Owakihi, Inc.

Training Summary Form

I. **Employee:** Jason Dreher Topic: **DATA PRIVACY PRACTICES 135** Credit Hours: _____

II. **Description of Training Content**

Information regarding state and federal privacy regulations governing services for people with disabilities. Meets general training requirements on Minnesota Data Privacy and HIPAA. Review and instruction on Owakihi's internal policies and procedures regarding data privacy including individual privacy rights (i.e. Notice of Privacy Practices) and security procedures.

III. **Training Procedures**

Training Format

_____ Self Study
_____ Individualized Training
_____ Supervisory Meeting
_____ Team Meeting
_____ Owakihi Inservice

Instructional Methods

Place X below for instructional methods used

_____ *On-line Data Privacy (StarSvcs)
_____ Written: Owakihi Policies
_____ Oral Presentation and Dialogue

Competency Evaluations

_____ Quiz (On-line certificate includes quiz)
_____ Sign-offs:
-Computer & Info. Usage Agreeement and
-Network Security
_____ Observed Skill Assessment

IV. **Training Dates and Times**

If applicable: Star Services on-line Data Privacy Practices

PART I
Date(s): _____ (M/D/Y) Times: _____ (AM or PM) to _____ (AM or PM) *(On-line = 0.5 hour learning credit)*

All Staff (Mandatory): Policy review & discussion

PART II
Date(s): _____ (M/D/Y) Times: _____ (AM or PM) to _____ (AM or PM) Location: _____

Trainer Signature: _____ **Employee Signature:** _____

**1) On-line training requirement: Follow-up discussion with Owakihi Support Coordinator or HR representative for internal policies review.*
2) On-line training requirement: Trainer must confirm that on-line training was completed by employee PRIOR to internal policies review.

Employee records training hours on timecard for reimbursement and training documentation purposes. Keep copy of verification.

DATA PRIVACY PRACTICES 135 OUTLINE

Supplement to Star Services on-line training

Review and discussion of Owakihi's data privacy requirements and procedures:

1. Trainer confirms that Star Services on-line training (Data Privacy Practices: MN Data Privacy & HIPAA) has been completed PRIOR to conducting training on Owakihi's data privacy policies and procedures.

2. Trainer provides staff with copies of Owakihi's data privacy policies for review. Trainer reviews policy sections, as follows.

    - Data Privacy Practices for Owakihi, Inc.
        - Components
        - Who it applies to
        - Purpose of Privacy Rule
        - Protected Health Information (PHI Identifiers)
        - Required Disclosure
        - Permitted Disclosure
        - Exceptions
        - Treatment, Payment and Operations (TPO)
    - Notice of Privacy Practices
    - Individual Rights Policy and Procedures
    - Security Practices

3. Trainer answers staff questions, and provides staff with resources for further training or questions.

4. Trainer ensures that Data Privacy Practices 135 Training Summary Form, Computer and Information Usage Agreement, and Network Security (with staff signatures) are completed and submitted for training database entry.

Owakihi, Inc.

Training Summary Form

Credit Hours: _____

I. **Employee:** Jason Drener

MALTREATMENT REPORTING AND INTERNAL REVIEW 101

= *Maltreatment of Vulnerable Adults Reporting and Internal Review Policy and Procedures*

= *Maltreatment of Minors Mandated Reporting and Internal Review Policy and Procedures*

II. **Description of Training Content:**

Review and instruction with the mandated reporter regarding the protection of vulnerable adults and minors from maltreatment and reporting incidents of alleged or suspected maltreatment. Explanation of the definitions and reporting requirements in MN Statutes 626.557 and 626.5572 (Vulnerable Adults), 626.556 (Maltreatment of Minors), and applicable requirements of MN Statutes 245A.65 and 245A.66 (Human Services Licensing Act), Review and instruction on the Owakihi Inc. policies and procedures related to employee roles and responsibilities for protecting persons served and implementing Owakihi's maltreatment reporting policies and procedures for vulnerable adults and children. (Maltreatment of Vulnerable Adults Reporting and Internal Review Policy; Maltreatment of Minors and Mandated Reporting and Internal Review Policy; and Funds and Property Policy).

III. **Training Procedures:**

Training Format		Instructional Methods		Competency Evaluation	
____	Individualized Training	X	Written: Policies & procedures	X	Knowledge Testing (Quiz)
____	Supervisory Meeting	X	On-line instruction	____	Observed Skill Assessment
____	Team Meeting	X	Oral Presentation and Dialogue	____	Other: _____
X	Owakihi Inservice	____	Guided Practice		
____	Other: _____	X	Other: Distribution of reporting card		

IV. Training Dates and Times:

A. Star Services on-line Mandated Reporting: _____ Date: _____ (M/D/Y) Times: _____ to _____

B. Owakihi Inc. policies (3) review and instruction _____ Date: _____ (M/D/Y) Times: _____ to _____

Trainer Signature: _____ **Employee Signature:** _____

Vulnerable Adults and Child Protection

OWAKIHI INC. MALTREATMENT REPORTING AND INTERNAL REVIEW POLICIES

Supplement to Star Services on-line training

Review and instruction regarding Owakihi's maltreatment reporting and internal review policy requirements and procedures:

1. Trainer confirms that Star Services on-line training courses have been completed (Mandated Reporting: Vulnerable Adult Act and Mandated Reporting: Maltreatment of Minors).

2. Trainer provides staff with copies of the Owakihi Inc. Maltreatment of Vulnerable Adults Reporting and Internal Review Policy and the Maltreatment of Minors and Mandated Reporting and Internal Review Policy for review. Trainer confirms expectation that staff are responsible for protecting persons served and compliance with these policies.

3. Trainer reviews the policy sections specific to maltreatment reporting as identified on attached pages.

4. Trainer provides staff with the Owakihi Inc. Funds and Property Policy, and reviews policy with staff.

5. Trainer provides staff with Owakihi's Reporting Card. Trainer identifies the locations of External Investigative Agency telephone numbers on the Reporting Card, in both policies, and in this training packet.

6. Trainer answers staff questions and provides staff with resources for further training or questions.

7. Trainer ensures that Maltreatment Reporting and Internal Review Training Summary Form 101 is completed (with staff and trainer signatures), and submitted for training database entry.

Owakihi, Inc.

Training Summary Form

I. **Employee:** Jason Drener Topic: New Hire Orientation Credit Hours: 5 hours

II. **Description of Training Content:**

New Hire Orientation: This five hour course discusses the following topics; Owakihi Mission and Values, Employee Handbook, Owakihi Policies and Procedures, Vulnerable Adult Act, Maltreatment of Minors, Owakihi VAA & MOMA Reporting Procedures, Incident Reporting, Staff Responsibilites to Individual Rights, HIPAA, Individual Rights, Universal Precautions, and Introduction to Person Centered Services.

III. **Training Procedures:**

Training Format		Instructional Methods		Demonstrated Competency	
X	Self Study		Written:	X	Knowledge Testing (Quiz)
	Individualized Training	X	Oral Presentation and Dialogue		Observed Skill Assessment
	Team Meeting		Guided Observation		Other:
X	Owakihi Inservice		Guided Practice		
	Other:		Other:		

IV. **Date(s):** _____ (M/D/Y) Trainer/Position: _____

Time(s): _____ (AM or PM) Trainer Signature: _____

I understand the information received and my responsibilities for implementation with this company and persons served.

Employee 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.