> yes X no			
Date of Evaluation: <i>4/1/2023, 7/1/2023, 10/1/2023, 12/31/2023</i>	X yes <input type="checkbox"/> no	<input type="checkbox"/> yes X no			
Date of Evaluation: <i>4/1/2024, 7/1/2024, 10/1/2024, 12/31/2024</i>	X yes <input type="checkbox"/> no	<input type="checkbox"/> yes X no			

By signing here, I verify that the above training has been provided to me.

Employee signature Date