

Training Summary Form

I. **Employee:** Kristina Sedon **Topic:** Vulnerable Adult Act and Maltreatment of **Credit Hours:** 0.5
Minors - Policy Review

II. **Description of Training Content:**

Review and instruction on 245D requirements and company procedures for reviewing and reporting Vulnerable Adult Act and Maltreatment of Minors.

III. **Training Procedures:**

Training Format

- Self Study
- Individualized Training
- Supervisory Meeting
- Team Meeting
- Inservice
- Other: _____

Instructional Methods

- Written: Vulnerable Adult Act and Maltreatment of Minors Policy Review
- Video/DVD : _____
- Oral Presentation and Dialogue
- Guided Observation
- Guided Practice
- Other: _____

IV. **Date(s):** 2/17/20
(M/D/Y)

Time(s): 1PM
(AM or PM)

Location(s): Kape / Mcheta

Trainer/Position: Valerie Kuse / DC

Trainer Signature: [Signature]

Employee Signature: [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.