Owakihi, Inc.

Training Summary Form

I. **Employee:** Francisco J. Castillo Martinez **Topic:** **SERVICE SITE ENVIRONMENT AND SAFETY 420** **Credit Hours:** .5

***Training for staff working in Community Residential Settings that are owned, rented or leased by Owakihi.** **SITE:** Nashota

II. **Description of Training Content: Review and instruction on the service site's Program Abuse Prevention Plan (PAPP) and the written plan for responding to emergencies, according to MS 2013 Chapter 245D.22, subd. 6.**

To ensure the health and safety of persons served, this training includes but is not limited to: how to maintain a clean residential environment that is free from safety hazards, and procedures to prepare for and respond to emergencies at the service site.

III. **Training Procedures**

Training Format

- x Self Study
- ___ Individualized Training
- ___ Team Meeting
- ___ Owakihi Inservice
- ___ Other: ___

Instructional Methods

- ___ Written: ___
- x Oral Presentation and Dialogue
- ___ Guided Observation
- ___ Guided Practice
- ___ Other: ___

Competency Evaluations

- x Knowledge Testing (Quiz)
- ___ Observed Skill Assessment
- ___ Other: ___

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

Time(s): ___ (AM or PM)

Trainer/Position: Valerie Krause DC

Trainer Signature: [signature]

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

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.

Training Module 420 Quiz
SERVICE SITE ENVIRONMENT AND SAFETY

EMPLOYEE NAME: Francisco J. Castillo Martinez **DATE OF QUIZ:** 2-17-20

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. What residential service site do you work at? Nashota

2. What is the purpose for the residential site's Program Abuse Prevention Plan (PAPP)? decrease the potential of maltreatment or harm.

3. Identify locations for the following items at your residential service site:
   a. First aid supplies Closet by front door, and closet in office.
   b. Emergency contact information (with mandated reporters listed) in Asn (individual) binder
   c. Written fire escape plan and log of quarterly fire drill logs Throughout house, in office in binder.
   d. Site plan that identifies designated assembly points outside the site at mail box

4. You are working at your site during a summer storm. A tornado damages the home, resulting in an emergency evacuation. Where do you and the residents go? Kape Site.

5. What will you do to maintain a clean, safe environment at your work site? Continuous cleaning follow list.

6. a. Please identify any questions that you have regarding maintaining a safe environment and implementing proper emergency procedures at your residential service site:
   None at moment.

   b. Based on the information you have reviewed, what further instruction do you need in this training topic to be competent in performing your job responsibilities?
   none at moment.

   c. Identify 2 agency resources that you can use for more information and/or consultation:
   1) Policies and procedures 2) D.C.

KNOWLEDGE TESTING BY TRAINER

- **Note the question(s) answered incorrectly, and the action taken to assure that the employee understands the correct response(s)** Completed with Staff

- **The employee identified above has demonstrated competency in completion of the quiz questions.**

Signature of DC or DM **Date** 2/17/20