

Owakahi, Inc.
Training Summary Form

SEARCHED
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MAY 13 2010

I. Employee: Pamela Giordano Topic: SERVICE SITE ENVIRONMENT AND SAFETY 420 Credit Hours: .50

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

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. 5.

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

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

Instructional Methods

- Written: _____
- Oral Presentation and Dialogue
- Guided Observation
- Guided Practice
- Other: _____

Competency Evaluations

- Knowledge Testing (Quiz)
- Observed Skill Assessment
- Other: _____

IV. Date(s): 07-28-20 Trainer/Position: [Signature]
(M/D/Y)
Time(s): 7:30pm - 7:45pm Trainer Signature: [Signature]
(AM or PM)

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.

SCANNED
7/28/20

Training Module 420 Quiz
SERVICE SITE ENVIRONMENT AND SAFETY

EMPLOYEE NAME: Pamela Giordano DATE OF QUIZ: 07-28-20

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? Kape House
2. What is the purpose for the residential site's Program Abuse Prevention Plan (PAPP)?
To specify what the person being served needs to keep them safe and to prevent abuse from occurring
3. Identify locations for the following items at your residential service site:
 - a. First aid supplies Office closet
 - b. Emergency contact information (with mandated reporters listed) office
 - c. Written fire escape plan and log of quarterly fire drill logs office board
 - d. Site plan that identifies designated assembly points outside the site office board
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? away from windows
5. What will you do to maintain a clean, safe environment at your work site? Maintain a clean house
6. a. Please identify any questions that you have regarding maintaining a safe environment and implementing proper emergency procedures at your residential service site:
N/A
- 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?
N/A
- c. Identify 2 agency resources that you can use for more information and/or consultation:
1) Fellow staff 2) Handbook

KNOWLEDGE TESTING BY TRAINER

- > Note the question(s) answered incorrectly, and the action taken to assure that the employee understands the correct response(s) _____
- > The employee identified above has demonstrated competency in completion of the quiz questions.

[Signature]
Signature of DC or DM

7/28/20
Date