



On-Site Orientation Checklist (Person Specific)

Employee Name: SEENA SHANKAR On-site Date: 2-18-20

Individual Specific

This orientation, your background check, and all over-riding 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: <u>BEHAR ANS</u>	Date of Training
Overriding Medical Needs: <u>None</u>	Listed area of training
Physician/Therapist specific Orders:	Listed area of training
CSSP Identified Training:	Listed area of training
I understand I cannot work independently until completing Employee Onsite Orientation, and all over-riding medical training listed above.	
Staff Initials	<u>SS</u>
Supervisor Initials	<u>ANS</u>

Staff Initials	Medical Topic
<u>SS</u>	Pertinent medical conditions have been reviewed with me and I know how to respond.
<u>SS</u>	I understand the information I am supposed to provide and level of assistance necessary during appointments for this individual.
<u>SS</u>	I understand how, where to take this individual to the hospital or emergency room.
<u>SS</u>	I have reviewed the side effect information for all Prescription Drugs & Over the Counter Drugs.
<u>SS</u>	I am familiar with the name, type, and reason for each medication and its individual uses.
	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>SS</u>	I am aware of any allergies listed on this individual's medication treatment sheets.
<u>SS</u>	I understand when to administer and document a Standing Order Medications/PRN (As Needed) to this person.
<u>SS</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 ANS
Supervisor Initials SS

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Other Cares

SS 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

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: _____

Documentation & Information review for this person

SS I have read and understand the County CSSP Yes No

SS I have read and understand the CSSP Addendum and Self-Management Assessment Yes No

SS I have read and understand the LAPP Yes No

SS I have reviewed and understand the most recent Health Progress Notes and Daily logging (last 7 days) Yes No

SS I have reviewed and understand the location of the Face Sheet which includes emergency contact information for this person Yes No

SS I have reviewed and understand the location of the Face Sheet which includes emergency contact information for this person Yes No

SS I understand and have been trained on positive support strategies and proactive interactions specific to this person. Yes No

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 _____

Supervision Plan

SS 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. Yes No

I understand the Supervision plan and response procedures for this person if the plan is not followed. Yes No

Community Alone Time _____

Alone Time at Home _____

Outcomes/Goals

SS I understand the Outcomes this person has chosen and how to support them to achieve their goals. Yes No

SS I understand the Documentation process for outcomes and outcome data collection for this person. Yes No

I have been trained on Next Step and the process for documentation within the Next Step system Yes No

I have successfully demonstrated how to implement and document all outcomes and behavior support plans as applicable: Yes No

Staff Initials SS
Supervisor Initials AW

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Financial

SS 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.

SS 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? _____

Transportation

SS 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: _____

List where this person goes to school or work and which transportation company is used: _____

I am requesting further training on the following topic(s) in this Site Orientation Section: _____

I have received training on the information and procedures outlined in this checklist and am willing to assume responsibility for performing the tasks outlined. **Staff Signature:** 

Date completed: 7/1/2008

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