

Training Summary Form

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

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:**

<p><u>X</u> Self Study</p> <p>_____ Individualized Training</p> <p>_____ Supervisory Meeting</p> <p>_____ Team Meeting</p> <p>_____ Inservice</p> <p>_____ Other: _____</p>	<p><u>X</u> Written: Vulnerable Adult Act and Maltreatment of Minors Policy Review</p> <p>Video/DVD: _____</p> <p>_____ Oral Presentation and Dialogue</p> <p>_____ Guided Observation</p> <p>_____ Guided Practice</p> <p>_____ Other: _____</p>
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IV. **Date(s):** 8/27/20 (M/D/Y) Trainer/Position: Leadership Development Manager

Time(s): 2:30-3p (AM or PM) Trainer Signature: [Signature]

Location(s): Office 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.