

Owakihi, Inc.
Training Summary Form

I. **Employee:** Sophia Law Topic: DISCIPLINE 412 Credit Hours: .25

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: _____	Other: _____	

IV. **Date(s):** 2/17/22 Trainer/Position: Lindsay McPike
(M/D/Y) Trainer Signature: [Signature]
Time(s): _____ (AM or PM)

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: See Training

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.

Training Module 412 Quiz

DISCIPLINE

EMPLOYEE NAME: Sophia Lay DATE OF QUIZ: 02/14/2022

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 _____".
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?

As the child's worker, I would agree to have the child have some space to calm down in their room. After an adequate amount of time has gone by, I would check in with the child to gain knowledge as to why he/she was aggressive towards their sister. I would also recommend for the parent to check in with both parties to gain information as to why the aggression started and how to come up with a solution to prevent further aggression.

6. a. Please identify any questions that you have regarding discipline practices at Owakihi Inc.:

- 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?

- c. Identify at least 2 agency resources you can use for more information and/or consultation:
1) _____ 2) _____

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.

[Handwritten Signature]

Signature of DC or DM

2/17/22
Date