# STAFF ORIENTATION AND ANNUAL TRAINING PLAN - PERSON SPECIFIC

**Staff name:** Sumitra Khadka
**Date of hire:** 10/7/19
**Date of background study submission:** 10/7/19
**Date of background study clearance:** 10/7/19
**Ongoing annual training period:** October 2022
**Date of first supervised contact:** 10/18/19
**Date of first unsupervised contact:** 10/27/19

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: | 9/24/21 | 9/24/21 Verable | 0.5 | Shantell Dietman |
| *Understanding of what constitutes a healthy diet according to data from the CDC and the skills necessary to prepare that diet | 9/24/21 | 9/24/21 Verable | 0.5 | Shantell Dietman |
| *Skills necessary to provide appropriate support in instrumental activities of daily living (IADLs) per 256B.0659-specify: | 9/24/21 | 9/24/21 Verable | 0.5 | Shantell Dietman |
| CPR, if required by the *CSSP* or *CSSP Addendum* | N/A | N/A | N/A | N/A |


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|---|---|---|---|---|
| *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 | 10/27/19. | Physical | 1hr | Shantell Diesman |
| *Individual Abuse Prevention Plan* to achieve and demonstrate an understanding of the person as a unique individual and how to implement those plans | 10/27/19 | Physical | 1hr | Shantell Diesman |
| Medication set up or medic ation administration training when staff set up or administer medications. Training also includes specific medication set up or administration procedures for the person | 6/14/21 | physical | 1hr | Shantell Diesman |
| 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 | NA | NA | NA | Shantell Diesman client desnt use medical equipment |
| Mental health crisis response, de-escalation techniques, and suicide intervention when providing direct support to a person with a serious mental illness | 11/18/19 | Physical | 4hr | Amber Jacobson |
| Other topics as determined necessary according to the person's *Coordinated Service and Support Plan* or identified by the company:<br>Topic:<br>Topic:<br>Topic: | 9/24/21 | verable 9/24/21 | 0.5hr | Shantell |

Staff signature _____ Date 9/24/21

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


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# STAFF ORIENTATION AND ANNUAL TRAINING PLAN - PERSON SPECIFIC

**Staff name:** Sumitra Khadka **Date of hire:** 10/17/19
**Date of background study submission:** 10/7/19 **Date of background study clearance:** 10/7/19
**Ongoing annual training period:** October 2022
**Date of first supervised contact:** 10/18/19 **Date of first unsupervised contact:** 10/27/19

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: | 9/24/21 | 9/24/21 Verbale | 0.5 | Shantell Diestman Physius Inc |
| *Understanding of what constitutes a healthy diet according to data from the CDC and the skills necessary to prepare that diet | 9/24/21 | 9/24/21 Verbale | 0.5 | Shantell Diestman |
| *Skills necessary to provide appropriate support in instrumental activities of daily living (IADLs) per 256B.0659-specify: | 9/24/21 | 9/24/21 Verbale | 0.5 | Shantell Diestman |
| CPR, if required by the *CSSP* or *CSSP Addendum* | N/A | N/A | N/A | N/A |


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| | | | | |
|---|---|---|---|---|
| *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 | 10/27/19 | Physical | 1hr | Smith Butler |
| *Individual Abuse Prevention Plan* to achieve and demonstrate an understanding of the person as a unique individual and how to implement those plans | 10/27/19 | Physical | 1hr | Smith Butler |
| Medication set up or medic ation administration training when staff set up or administer medications. Training also includes specific medication set up or administration procedures for the person | 6/14/21 | Physical | 1hr | Smith Butler |
| 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 | NA | NA | NA | Smith Butler Client doesnt use medical equipment |
| Mental health crisis response, de-escalation techniques, and suicide intervention when providing direct support to a person with a serious mental illness | 11/18/19 | Physical | 4hr | Amber Jacobson |
| Other topics as determined necessary according to the person's *Coordinated Service and Support Plan* or identified by the company:<br>Topic: Foot<br>Topic: Diabetes<br>Topic: | 9/24/21 | Verbal 9/24/21 | 0-5hr | Smith Butler |

Staff signature _____ Date 9/24/21

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


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