BEACON
Specialized Living

Training Summary Form

I. Employee: Anthony Lofton Topic: Incident and Emergency Reporting Credit Hours: 2

II. Description of Training Content:

Review and instruction on 245D requirements and company procedures for responding to, reporting and review of incidents and safety/emergencies, including implementation of staff responsibilities. Opportunity for questions and answers.

III. **Training Procedures:**

Training Format	Instructional Methods
✓ Self Study	✓ Written: Incident Policy and form
___ Individualized Training	___ Video/DVD : ___
___ Supervisory Meeting	✓ Oral Presentation and Dialogue
___ Team Meeting	___ Guided Observation
___ Inservice	___ Guided Practice
___ Other:	___ Other: ___

IV. Date(s): 2/14/2020 (M/D/Y) Trainer/Position: D.C.

Time(s): 1:00 pm (AM or PM) Trainer Signature: [signature]

Location(s): Melbrick Employee Signature: [signature]

Training hours need to be recorded by employee on corresponding timecard for reimbursement and training documentation purposes. Employees are encouraged to keep a copy of this verification for their personal records.