

Owakih, Inc.
Training Summary Form

I. **Employee:** Angie Corbett **Topic:** PROGRAM POLICIES **Designated Coordinators and Designated Managers** **Credit Hours:** 1

II. **Description of Training Content:**
Review and instruction on the 8-2015 revisions to Owakih Inc. policies, procedures, and forms including DC/DM responsibilities for implementation.

III. **Training Procedures:**

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

IV. **Date(s):** 11-3-2020 **Trainer/Position:** Self Study
Time(s): 8:30a-9:30a **Signature:** Angie Corbett
(M/D/Y) (AM or PM)

I understand the information I received and my responsibilities for implementation with this company and persons served.
Employee Signature: Angie Corbett

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.

REVISED FORMS *Effective 8-2015*

Service Recipient Rights Form

Temporary Service Suspension Notice

Service Termination Notification

Standing Order Medication List

Authorization for Medication and Treatment Administration

Coordinated Service and Support Plan (CSSP) Addendum

Progress Review and Person-Centered Outcomes

Support Team Meeting - Attendance and Plan Approval

Signature Page

Incident Report and Internal Review

Notification to an Internal Reporter

Program Abuse Prevention Plan

1. According to the Person-Centered Planning and Service Delivery Policy, person-centered service planning and delivery identify and support what is important to the person, as well as what is important for the person. I
2. The Service Initiation and Individualized Planning Policy identifies the Coordinated Service and Support Plan (CSSP) as the document that guides the services to be provided and the responsibilities of Owakihī Inc. I
3. According to the Temporary Service Suspension Policy, there are two separate procedures for temporary service suspension and service termination. F
4. The Service Termination Policy identifies specific conditions under which Owakihī Inc. is permitted to terminate services. I
5. The Quality Management Evaluation and Program Improvement Policy states that comprehensive evaluation methods are used to assess company effectiveness in meeting service recipient outcomes and achieving agency priorities. I
6. The Service Recipient Rights provides procedures for exercising and protecting the rights of persons served. I
7. The Data Privacy and Confidentiality Policy states that written and verbal exchanges of information regarding persons served are considered to be private and will be done in a manner that preserves confidentiality. I
8. The Record Retention Policy describes how Owakihī Inc. maintains the records for service recipients, personnel and program operations. I
9. The Grievance Policy lets service recipients know that Owakihī Inc. can take action against them any time if they express grievances. P
10. Based on the Funds and Property Policy, it is acceptable to loan money to a person receiving services if he/she gets into a "tight spot". F
11. Maltreatment of Vulnerable Adults Reporting and Internal Review Policy: Mandated reporters must report any alleged or suspected abuse, neglect or financial exploitation of a vulnerable adult. I
12. Maltreatment of Minors Mandated Reporting and Internal Review Policy: When there is suspected maltreatment of a child, a report must be made to an external (i.e., outside investigative agency) within 24 hours of the mandated reporter becoming aware of the alleged or suspected maltreatment. I

Respond to the following statements using True or False

Directions: Upon completion, return the quiz and attached Training Summary Form.

Employee Name: Angela Carter Date of Quiz: 11-3-2020

**Training Module 103 Quiz
Program Policies and Procedures 2018**

13. **F** According to the Incident Response and Reporting Policy, incidents need to be reported as soon as possible after the occurrence but no later than 48 hours after the incident occurred or the program became aware of the occurrence.
14. **T** The Emergency Response and Reporting Policy identifies response procedures for events that affect the daily operation of the program whereas the Incident Policy is for occurrences which involve a person.
15. **T** The Death of a Person Served Policy states that if staff discover a person who appears to have died, the first step is to call 911.
16. **T** Universal Precautions and Sanitary Practices identifies hand-washing as the single most important practice for preventing the spread of disease and infection.
17. **T** Under the Alcohol and Drug Use Policy, staff are prohibited from using alcohol or drugs in any manner that could impair their ability to provide care or service to persons served.

Complete the correct answer(s) below

18. The Prevention of Fraud, Abuse and Waste Policy provides examples of improper conduct.

a. Circle the activities below which are not acceptable:

- 1. Falsifying the records of service recipients
- 2. Submitting false or misleading time cards
- 3. Embezzlement
- 4. Mishandling Owakahi Inc. funds or funds of persons served

- b. If you have questions or concerns regarding company operations, who is the first company representative you should speak with? SNP/MSW

- c. Who is another person that can address your questions or concerns? DM Explain the Policy

- a. What are the allowed manual restraints that may be used by staff on an emergency basis?

- 1. _____
- 2. _____
- 3. _____
- 4. _____

- b. What are the 3 conditions that must be met if an emergency use of a manual restraint is used?

- 1. I would use restraints to protect others' interests
- 2. last restraint type
- 3. and when threat of harms exists

20. Safe Medication Assistance and Administration Policy: What are the three levels of medication

involvement identified in the policy?

- 1. Medication set up
- 2. Medication assessing
- 3. Medication administering

21. The **Safe Transportation Policy** identifies several precautions to be taken when transporting a person receiving services. Identify three:

- a. Eating food
- b. can't make
- c. follow state laws

22. The **Orientation and Training Policy** identifies at least 2 methods of implementing "competency-based" orientation and training.

- a. knowledge testing
- b. observed skill assessment

Fill in the blanks below

23. Identify two methods that you can locate and access the Owakihl Inc. policies and procedures:

- a. policy ppts
- b. business of the

24. Please identify any questions that you have at this time regarding Owakihl's policies and procedures:

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EMPLOYEE ACKNOWLEDGEMENT: By signing here I acknowledge that I am responsible for knowing the Owakihl, Inc company policies and that I have taken this test:

Signature of Employee

Angela Connor

Date

11-3-2022

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. (If not, refer employee to Supervisor.)

