



Training Summary Form

I. **Employee:** Deborah Lewis 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):

2/28/2020
(M/D/Y)

Trainer/Position: DA

Time(s):

10AM - 10:30AM
(AM or PM)

Trainer Signature: DA

Location(s): SCA

Employee Signature: Deborah Lewis

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.