Beacon Specialized Living

Training Summary Form

I. **Employee:** Ismahan Abdirahman 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 Program Policies and Procedures including the Vulnerable Adult Act and Maltreatment of Minors, Beacon Reporting Procedures for VA and MOM, the Incident Policy and Reporting procedures, Individual Rights and staff responsibilities for upholding individual rights, HIPAA, the Data Privacy and Confidentiality Policy, Data Privacy Practices, the Online Training Policy, the Billing Information Acknowledgement, Universal Precautions, the COVID-19 Emergency Preparedness Plan, and an Introduction to Person Centered Thinking and Services.

III. **Training Procedures:**

Training Format	Instructional Methods	Demonstrated Competency
____ Self Study	X Written: Beacon Policy Manual, Employee Handbook	X Knowledge Testing (Quiz)
____ Individualized Training	X Oral Presentation and Dialogue	____ Observed Skill Assessment
____ Team Meeting	____ Guided Observation	____ Other:
X Beacon Inservice	____ Guided Practice	
____ Other: ____	X Other: New Hire Orientation Power Point Presentation	

IV. **Date(s):** 08/10/2021 (M/D/Y) Trainer/Position: operations trainer

Time(s): 10 - 3 (AM or PM) Trainer Signature: Jerdowri

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

Employee Signature: Ismahan

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.

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Name: Ismahan Abdirahman

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? I said b because its his right.

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

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Name:_____

If **NO,** why?

_____

_____

_____

If **YES**, then what could/should you do?

a. Contact the house supervisor or on-call person and let them know about the situation, they will determine if it is abuse and contact (or not contact) the Common Entry Point. If they don't contact them I will get a letter and I can choose to contact the CEP myself.
b. Contact the staff person and ask them what happened before you report this to the supervisor.
c. Contact the Common Entry Point to report the situation.
d. Document it in the staff notebook, but don't report it to anyone.

6. Michael has been playing his Xbox all afternoon. You've asked him three times to clean his room and he has refused. What should you do? (Circle all appropriate responses).
   a. Unplug the Xbox and lock it in the staff office until he cleans his room.
   b. Nothing, it's his apartment and he can decide when he'd like to clean it.
   c. Encourage him to clean his room and offer choices of how he could do it.
   d. Offer to help him clean his room and then you could play Xbox together for a little bit afterwards.

7. List three examples of how you can be an advocate for someone you support?
   a. Listening to them ~~and helping~~
   b. helping them express themselves and what they're feeling
   c. Being patient with them.

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Name:_____

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. Wearing a mask
   b. Washing your hands
   c. Not coming to work when your sick

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.

Ismallian 03/10/2021

Employee Signature Date