



**Training Summary Form**

I. Employee: Francisco J. Castro Hernandez Topic: **SERVICE RECIPIENT NEEDS AND PLAN 116**

Credit Hours: 1hr

Person's Initials/ID#: JH.

II. Training Procedures

Training Format

- Self Study \_\_\_\_\_
- Individualized Training \_\_\_\_\_
- Team Meeting \_\_\_\_\_
- Other: \_\_\_\_\_

Instructional Methods

- Written: \_\_\_\_\_
- Audio or Video: \_\_\_\_\_
- Oral Presentation and Dialogue \_\_\_\_\_
- Guided Observation & Practice \_\_\_\_\_
- Other: \_\_\_\_\_

Demonstrated Competency

- Knowledge Testing (Quiz) \_\_\_\_\_
- Observed Skill Assessment \_\_\_\_\_
- Other: \_\_\_\_\_

III. Date(s): 03/2/20  
(M/D/Y)

Time(s): 3p-4p

Trainer/Position: Designated manager Signature: Teresa Speer

*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: Francisco J. Castillo MarmezDate of Quiz: 2-3-20

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 #: D.H.

1. What was the main topic you reviewed and received instruction on today? Dane and his program plan.
2. How did you obtain the information? from Dane Hemman's Program Binder.
3. Summarize 3 key points from the information received:
  - ① Dane will need assistance getting dressed. Picking clothes and making sure he is wearing it the right way.
  - ② Dane is very social and active.
  - ③ Sometimes DANE might eat too quick and staff will need to let him know, also to cut food small, and let him know if its too hot to eat.
4. How does this information impact your implementation of the person's service plan or procedures? It allows me to better understand the approach needed to help DANE get through the day.
5. Please identify any questions that you have related to this material and/or your work with this person. If Dane starts to hurt himself, what works best to calm him down?
6. What further instruction do you need to be competent in performing your job functions? None at this time.
7. Identify 2 supervisory staff you can speak with to get further information regarding implementation of your job functions? Tierra Spellman, Nate Altman.

### 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: Tierra SpellmanDate: 3/2/2020