

Beacon Specialized Living
Training Summary Form

I. **Employee:** Cindi Bratton **Topic:** New Hire Orientation **Credit Hours:** 5 hours

II. **Description of Training Content:**

New Hire Orientation: This five hour course discusses the following topics; Beacon Mission and Values, Employee Handbook, Beacon Policies and Procedures, Vulnerable Adult Act, Maltreatment of Minors, Beacon VAA & MOMA Reporting Procedures, Incident Reporting, Staff Responsibilities to Individual Rights, HIPAA, Individual Rights, Universal Precautions, and Introduction to Person Centered Services.

III. **Training Procedures:**

| <u>Training Format</u> | | <u>Instructional Methods</u> | <u>Demonstrated Competency</u> |
|-------------------------------------|-------------------------|--------------------------------|--|
| <input checked="" type="checkbox"/> | Self Study | Written: _____ | <input checked="" type="checkbox"/> Knowledge Testing (Quiz) |
| <input type="checkbox"/> | Individualized Training | Oral Presentation and Dialogue | <input type="checkbox"/> Observed Skill Assessment |
| <input type="checkbox"/> | Team Meeting | Guided Observation | Other: _____ |
| <input checked="" type="checkbox"/> | Beacon Inservice | Guided Practice | |
| <input type="checkbox"/> | Other: _____ | Other: _____ | |

IV. **Date(s):** 12/2/2020 **Trainer/Position:** _____
 (MDM) 6p-8p **Trainer Signature:** _____
 (AM or PM)

I understand the information received and my responsibilities for implementation with this company and persons served.

Employee Signature: Cindi Bratton

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.

**Beacon Specialized Living
Training Summary Form**

I. **Employee:** Cindi D Bratton Topic: Covid-19 Emergency Preparedness Plan Credit Hours: 1 hour

II. **Description of Training Content:**

Review of the current Covid – 19 Emergency response and preparedness plan and current safety precautions and practices.

III. **Training Procedures:**

| Training Format | Instructional Methods | Demonstrated Competency |
|--|--|--|
| <input checked="" type="checkbox"/> Self Study <input type="checkbox"/> Individualized Training <input type="checkbox"/> Team Meeting <input checked="" type="checkbox"/> Beacon Inservice <input type="checkbox"/> Other: _____ | Written: _____ <input checked="" type="checkbox"/> Oral Presentation and Dialogue <input type="checkbox"/> Guided Observation <input type="checkbox"/> Guided Practice <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Knowledge Testing (Quiz) <input type="checkbox"/> Observed Skill Assessment <input checked="" type="checkbox"/> Other: <u>Fill in the blank guide</u> |

IV. **Date(s):** 12/2/2020 Trainer/Position: Angie
 (M/D/Y)
Time(s): 6p-8p Trainer Signature: _____
 (AM or PM)

I understand the information received and my responsibilities for implementation with this company and persons served.

Employee Signature: Cindi Bratton

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.

Beacon Specialized Living
Training Summary Form

I. **Employee:** Cindi Jo Bratton Topic: DATA PRIVACY PRACTICES 135 Credit Hours: _____

II. **Description of Training Content**
 Information regarding state and federal privacy regulations governing services for people with disabilities. Meets general training requirements on Minnesota Data Privacy and HIPAA. Review and instruction on Owakih's internal policies and procedures regarding data privacy including individual privacy rights (i.e. Notice of Privacy Practices) and security procedures.

| <u>Training Procedures</u> | <u>Training Format</u> | <u>Instructional Methods</u> | <u>Competency Evaluations</u> |
|-------------------------------|--|--|--|
| _____ Self Study | _____ | Place X below for instructional methods used | Quiz (On-line certificate includes quiz) |
| _____ Individualized Training | _____ *On-line Data Privacy (StarSvcs) | _____ | Sign-offs: |
| _____ Supervisory Meeting | _____ Written: <u>Policies</u> | _____ | -Computer & Info. Usage Agreement and |
| _____ Team Meeting | _____ Oral Presentation and Dialogue | _____ | -Network Security |
| _____ Owakih Inservice | _____ | _____ | Observed Skill Assessment |

IV. **Training Dates and Times**
 If applicable: Star Services on-line Data Privacy Practices PART I Date(s): _____ Times: _____ to _____ AM or PM (On-line = 0.5 hour learning credit)
 MIDY

All Staff (Mandatory): Policy review & discussion PART II Date(s): 12/2/2020 Times: 6p to 7:30 Location: _____ AM or PM AM or PM
 MIDY

Trainer Signature: _____ Employee Signature: Cindi Bratton

*1) On-line training requirement: Follow-up discussion with Beacon Support Coordinator or HR representative for internal policies review.
 2) On-line training requirement: Trainer must confirm that on-line training was completed by employee PRIOR to internal policies review.

Employee records training hours on timecard for reimbursement and training documentation purposes. Keep copy of verification.

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Credit Hours: _____

Cindi Jo Bratton

MALTMETREATMENT REPORTING AND INTERNAL REVIEW 101

- = Maltreatment of Vulnerable Adults Reporting and Internal Review Policy and Procedures
- = Maltreatment of Minors Mandated Reporting and Internal Review Policy and Procedures

I. Employee:

II. Description of Training Content:

Review and instruction with the mandated reporter regarding the protection of vulnerable adults and minors from maltreatment and reporting incidents of alleged or suspected maltreatment. Explanation of the definitions and reporting requirements in MN Statutes 626.557 and 626.5572 (Vulnerable Adults), 626.556 (Maltreatment of Minors), and applicable requirements of MN Statutes 245A.65 and 245A.66 (Human Services Licensing Act). Review and instruction on the Beacon Specialized Living policies and procedures related to employee roles and responsibilities for protecting persons served and implementing Beacon's maltreatment reporting policies and procedures for vulnerable adults and children. (Maltreatment of Vulnerable Adults Reporting and Internal Review Policy; Maltreatment of Minors and Mandated Reporting and Internal Review Policy; and Funds and Property Policy).

III. Training Procedures:

Training Format

- Individualized Training _____
- Supervisory Meeting _____
- Team Meeting _____
- Beacon Inservice
- Other: _____

Instructional Methods

- Written: Policies & procedures
- On-line instruction
- Oral Presentation and Dialogue
- Guided Practice _____
- Other: Distribution of reporting card

Competency Evaluation

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

IV. Training Dates and Times:

A. Star Services on-line Mandated Reporting: _____ Date: _____ Times: _____ to _____

M/D/Y

B. Beacon Specialized Living policies (3) review and instruction Date: 12/2/2020 Times: 6p to 7:30p

M/D/Y

Trainer Signature: _____

Employee Signature: Cindi Bratton

Vulnerable Adults and Child Protection



Name: Cindi Jo Bratton

New Hire Orientation Quiz

1. What should you do if you are going to miss work?
 - a. Nothing, there is enough coverage there – they won't miss me.
 - b. Send a text to my supervisor and let them know I won't be there.
 - c. Call my supervisor or on-call person to let them know I won't be there and find out how they would like for me to proceed.

2. If you have a question about your employment at Beacon where are the places that you would be able to find and reference the Employee Handbook? (circle all that apply)
 - a. O:Drive (Beacon Network)
 - b. Program Site
 - c. The Administrative office
 - d. My personal copy I have been offered
 - e. ADP

3. If you have a question about a policy or procedure what should you do? (circle all that apply)
 - a. Ask your supervisor
 - b. Reference the Policies and Procedures Manual (available online or at the site)
 - c. Do what I think is best

4. You are working with Joe when he tells you that he is really frustrated with his current services. He says he doesn't like his staff or his housemates and wants to call his case manager to complain and asks for your help to call. What should you do?
 - a. Do nothing, he's just venting.
 - b. Help him call the case manager.
 - c. Tell him his case manager is busy and probably doesn't want to talk to him.

Why? Joe has the right to make a
complaint and we want him
to be able have his needs met.

5. Ramona lives in her own apartment and receives support services from staff 2-3 times/week for a few hours at a time. When you go to work with her on Tuesday she tells you that she had a disagreement with the staff who was working with her on Sunday. She told you that the staff person loaned \$5 from her at Target and when she asked for it back the staff person swore at her, told her she was stupid, and left. Is this abuse as defined by the Vulnerable Adult Act?
 - a. Yes
 - b. No



Name: Cindi D Bratton

8. True or False. If you are working with a minor and you suspect that there has been abuse you have the choice as to whether or not you'd like to report this to Child Protection Services.

- a. True
- b. False

9. Based on the Universal Precautions Policy what are three ways you can practice Universal Precautions?

- a. hand washing
- b. use of PPE
- c. safe handling of needles / use sharp containers to dispose

10. True or False: Maltreatment of Vulnerable Adults or Minors should be reported immediately but absolutely no later than 24 hours after initial knowledge of the incident.

- a. True
- b. False

Policy Acknowledgement and Orientation Completion Statement

I acknowledge that I have completed New Hire Orientation. I have been trained on company policies and procedures and been offered a copy of Beacon Specialized Living Policies and Procedures. If I have further questions regarding any of the topics I have learned today I know that I can either reference the manuals or ask my supervisor.

Cindi Bratton

12/4/2020

Employee Signature

Date

