

Owakihi, Inc.
Training Summary Form

SCANNED
7/2/2017

I. Employee: Josh Allen

Topic: PROGRAM POLICIES AND PROCEDURES 103

Credit Hours: .50

II. Description of Training Content:

Done on clock

Review and instruction on Owakihi Inc.'s 2018 policies and procedures including their location, access, and staff responsibilities related to implementation of the policies and procedures. Policies and procedures adhere to MN Statutes, Chapter 245D Home and Community-Based Services Standards.

III. Training Procedures:

Training Format

Self Study
 Individualized Training
 Team Meeting
 Owakihi Inservice
 Other: _____

Instructional Methods

Written: 103 Packet
 Oral Presentation and Dialogue
 Guided Observation
 Guided Practice
 Other: _____

Demonstrated Competency

Knowledge Testing (Quiz)
 Other: _____

IV. Date(s):

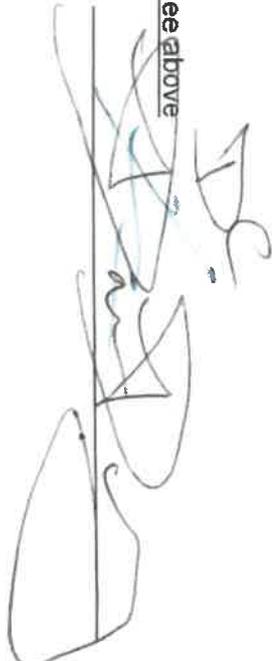
July 2017

Trainer/Position: See above

Time(s):

(AM or PM)

Review Signature:



I understand the information I 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.

Owakihi Inc.

POLICY INDEX 2016

1. Policies and Procedures for Program Administration
2. Overview of Owakhi Inc.
3. Person-Centered Planning and Service Delivery Policy
4. Service Initiation and Individualized Planning Policy
5. Temporary Service Suspension Policy
6. Service Termination Policy
7. Quality Management Evaluation and Program Improvement Policy
8. Service Recipient Rights Packet
9. Data Privacy and Confidentiality Policy
10. Record Retention Policy
11. Grievance Policy
12. Funds and Property Policy
13. Prevention and Detection of Fraud, Abuse and Waste Policy
14. Maltreatment of Vulnerable Adults Reporting and Internal Review Policy
15. Maltreatment of Minors Mandated Reporting and Internal Review Policy
16. Emergency Use of Manual Restraint Policy
17. Incident Response and Reporting Policy
18. Emergency Response and Reporting Policy
19. Incident and Emergency Review Policy
20. Death of a Person Served Policy
21. Health Service Coordination Policy
22. Safe Medication Assistance and Administration Policy
23. Universal Precautions and Sanitary Practices Policy
24. Alcohol and Drug Use Policy
25. Safe Transportation Policy
26. Orientation and Training Policy

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Training Module 103 Quiz
Program Policies and Procedures 2018

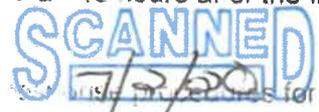
Employee Name: Nash Allen Date of Quiz: July 2nd

Directions: Upon completion, return to the program and attached Training Summary Form.

Respond to the following statements as True or False

1. T According to the **Person-Centered Planning and Service Delivery Policy**, person-centered service planning and delivery means and support what is important to the person, as well as what is important for the person.
2. T The **Service Initiation and Individualized Planning Policy** identifies the Coordinated Service and Support Plan (CSSP) as the document that guides the services to be provided and the responsibilities of Owakihi Inc.
3. T According to the **Temporary Suspension Policy** there are two separate procedures for temporary service suspension and service termination.
4. T The **Service Termination Policy** identifies specific conditions under which Owakihi Inc. is permitted to terminate services.
5. T The **Quality Management and Continuous Improvement Policy** states that comprehensive evaluation methods are used to assess company effectiveness in meeting service recipient outcomes and needs.
6. T The **Service Recipient Rights Policy** identifies procedures for exercising and protecting the rights of persons served.
7. T The **Data Privacy and Confidentiality Policy** states that written and verbal exchanges of information regarding persons served are considered to be private and will be done in a manner that preserves confidentiality.
8. T The **Record Retention Policy** states that Owakihi Inc. maintains the records for service recipients, personnel and other staff.
9. F The **Grievance Policy** lets service recipients know that Owakihi Inc. can take action against them any time if they express a grievance.
10. F Based on the **Funds and Financial Policy** Owakihi Inc. can pay money to a person receiving services if he/she gets into financial trouble.
11. T **Maltreatment of Vulnerable Adults** is defined in the **Internal Review Policy**: Mandated reporters must report any suspected maltreatment of a vulnerable adult or financial exploitation of a vulnerable adult.
12. T **Maltreatment of Minors** is defined in the **Internal Review Policy**: When there is suspected maltreatment of a minor, the investigation must be conducted by an external (i.e., outside) investigative agency, with the exception of cases where the reporting party of the alleged or suspected maltreatment is the parent or guardian of the minor.

13. F According to the Incident Reporting Policy, incidents need to be reported as soon as possible, but no later than 48 hours after the incident occurred or the program is notified.
14. T The Emergency Response Policy states that the Incident Policy is for events that affect the daily operations of the program which involve occurrences which involve:
15. T The Death of a Person Policy states that if a person who appears to have died, the first step is to call 911.
16. T Universal Precautions are considered as the single most important practice for preventing the spread of bloodborne pathogens.
17. T Under the Alcohol and Drug Policy, it is prohibited to use alcohol or drugs in any manner while on duty.



Complete the correct answers.

18. The Prevention of Fraud Abuse and Misconduct Policy lists examples of improper conduct.
- a. Circle the activities that are prohibited.
- 1) Falsifying the records of a resident
 - 2) Submitting false invoices
 - 3) Embezzlement
 - 4) Mishandling Client Funds
- b. If you have questions about the policies of the company, you should ask your staff supervisor.
- c. Who is a prohibited person? Paul Mohrbucher
19. Emergency Use of Restraints
- a. What are the types of restraints that can be used on an emergency basis?
1. CPI (children's control) position
 2. CPI one person control position
 3. CPI team
 4. CPI transport
- b. What are the types of medication that can be used in a restraint?
1. medication set up
 2. medication assistance
 3. medication administration
20. Safe Medication Administration

involvement (select all that apply)

- 1. Medication set up
- 2. Medication assistance
- 3. Medication administration

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21. The Safe Transport rules apply to all when transporting a person receiving services.

- a. Do not smoke
- b. Do not use cell phones
- c. use vehicle safety

22. The Orientation process is based on implementing "competency-based" orientation methods.

- a. Knowledge observed assessment

Fill in the blanks.

23. Identify two methods used for training and procedures.

- a. business office
- b. training module

24. Please identify any other methods and procedures:

none

EMPLOYEE A
Owakihi, Inc comp

Signature of E. [Signature]

July 2nd

KNOWLEDGE

Note the question is clear and the employee understands the correct answer.

The employee is not refer to the quiz questions (if any).

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