

### Training Summary Form

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

II. **Description of Training Content:** Completed online 2/29/20

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):** 3/19/20 2/29/20

**Trainer/Position:** MM-A

**Time(s):** 9:30a-11a

**Trainer Signature:** [Signature]

**Location(s):** Eagan Hub

**Employee Signature:** Sandra M. Burg

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.