



Training Summary Form

I. **Employee:** Tierra Spellmon Topic: Vulnerable Adult Act and Maltreatment of Minors - Policy Review Credit Hours: 0.5

II. Description of Training Content:

Review and instruction on 245D requirements and company procedures for reviewing and reporting Vulnerable Adult Act and Maltreatment of Minors.

III. Training Procedures:

Training Format

☒ Self Study
☐ Individualized Training
☐ Supervisory Meeting
☐ Team Meeting
☐ Inservice
☐ Other:

Instructional Methods

☒ Written: Vulnerable Adult Act and Maltreatment of Minors Policy Review
☐ Video/DVD :
☐ Oral Presentation and Dialogue
☐ Guided Observation
☐ Guided Practice
☐ Other:

IV. Date(s):

2/29/2020
(M/D/Y)

Trainer/Position:

Heidi Mangano - DM

Time(s):

7p-9:30p
(AM or PM)

Trainer Signature:

Heidi Mangano

Location(s):

Kape, Nasratta, Salem

Employee Signature:

Tierra Spellmon

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.