



On-Site Orientation Checklist (Person Specific)



mc

Employee Name: Nuh Aden On-Site Date: 5/18/20

Individual Specific

This orientation, your background check, and all overriding training must be completed before a staff is allowed to work independently, or left alone with any individual receiving services. It is intended this document be completed while the staff is working at the site with the individual receiving services present and while assisting with daily routines. After the Supervisor has gone over the information with the staff and they have both signed this training document, it will be placed in the staff's training file. At that point, the staff may work independently.

Client Name:

Overriding Medical Needs: Respect the space & listen Listed area of training: NA Date of Training: NA

Supervisor: NA

Physician/Therapist specific Orders: NA Listed area of training: NA Date of Training: NA

CSSP Identified Training: NA Listed area of training: NA Date of Training: NA

I understand I cannot work independently until completing Employee Onsite Orientation, and all over-riding medical training listed above.

Staff Initials

Supervisor Initials

Staff Initials	Medical Topic
<u>NA</u>	Pertinent medical conditions have been reviewed with me and I know how to respond.
<u>NA</u>	I understand the information I am supposed to provide and level of assistance necessary during appointments for this individual.
<u>NA</u>	I understand how, where to take this individual to the hospital or emergency room.
<u>NA</u>	I have reviewed the side effect information for all Prescription Drugs & Over the Counter Drugs.
<u>NA</u>	I am familiar with the name, type, and reason for each medication and its individual uses.
<u>NA</u>	List the individual specific instructions for administering medications for this individual. (How does this person usually take their meds? example: mixed into food, taken with pudding, taken with water or juice, special language or requests used, etc.), specifics:
<u>NA</u>	I am aware of any allergies listed on this individual's medication treatment sheets.
<u>NA</u>	I understand when to administer and document a Standing Order Medications/PRN (As Needed) to this person.
<u>NA</u>	I understand I may not pass a medication until I have received training to do so and
<u>NA</u>	I understand I may not pass a medication until I have demonstrated my ability to do so for each type of medication.

Staff Initials

Supervisor Initials

NA

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Other Cares

I understand the amount of assistance this individual needs in regard to personal cares (toileting, dressing, oral hygiene, grooming, bathing, positioning).  Yes  No

Does this individual have a seizure disorder?  Yes  No

If Yes, I have accurately relayed the seizure protocol information to the Supervisor who has trained me on its content.  Yes  No

Diet & Nutrition

Does this individual have any dietary restrictions or are they on a special diet?  Yes  No

If yes, please list the special diet information here: allergies to peanuts

Documentation & Information review for this person

NA I have read and understand the County CSSP

NA I have read and understand the CSSP Addendum and Self-Management Assessment

NA I have read and understand the IAPP

NA I have reviewed and understand the most recent Health Progress Notes and Daily logging (last 7 days)

NA I have reviewed and understand the location of the Face Sheet which includes emergency contact information for this person

NA I understand and have been trained on positive support strategies and proactive interactions specific to this person.

Does this individual have a Behavior Support Plan or specific written behavior supports?  Yes  No

If yes, please list the behavior support strategies here:

Interfering or Target Behavior	Strategy
<u>Physical aggression</u>	<u>Withdrawal w/ support</u>
<u>Verbal aggression</u>	<u>TAKE WITH ME</u>
<u>Physical destruction</u>	<u>REMOVE WITH SUPPORT</u>
<u>Swearing behaviors</u>	<u>REMOVE WITH SUPPORT</u>

Supervision Plan

NA I understand the Guardian/Advocate/ IDT involvement for this person. As part of this discussion, family dynamics, expectations, and any special routines have been explained to me.

I understand the Supervision plan and response procedures for this person if the plan is not followed.

Community Alone Time NONE

Alone Time at Home Unable to locate in book

Outcomes/Goals

NA I understand the Outcomes this person has chosen and how to support them to achieve their goals.

NA I understand the Documentation process for outcomes and outcome data collection for this person.

NA I have been trained on Next Step and the process for documentation within the Next Step system

I have successfully demonstrated how to implement and document all outcomes and behavior support plans as applicable:

Staff Initials NA  
Supervisor Initials [Signature]

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SCANNED  
7/10/20

Financial

W I understand what my responsibilities are when I get a paycheck, personal check, check stub, information regarding benefits, or any financial information for this individual.

W I understand the money-handling abilities and the financial arrangement for this individual  
When assisting this individual in spending their money (either cash or check) how much can be spent before I need the Supervisor or Guardian's permission? PL

Transportation

W I understand the specific information for this individual regarding transportation including where they sit both in personal and company vehicles, behaviors that may be displayed including a plan of action, transferring, positioning, and safety issues including supervision levels and transfer of responsibility.

List any specific procedures or practices when this person is a passenger in a vehicle: W/PL Scatter IT

I am requesting further training on the following topic(s) in this Site Orientation Section: Due to low not attending

I have received training on the information and procedures outlined in this checklist and am willing to assume responsibility for performing the tasks outlined. W/PL 2/2/20

I have reviewed the information and procedures outlined in this checklist with the employee.  
Supervisor Signature: [Signature]