



## Training Summary Form

I. **Employee:** Savanna Mead **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):

03/18/20  
(M/D/Y)

Trainer/Position:

DC

Time(s):

4 - 4:15 pm  
(AM or PM)

Trainer Signature:

[Signature]

Location(s):

Salem Green

Employee Signature:

[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.