

Owakahi, Inc.
Training Summary Form

I. Employee: Dave Marshall Topic: SERVICE SITE ENVIRONMENT AND SAFETY 420 Credit Hours: .25

*Training for staff working in Community Residential Settings that are owned, rented or leased by Owakahi. SITE: hope

II. Description of Training Content: Review and instruction on the service site's Program Abuse Prevention Plan (PAPP) and the written plan for responding to emergencies, according to MS 2013 Chapter 245D.22, subd. 5.

To ensure the health and safety of persons served, this training includes but is not limited to: how to maintain a clean residential environment that is free from safety hazards, and procedures to prepare for and respond to emergencies at the service site.

III. Training Procedures

<u>Training Format</u>	<u>Instructional Methods</u>	<u>Competency Evaluations</u>
Self Study	Written: _____	Knowledge Testing (Quiz) _____
Individualized Training	Oral Presentation and Dialogue _____	Observed Skill Assessment _____
Team Meeting	Guided Observation _____	Other: _____
Owakahi Inservice	Guided Practice _____	
Other: _____	Other: _____	

IV. Date(s): 4-16-20 Trainer/Position: _____
(M/D/Y)
Time(s): 9:30-9:45 pm Trainer Signature: _____
(AM or PM)

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

Employee Signature: See above

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.

Training Module 420 Quiz SERVICE SITE ENVIRONMENT AND SAFETY

EMPLOYEE NAME: _____ DATE OF QUIZ: 4/16/20

Directions: Upon completion, please return the completed quiz and attached Training Summary Form to your Designated Coordinator (DC) or Designated Manager (DM) for review and approval.

1. What residential service site do you work at? Kape, group home
2. What is the purpose for the residential site's Program Abuse Prevention Plan (PAPP)?
To understand Fetal Alcohol Syndrome
3. Identify locations for the following items at your residential service site:
 - a. First aid supplies med room closet
 - b. Emergency contact information (with mandated reporters listed) Staff info Board
 - c. Written fire escape plan and log of quarterly fire drill logs Blank forms for staff book
 - d. Site plan that identifies designated assembly points outside the site _____
4. You are working at your site during a summer storm. A tornado damages the home, resulting in an emergency evacuation. Where do you and the residents go? downstairs bathroom
5. What will you do to maintain a clean, safe environment at your work site? Keep house clean and remove blocks and harmful products away at arms reach
6. a. Please identify any questions that you have regarding maintaining a safe environment and implementing proper emergency procedures at your residential service site:

- b. Based on the information you have reviewed, what further instruction do you need in this training topic to be competent in performing your job responsibilities?
to complete the drills
- c. Identify 2 agency resources that you can use for more information and/or consultation:
1) (Complaint DM) 2) DC

KNOWLEDGE TESTING BY TRAINER

- Note the question(s) answered incorrectly, and the action taken to assure that the employee understands the correct response(s) _____

- The employee identified above has demonstrated competency in completion of the quiz questions.

Signature of DC or DM _____
Date