



Training Summary Form

I. **Employee:** Judy Griffith 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):** 2-20-2020
(M/D/Y)

Trainer/Position:

Time(s): 5-530 p
(AM or PM)

Trainer Signature:

Location(s): Ferguson Hub

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.