

STAFF ORIENTATION AND ANNUAL TRAINING PLAN - PERSON SPECIFIC

Staff name: Mackenzie Koff
Date of background study submission: 4/11/18
Ongoing annual training period: April 2018
Date of first supervised contact: 9/15/21
Date of hire: 4/11/18
Date of background study clearance: 4/20/18
Date of first unsupervised contact: 9/18/21

Before having unsupervised direct contact with persons served or for whom the staff has not previously provided direct support or any time these plans or procedures are revised, staff must review and receive instruction in the following areas as they relate to the staff's job functions for that person. *Complete this form for each person served to whom the staff person will be providing direct contact services.

Training topics for community residential services (settings): training and competency evaluations must include the following topics, marked with an asterick (*) if identified in the *Coordinated Service and Support Plan*.

Name of person served: JD

Orientation to individual service recipient needs	Date of completion	Date and type of demonstrated competency	Length of training	Name of trainer and company, if applicable
*Appropriate and safe techniques in personal hygiene and grooming including: Hair care Bathing Care of teeth, gums, and oral prosthetic devices Other activities of daily living (ADLs) per 256B.0659-specify:	9/22/21	9/22/21 Verbal	0.5 hr	Shentell Dietman
*Understanding of what constitutes a healthy diet according to data from the CDC and the skills necessary to prepare that diet	9/22/21	9/22/21 Ver	0.5 hr	Shentell Dietman
*Skills necessary to provide appropriate support in instrumental activities of daily living (IADLs) per 256B.0659-specify:	9/22/21	9/22/21	0.5 hr	Shentell Dietman
CPR, if required by the CSSP or CSSP Addendum	N/A	N/A	N/A	N/A

CSSP, CSSP Addendum, and Self-Management Assessment to achieve and demonstrate an understanding of the person as a unique individual and how to implement those plans. Include outcomes, behavior plans, and any document specific to the person	9/15/21	Physical	1hr	Shantell Dietman
Individual Abuse Prevention Plan to achieve and demonstrate an understanding of the person as a unique individual and how to implement those plans	9/15/21	physical	1hr	Shantell Dietman
Medication set up or medication administration training when staff set up or administer medications. Training also includes specific medication set up or administration procedures for the person	9/15/21	physical	40min	Shantell Dietman
The safe and correct operation of medical equipment used by the person to sustain life or to monitor a medical condition that could become life threatening. This training must be provided by a licensed health care professional or manufacturer's representative	N/A	N/A	N/A	N/A Dietman
Mental health crisis response, de-escalation techniques, and suicide intervention when providing direct support to a person with a serious mental illness	4/26/18	Physical	3-9/1-	Brandon Jensen
Other topics as determined necessary according to the person's Coordinated Service and Support Plan or identified by the company: Topic: behaviors Topic: Topic:	9/28/21	variable	10min	Shantell Dietman

Staff signature: Maclennor Kay
Date: 9/22/21

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

STAFF ORIENTATION AND ANNUAL TRAINING PLAN - PERSON SPECIFIC

Staff name: Mackenzie Wolf Date of hire: 7/11/18
 Date of background study submission: 7/11/18 Date of background study clearance: 7/20/18
 Ongoing annual training period: April
 Date of first supervised contact: 9/15/21 Date of first unsupervised contact: 9/18/21

Before having unsupervised direct contact with persons served or for whom the staff has not previously provided direct support or any time these plans or procedures are revised, staff must review and receive instruction in the following areas as they relate to the staff's job functions for that person. *Complete this form for each person served to whom the staff person will be providing direct contact services.

Training topics for community residential services (settings): training and competency evaluations must include the following topics, marked with an asterick (*) if identified in the *Coordinated Service and Support Plan*.

Name of person served: TM

Orientation to individual service recipient needs	Date of completion	Date and type of demonstrated competency	Length of training	Name of trainer and company, if applicable
*Appropriate and safe techniques in personal hygiene and grooming including: Hair care Bathing Care of teeth, gums, and oral prosthetic devices Other activities of daily living (ADLs) per 256B.0659-specify:	<u>9/22/21</u>	<u>9/22/21</u> <u>Verbal</u>	<u>0.5 hr</u>	<u>Sherrill Diekmann</u>
*Understanding of what constitutes a healthy diet according to data from the CDC and the skills necessary to prepare that diet	<u>9/22/21</u>	<u>9/22/21</u> <u>Verbal</u>	<u>0.5 hr</u>	<u>Sherrill Diekmann</u>
*Skills necessary to provide appropriate support in instrumental activities of daily living (IADLs) per 256B.0659-specify:	<u>9/22/21</u>	<u>9/22/21</u> <u>Verbal</u>	<u>0.5 hr</u>	<u>Sherrill Diekmann</u>
CPR, if required by the CSSP or CSSP Addendum	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

<p>CSSP, CSSP Addendum, and Self-Management Assessment to achieve and demonstrate an understanding of the person as a unique individual and how to implement those plans. Include outcomes, behavior plans, and any document specific to the person</p>	<p>9/15/21</p>	<p>physical</p>	<p>1hr</p>	<p>Sherry Danks</p>
<p>Individual Abuse Prevention Plan to achieve and demonstrate an understanding of the person as a unique individual and how to implement those plans</p>	<p>9/15/21</p>	<p>physical</p>	<p>1hr</p>	<p>Sherry Danks</p>
<p>Medication set up or medication administration training when staff set up or administer medications. Training also includes specific medication set up or administration procedures for the person</p>	<p>9/15/21</p>	<p>physical</p>	<p>1hr</p>	<p>Sherry Danks</p>
<p>The safe and correct operation of medical equipment used by the person to sustain life or to monitor a medical condition that could become life threatening. This training must be provided by a licensed health care professional or manufacturer's representative</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A Danks</p>
<p>Mental health crisis response, de-escalation techniques, and suicide intervention when providing direct support to a person with a serious mental illness</p>	<p>4/26/18</p>	<p>physical</p>	<p>4/26/18 3.91</p>	<p>Amber Jackson</p>
<p>Other topics as determined necessary according to the person's Coordinated Service and Support Plan or identified by the company: Topic: Foot Topic: Danks Topic:</p>	<p>9/22/21</p>	<p>Variable N/A</p>	<p>0-5hr</p>	<p>Sherry Danks</p>

Mackenzie Kauf
Staff signature

9-22-21
Date

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