STAFF ORIENTATION TRAINING PLAN - GENERAL

ey Gould

,round study submission:

st supervised contact:

Date of hire: 9.13.2021

Date of background study clearance:

Date of first unsupervised contact:

.tion training: Within 60 calendar days of hire, the license holder must provide and ensure completion of orientation sufficient to create staff .etency for direct support staff that combines supervised on-the-job training with review and instruction in the following areas. *Maltreatment ,orting requirements must be completed within 72 hours of first providing direct contact services with persons served by the company.

Orientation to program requirement topics	Date of completion	Date and type of competency	Length of training	Name of trainer and company, if applicable
Job description and how to complete specific job functions	9.13.2021	Signed	.25	Emily Eisenpeter entered 9/13/21
Current **245D policies and procedures** including location and access and staff responsibilities related to implementation	9.15.2021	Read/Reviewed	2.0	Reviewed w/ EE.
Data privacy: MN Government Data Practices Act and HIPAA and staff responsibilities related to complying with data privacy practices	9.20.21	QUIZ	1.0	LMS
Service recipient rights and staff responsibilities related to ensuring the exercise and protection of those rights	9.20.21	QUIZ	1.5	LMS
Vulnerable adult maltreatment reporting: **See attached Training Index for VAA maltreatment training topics.*	9.14.21	QUIZ	1.25	LMS
Maltreatment of minors reporting: **See attached Training Index for MOMA maltreatment training topics.*	9.14.21	QUIZ	1.0	LMS
Principles of person-centered service planning and delivery and how they apply to direct support provided by staff (also part of PSR Core Training)	9.16.21	QUIZ	part of core	LMS
Sexual violence: strategies to minimize the risk of sexual violence, including concepts of healthy relationships, consent, and bodily autonomy of people with disabilities	9.20.21	QUIZ	.5	LMS
First aid (can be certification or basic training)	10.16.2021	Review	1.0	Review w/ nurse Toni Anderson
Emergency use of manual restraint (EUMR), **prohibited procedures, and Positive Support Rule 8 hour core training.** **See attached Training Index for all topics included for this training.*	9.16.21	QUIZ	8.0	LMS
Positive Support Rule: **4 hour function-specific training** (if applicable). **See attached Training Index for function-specific training topics.*	N/A	N/A	N/A	N/A
Positive Support Rule: **2 hour function-specific training** (if applicable). **See attached Training Index for function-specific training topics.*	N/A	N/A	N/A	N/A
Universal Precautions/Bloodborne Pathogens	9.20.21	QUIZ	.75	LMS
Fraud Prevention	9.20.21	QUIZ	.75	LMS
Other topics as determined necessary according to the person's *Coordinated Service and Support Plan* or identified by the company (this may include CPR): Topic: Med Admin	11.19.2021	Course/test out	~~5.5~~ 7	Health Counseling Services entered 11/19/21

Staff signature: Trey G

Date: 12/20/21

*I understand the information I received and my responsibilities for their implementation in the care of persons supported by this program.

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TRAINING INDEX

Vulnerable Adult Maltreatment Reporting Training

- Vulnerable Adult Act statute and definitions: 626.557 and 626.5572
- 245A.65: Company requirements and PAPP (if applicable)
- Company VAA maltreatment reporting policy
- Staff responsibilities related to protecting persons from maltreatment and reporting maltreatment

Maltreatment of Minors Maltreatment Reporting Training

- MOMA statute: 626.556
- 245A.66: Company requirements and PAPP (if applicable)
- Company MOMA maltreatment reporting policy
- Staff responsibilities related to protecting persons from maltreatment and reporting maltreatment

Positive Support Rule Core Training, 245D Emergency Use of Manual Restraint, and Prohibited Procedure Training Topics (8 hours)

Audience: Staff responsible to develop, implement, monitor, supervise, or evaluate positive support strategies, PSTPs, or EUMRs

- De-escalation techniques/methods and their value.
- Alternatives to manual restraint procedures including techniques to identify events and environmental factors that may escalate conduct that poses an imminent risk of physical harm to self or others.
- Simulated experiences of administering and receiving manual restraint procedures allowed by the company on an emergency basis.
- The safe and correct use of emergency manual restraint according to MN Statutes, section 245D.061.
- What constitutes the use of restraint, including chemical restraint, time out, and seclusion.
- How to properly identify thresholds for implementing and ceasing restrictive procedures.
- How to recognize, monitor, and respond to the person's physical signs of distress including positional asphyxia.
- The physiological and psychological impact on the person and the staff when restrictive procedures are used.
- The communicative intent of behaviors.
- Relationship building and how to avoid power struggles.
- Principles of person-centered service planning and delivery and how they apply to direct support provided by staff.
- Staff responsibilities related to prohibited procedures under MN Statutes, section 245D.06, subdivision 5; why the procedures are not effective for reducing or eliminating symptoms or interfering behavior; and why the procedures are not safe.
- Staff responsibilities related to restricted and permitted actions and procedures under MN Statutes, section 245D.06, subdivisions 6 and 7.
- Principles of positive support strategies (such as positive behavior support) and actual positive support strategies.
- The relationship between staff interactions with the person and the person's behavior, and the relationship between the person's environment and the person's behavior.
- Situations in which staff must contact 911 in response to an imminent risk of harm to the person or others.
- The procedures and forms staff must use to monitor and report use of restrictive interventions that are part of a positive support transition plan (PSTP).
- The procedures and requirements for notifying members of the person's expanded support team after the use of a restrictive intervention with the person.
- Understanding of the person as a unique individual and how to implement treatment plans and responsibilities assigned to the company.
- Cultural competence.
- Personal staff accountability and staff self-care after emergencies.

Positive Support Rule Function-Specific Training (4 hours)

Audience: Staff who develop positive support strategies and license holders, executives, managers, and owners in non-clinical roles

- Functional behavior assessment.
- How to apply person-centered planning.
- How to design and use data systems to measure effectiveness of care.
- Supervision, including how to train, coach, and evaluate staff and encourage effective communication with the person and the person's support team.

Positive Support Rule Function-Specific Training (2 hours)

Audience: License holders, executives, managers, and owners in non-clinical roles

- How to include staff in organizational decisions.
- Management of the organization based upon person-centered thinking and practices and how to address person-centered thinking and practices in the organization.
- Evaluation of organizational training as it applies to the measurement of behavior change and improved outcomes for persons receiving services.

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