

Training Summary Form

I. **Employee:** Shawn Mitchell **Topic:** **SERVICE RECIPIENT NEEDS AND PLAN 116**

Credit Hours: 1.0

Person's Initials/ID#: DH ; EP

II. **Description of Training Content and Materials** =Please check boxes for applicable training=

Review and instruction on the employee's specific job functions and skills within the scope of services:

- Service recipient's diagnosis and identified disabilities, unique strengths, functional skills and abilities, behaviors and symptoms, needs and risks, preferences, and personal goals;
- Staff responsibilities for understanding person's rights and ensuring that these rights are exercised and protected.
- Service recipient's file including the Coordinated Service and Support Plan (CSSP) and Coordinated Service and Support Plan Addendum (CSSP-A); self-management and skills assessments; IAPP; person's plan with service outcomes and behavior outcomes (as applicable) with supports and methods; and progress reports.
- For residential: Review and instruction on the Program Abuse Prevention Plan and the emergency plan to maintain the person's safety.
- How to implement person-centered planning and support services for this individual in response to the person's identified needs, interests, preferences, and desired outcomes, per CSSP and CSSP-A; fostering self-determination; and balancing risk and opportunities in the most integrated, inclusive settings.
- How to implement outcome-based services as assigned in the CSSP and CSSP Addendum. Implement supports and methods to facilitate the accomplishment of outcomes related to acquiring, retaining, or improving skills; document activities and instructional strategies using measurable, observable criteria. Keep updated and trained regarding the changing needs and personal outcomes.
- Record-keeping and reporting requirements, including use of progress notes/documentation forms.
- Instructional strategies with appropriate and safe techniques for achieving personal outcomes and completing applicable activities of daily living (ADLs) and instrumental activities of daily living (IADLs).
- An understanding of what constitutes a healthy diet according to data from the Centers for Disease Control and Prevention and the skills necessary to prepare that diet.
- Safe and current operation of medical equipment used by the person, as applicable.
- Team roles and specific staff responsibilities for plan implementation and service coordination, as appropriate to position.

Complete training documentation on back side (page 2)

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- Instructions on safety practices and health care coordination for individual in service site(s).
- Instructions and supervised on-the-job training from the Designated Coordinator or Designated Manager.
- Other topics as determined necessary in the person's CSSP or CSSP Addendum _____

III. 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: _____

IV. Date(s): 3-29-20 Time(s): 1 hr
(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: 

15 Hours of Training Completed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
First Day of Contact: <u>4/1/2020</u>
First Day Unsupervised: <u>4/5/2020</u>

Training Module 116 Quiz Service Recipient Plan Review

Employee Name:

Shawn Mitchell

Date of Quiz:

4/1/20

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 #: DH

1. What was the main topic you reviewed and received instruction on today? His Medical records and Behavior issues
2. How did you obtain the information? My trainer gave me his book to read
3. Summarize 3 key points from the information received:
He stares off into space is a sign he will act out
He loves hugs from people he knows well
He loves to help out around the house
4. How does this information impact your implementation of the person's service plan or procedures?
When he starts to stare off I will try to get him back on track by helping him think of something funny. I will try to keep him busy doing something fun or watching TV
5. Please identify any questions that you have related to this material and/or your work with this person.

6. What further instruction do you need to be competent in performing your job functions?

7. Identify 2 supervisory staff you can speak with to get further information regarding implementation of your job functions?
DC - home Sup DM - tierra

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

Training Module 116 Quiz Service Recipient Plan Review

Employee Name: Shawn MitchellDate of Quiz: 4/11/20

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 #: ED

1. What was the main topic you reviewed and received instruction on today? His medical records and his behavior issues
2. How did you obtain the information? My trainer gave me his book to read
3. Summarize 3 key points from the information received:
His name is Emma but he identifies as Ash a boy
He has ran away in the past
He has been teased by his peers in the past
4. How does this information impact your implementation of the person's service plan or procedures?
I know to call Emma by Ash because that is what he prefers. Do Not at any time tease him or let any one else tease him. Keep my eyes on him at all times when out in the community.
5. Please identify any questions that you have related to this material and/or your work with this person.

6. What further instruction do you need to be competent in performing your job functions?

7. Identify 2 supervisory staff you can speak with to get further information regarding implementation of your job functions?
De-house sup DM - Tierra

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 _____