

*previously trained during orientation

STAFF ORIENTATION AND ANNUAL TRAINING PLAN - PERSON SPECIFIC				
Staff name: Autumn Lewis		Date of hire: September 1-8-20		
Date of background study submission: Sept 1-8-20		Date of background study clearance: 1-10-20		
Ongoing annual training period: May		Date of first supervised contact: 1-20-20		
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 asterisk (*) if identified in the Coordinated Service and Support Plan.				
Name of person served: Bonnie Kotila				
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:	9.23.21	9.23.21 Verbally & Physically	1 hr	Cassandra Lemke
*Understanding of what constitutes a healthy diet according to data from the CDC and the skills necessary to prepare that diet	9.23.21	9.23.21 Verbally & P	1 hr	Cassandra Lemke
*Skills necessary to provide appropriate support in instrumental activities of daily living (IADLs) per 256B.0659-specify:	9.23.21	9.23.21 Verbally & Physically	1 hr	Cassandra Lemke
CPR, if required by the CSSP or CSSP Addendum	nil	nil	nil	nil

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	1-23-20	1-23-20 Verbally	1 hr	Cassandra Lerner
Individual Abuse Prevention Plan to achieve and demonstrate an understanding of the person as a unique individual and how to implement those plans	1-23-20	1-23-20 Verbally	1 hr	Cassandra Lerner
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	1-23-20	1-23-20 Verbally + Physicianing	2 hours	Sabrina Ballard
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
Mental health crisis response, de-escalation techniques, and suicide intervention when providing direct support to a person with a serious mental illness	1-9-20	1-9-20 Physicianing Verbally	4 hours	Amber Jacobson
Other topics as determined necessary according to the person's Coordinated Service and Support Plan or identified by the company: Topic: PSTP Topic: Rights Restriction Topic:	9-23-21	9-23-21 Verbally	1 hour	Cassandra Lerner

9-23-21
Date


Staff Signature

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