

**Training Summary Form**

I. **Employee:** Serena **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:**

- |                         |  |
|-------------------------|--|
| <u>Training Format</u>  | <u>Instructional Methods</u>   |
| Self Study              | <input checked="" type="checkbox"/> Written: Vulnerable Adult Act and Maltreatment of Minors Policy Review |
| Individualized Training | Video/DVD :  |
| Supervisory Meeting     | Oral Presentation and Dialogue   |
| Team Meeting            | Guided Observation   |
| Inservice               | Guided Practice  |
| Other:                  | Other:   |

IV. **Date(s):** 3/19/2020 **Trainer/Position:** \_\_\_\_\_

**Time(s):** noon **Trainer Signature:** \_\_\_\_\_

**Location(s):** main office **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.