

STAFF ORIENTATION & ANNUAL TRAINING PLAN - GENERAL

Staff name: Jean Larson Date of Hire: 2/18/2023
 Date of background study submission: 7/18/2023 Date Background Study Cleared: 7/18/2023
 Date of first supervised contact: 8/4/2023 Date of first unsupervised contact: 8/18/2023

Orientation training: Within 60 calendar days of hire, the license holder must provide and ensure completion of orientation sufficient to create staff competency for direct support staff that combines supervised on-the-job training with review and instruction in the following areas.
***Maltreatment reporting requirements** must be completed within 72 hours of first providing direct contact services with persons served by the company.

Orientation to program requirement topics	Date of completion	Staff Initial	Length of training	Name of trainer and company, if applicable
Job description and how to complete specific job functions	7/18/23		0.25	NCS Policy - Star Services
Current 245D policies and procedures including location and access and staff responsibilities related to implementation	↓		1	NCS Policy - Star Services
Data privacy: MN Government Data Practices Act and HIPAA and staff responsibilities related to complying with data privacy practices	↓		0.25	NCS Policy - Star Services
Service recipient rights and staff responsibilities related to ensuring the exercise and protection of those rights	↓		0.5	NCS Policy - Star Services
Vulnerable adult maltreatment reporting: *See attached Training Index for VAA maltreatment training topics.	↓		0.5	NCS Policy - Star Services
Maltreatment of minors reporting: *See attached Training Index for MOMA maltreatment training topics.	↓		0.25	NCS Policy - Star Services
Principles of person-centered service planning and delivery and how they apply to direct support provided by staff (also part of PSR Core Training)	↓		1 hr	NCS Policy - Star Services
Sexual violence: strategies to minimize the risk of sexual violence, including concepts of healthy relationships, consent, and bodily autonomy of people with disabilities	↓		0.25	NCS Policy - Star Services
First aid (can be certification or basic training)	↓		0.25	NCS Policy - Star Services
Emergency use of manual restraint (EUMR), prohibited procedures, and Positive Support Rule 8 hour core training. *See attached Training Index for all topics included for this training.	↓		0.25	NCS Policy - Star Services
Positive Support Rule: 4 hour function-specific training (if applicable). *See attached Training Index for function-specific training topics.	/	/	/	/
Positive Support Rule: 2 hour function-specific training (if applicable). *See attached Training Index for function-specific training topics.	/	/	/	/
Universal Precautions/Bloodborne Pathogens	7/18/23		0.25	NCS Policy - Star Services
Fraud Prevention	↓		0.25	NCS Policy - Star Services
Other topics as determined necessary according to the person's Coordinated Service and Support Plan or identified by the company (this may include CPR): Topic:	/	/	/	/

Orientation to individual service recipient needs	Date of completion		Length of training	Name of trainer and company, if applicable
*Appropriate and safe techniques in personal hygiene and grooming including: Hair care Bathing Care of teeth, gums, and oral prosthetic devices Other activities of daily living (ADLs) per 256B.0659-specify:	8/4/23		0.25	Client Files
*Understanding of what constitutes a healthy diet according to data from the CDC and the skills necessary to prepare that			0.25	
*Skills necessary to provide appropriate support in instrumental activities of daily living (IADLs) per 256B.0659-specify:			0.25	
CPR, if required by the CSSP or CSSP Addendum			0.25	
CSSP, CSSP Addendum, and Self-Management Assessment 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			2 hrs	
Individual Abuse Prevention Plan to achieve and demonstrate an understanding of the person as a unique individual and how to implement those plans			0.25	
Medication set up or medication administration training when staff set up or administer medications. Training also includes specific medication set up or administration procedures for the person			0.5	
The safe and correct operation of medical equipment used by the person to sustain life or to monitor a medical condition that could become life threatening. This training must be provided by a licensed health care professional or manufacturer's representative			0.25	
Mental health crisis response, de-escalation techniques, and suicide intervention when providing direct support to a person with a serious mental illness			0.5	
Other topics as determined necessary Topic:				

Staff signature: *Jean Larson*

Date: 8/4/2023

*I understand the information I received and my responsibilities for their implementation in the care of persons supported by this program.