



### Training Summary Form

I. **Employee:** Selwa Hysien **Topic:** SERVICE RECIPIENT NEEDS AND PLAN 116 **Credit Hours:** 1hr  
**Person's Initials/ID#:** DH

### II. Training Procedures

<p><u>Training Format</u></p> <p><input checked="" type="checkbox"/> Self Study</p> <p><input type="checkbox"/> Individualized Training</p> <p><input type="checkbox"/> Team Meeting</p> <p><input checked="" type="checkbox"/> Other: <u>Plan, program RNs</u></p>	<p><u>Instructional Methods</u></p> <p>Written: _____</p> <p>Audio or Video: _____</p> <p><input checked="" type="checkbox"/> Oral Presentation and Dialogue</p> <p><input type="checkbox"/> Guided Observation &amp; Practice</p> <p>Other: _____</p>	<p><u>Demonstrated Competency</u></p> <p><input checked="" type="checkbox"/> Knowledge Testing (Quiz)</p> <p><input type="checkbox"/> Observed Skill Assessment</p> <p>Other: _____</p>
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III. **Date(s):** 3/1/2020 **Time(s):** 8a-9a  
(M/D/Y)

**Trainer/Position:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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

**Employee Signature:** \_\_\_\_\_

## Training Module 116 Quiz Service Recipient Plan Review

Employee Name: Solomon Hussein

Date of Quiz: 3/7/2020

**Directions:** This quiz requires completion with the employee's supervisor. It is the responsibility of the supervisor to collect and review all information to assess the employee's job competence using knowledge testing and observed skill assessments.

Service Recipient Initials/ID #: DH

1. What was the main topic you reviewed and received instruction on today? Communication with DH how to support
2. How did you obtain the information? Program Binder
3. Summarize 3 key points from the information received:  
Enjoys being hugged and he cares about getting out of the community  
love riding his bike  
was great at humor
4. How does this information impact your implementation of the person's service plan or procedures?  
what he likes & what he dislikes  
like to be surrounded by others  
helps us to understand what DH  
how to take care for DH
5. Please identify any questions that you have related to this material and/or your work with this person.  
N/A
6. What further instruction do you need to be competent in performing your job functions?  
N/A
7. Identify 2 supervisory staff you can speak with to get further information regarding implementation of your job functions?  
Tierra + Sarah

### KNOWLEDGE TESTING BY THE TRAINER

- Note the question(s) answered incorrectly, and the action taken to assure that the employee understands the correct response(s) \_\_\_\_\_
- The employee demonstrated understanding of the service recipient and competence in completion of the quiz questions. (If not, arrange follow-up)

Signature of Trainer \_\_\_\_\_

Date \_\_\_\_\_