



Training Summary Form

I. Employee: Tristan Miller Topic: ADP AND NEXTSTEP 137 Credit Hours: 5

II. Description of Training Content:

ADP – New employees learn how to log on to ADP, how to create a new account, and use the timecard functions.
Adaptive Care – New employees learn how to log on to Adaptive Care and use the features that are currently deployed at Owakini.

III. Training Procedures:

<u>Training Format</u>	<u>Instructional Methods</u>	<u>Demonstrated Competency</u>
<input type="checkbox"/> Individualized Training	Written: _____	Knowledge Testing (Quiz) _____
<input type="checkbox"/> Team Meeting	Oral Presentation and Dialogue _____	Observed Skill Assessment _____
<input checked="" type="checkbox"/> Owakini Inservice	Guided Observation _____	Other: _____
Other: _____	Guided Practice _____	
	Other: _____	

IV. Date(s): 4/16/2020 Trainer/Position: DM
Time(s): 9:30am-10am (M/D/Y) (AM or PM) Trainer Signature: Trish Speers

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

Employee 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.