



**Owakihi, Inc.**  
**Training Summary Form**

I. **Employee:** Coleen Taggart      Topic: DISCIPLINE 412      Credit Hours: 1hr

II. **Description of Training Content:**

Review and instruction on discipline, as excerpted from Minnesota Rules, Chapter 2960, Parts 2960.3000 – 2960.3340 for Child Foster Care. Includes review of Owakihi's Maltreatment of Minors Mandated Reporting and Internal Review Policy with applicability to position at Owakihi.

III. **Training Procedures**

<u>Training Format</u>	<u>Instructional Methods</u>	<u>Competency Evaluations</u>
Self Study _____	Written: CFC statute excerpt and _____	Knowledge Testing (Quiz) _____
Individualized Training _____	Maltr. of Minors Reporting Policy _____	Observed Skill Assessment _____
Team Meeting _____	Oral Presentation and Dialogue _____	Other: _____
Owakihi Inservice _____	Guided Observation _____	
Other: _____		

IV. **Date(s):** \_\_\_\_\_ (M/D/Y)      Trainer/Position: DM  
**Time(s):** \_\_\_\_\_ (AM or PM)      Trainer Signature: [Signature]

*I understand the information I received and my responsibilities for implementation with this company and persons served. This includes prohibition of corporal punishment, per Child Foster Care Discipline Policy.*

Employee Signature: [Signature]

**Training hours need to be recorded by employee on corresponding time card for reimbursement and training documentation purposes.**

## Training Module 412 Quiz

### DISCIPLINE

EMPLOYEE NAME: Colby T DATE OF QUIZ: 1

**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. Any disciplinary action with persons served must be consistent with Owakihi Inc.'s policies and the person's individual plan.  TRUE  FALSE
2. Place an X next to the action(s) not considered corporal punishment:
  - rough handling
  - spanking
  - encouragement
  - shaking
3. According to the "Definitions of Maltreatment of Minors" in Owakihi's policy: sexual abuse and abandonment are considered "substantial child endangerment".
4. If the caregiver fails to supply a child with basic needs such as necessary food, clothing, shelter or medical care, that is an example of neglect.
5. You are working with a child who becomes upset and starts hitting his sister. The child's parent intervenes to stop the hitting. Then the parent tells you to consequence the aggressive child by having that child go to his room and making him stay there by himself. What is your response?  
that is ~~not~~ is not permitted + then contact supervisor
6. a. Please identify any questions that you have regarding discipline practices at Owakihi Inc.:  
N/A
- b. Based on the information you have reviewed, what further instruction do you need in this training topic to be competent in your job responsibilities?  
N/A
- c. Identify at least 2 agency resources you can use for more information and/or consultation:  
1) Discipline policy 2) supervisor

#### 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 of DC or DM

Date

11/2/2024