Owakihi, Inc.

Training Summary Form

I. **Employee:** Macy Kaufenberg Topic: **DISCIPLINE 412** Credit Hours: .5

II. **Description of Training Content:**

Review and instruction on discipline, as excerpted from Minnesota Rules, Chapter 2960, Parts 2960.3000 – 2960.3340 for Child Foster Care. Includes review of Owakihi's Maltreatment of Minors Mandated Reporting and Internal Review Policy with applicability to position at Owakihi.

III. **Training Procedures**

Training Format	Instructional Methods	Competency Evaluations
____ Self Study	X Written: CFC statute excerpt and Maltr. of Minors Reporting Policy	X Knowledge Testing (Quiz)
____ Individualized Training	____ Oral Presentation and Dialogue	____ Observed Skill Assessment
____ Team Meeting	____ Guided Observation	____ Other: ____
____ Owakihi Inservice	____ Other: ____	
____ Other: ____		

IV. **Date(s):** 4-8-20 (M/D/Y) Trainer/Position: ____

Time(s): 930-109 (AM or PM) Trainer Signature: ____

I understand the information I received and my responsibilities for implementation with this company and persons served. This includes prohibition of corporal punishment, per Child Foster Care Discipline Policy.

Employee Signature: Macy Kaufenberg

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 412 Quiz
DISCIPLINE

EMPLOYEE NAME: Macy Kraeferberg **DATE OF QUIZ:** 4-8-2020

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. Any disciplinary action with persons served must be consistent with Owakihi Inc.'s policies and the person's individual plan. X TRUE _____ FALSE

2. Place an X next to the action(s) not considered corporal punishment:
   ____ rough handling
   ____ spanking
   X encouragement
   ____ shaking

3. According to the "Definitions of Maltreatment of Minors" in Owakihi's policy: sexual abuse and abandonment are considered "substantial child endangerment".

4. If the caregiver fails to supply a child with basic needs such as necessary food, clothing, shelter or medical care, that is an example of wrongful discipline.

5. You are working with a child who becomes upset and starts hitting his sister. The child's parent intervenes to stop the hitting. Then the parent tells you to consequate the aggressive child by having that child go to his room and making him stay there by himself. What is your response?
   That you will do that, but it can't be for a long time.

6. a. Please identify any questions that you have regarding discipline practices at Owakihi Inc.:
   _____

   b. Based on the information you have reviewed, what further instruction do you need in this training topic to be competent in your job responsibilities?
   _____

   c. Identify at least 2 agency resources you can use for more information and/or consultation:
   1) _____ 2) _____

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**