BEACON
Specialized Living

Training Summary Form

I. Employee: Diana V. Williams Topic: Incident and Emergency Reporting Credit Hours: _____

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): 2-27-20 (M/D/Y)

Time(s): _____ (AM or PM)

Location(s): _____

Trainer/Position: _____

Trainer Signature: [signature]

Employee Signature: Diana V. Williams

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.

100%

Training Module 111 Quiz
Incident and Emergency Procedures

Employee Name: Diana Williams **Date of Quiz:** 2-27-20

Directions: Upon completion, return the quiz and attached Training Summary Form to your trainer for review and signature.

Complete the statements below by filling in the blanks

1. Incidents and emergency situations are defined in MN Statutes 245D and described in 3 key Owakihi policies: a. Incident Response and Reporting Policy
   b. Emergency Response and Reporting Policy
   c. Incident and Emergency Review Policy
2. The difference between an "incident" and an "emergency" is that incident means an occurrence that affects the ordinary provision of services to a Person, while emergency means events that affect the ordinary daily operations of the Program.
3. The incident policy identifies "serious injuries" which meet the definition in the above statute. Provide 3 examples of serious injury: Refer To incident - page 1 + 2
   a. Factures
   b. Dislocatins
   c. Evidence of internal injuries
4. For persons experiencing a mental health crisis: identify 2 potential resources for safety:
   a. Call 911 b. Call MH CRISI INTERVENTION TEAME
5. Following completion of an incident or emergency report, the DESIGNATED MANGER needs to conduct an INTERNAL REVIEW to identify trends or patterns and corrective action, if needed..

Circle the correct answer(s) below

6. Serious injury or death must be reported as soon as possible to the Department of Human Services Licensing Division (for licensed services) and the Office of the Ombudsman (all services). When making this report, there is a time period that should not be exceeded. That time period is which of the following:
   a. 48 hours
   b. determined by the staff person and supervisor
   c. 24 hours
   d. prior to 5:00 p.m. on week days
   e. none of the above
7. What is the first step to take after confirming that a service recipient is missing:
   a. Call the person's family
   b. Search the immediate area
   c. Start writing the Incident Report
   d. Call 911

Respond to the following statements using True or False

8. TRUE If you forget a specific procedure during an emergency, you should do what is necessary to protect the service recipient and then contact your supervisor.

9. TRUE Ensuring the safety and well-being of persons served and staff is the top priority as services are delivered.

10. False Incident and emergency reporting only applies to children.

11. TRUE Incidents and emergencies need to be reported within 24 hours of you becoming aware of the incident.

12. TRUE If you suspect that a child (who receives services from Owakihi, Inc.) has run away from his caregiver because the child was physically abused, your responsibilities are directed by the Maltreatment of Minors Mandated Reporting and Internal Review Policy.

13. FALSE When an incident involves more than one service recipient, you do not need permission to share identifying information with both support teams because safety concerns override privacy issues.

14. FALSE If you take a service recipient to the hospital for a medical emergency, you do not need to complete an Incident Report if the health services professional determines the person was not injured.

15. FALSE Situations that involve one service recipient's verbal or physical aggression towards another service recipient do not need to be documented as long as there is no injury.

16. Based on the information received, what questions do you have regarding this topic?

None

17. Who can you speak with regarding implementation of your job functions?

DC

KNOWLEDGE TESTING BY THE TRAINER

- **Note the question(s) answered incorrectly, and the action taken to assure that the employee understands the correct response(s)**

- **The employee identified above has demonstrated competency in completion of the quiz questions.** ***(if not, refer employee to Supervisor.)***

Signature of Trainer _____ **Date** 8/2/20