

STAFF ORIENTATION AND ANNUAL TRAINING PLAN - PERSON SPECIFIC

Staff name: *Melodyna Markon*

Date of hire: *1.3.20*

Date of background study submission: *1.3.20*

Date of background study clearance: *1.7.20*

Ongoing annual training period: *July 2021 - July 2022*

Date of first supervised contact: *1.9.20*

Date of first unsupervised contact: *1.13.20*

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: *Katherine Hays*

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:	<i>9.23.21</i>	<i>9.23.21</i> <i>verbal</i>	<i>1 hour</i>	<i>Tori Stepaniak</i>
*Understanding of what constitutes a healthy diet according to data from the CDC and the skills necessary to prepare that diet	<i>9.23.21</i>	<i>9.23.21</i> <i>verbal</i>	<i>1 hour</i>	<i>Tori Stepaniak</i>
*Skills necessary to provide appropriate support in instrumental activities of daily living (IADLs) per 256B.0659-specify:	<i>9.23.21</i>	<i>9.23.21</i> <i>verbal</i>	<i>1 hour</i>	<i>Tori Stepaniak</i>
CPR, if required by the CSSP or CSSP Addendum	<i>1.3.20</i>	<i>verbal</i>	<i>1 hour</i>	<i>Tori Stepaniak</i>

<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>	9.23.21	9.23.21 verbal	0.5 hours	Tori Stepanick
<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>	9.23.21	9.23.21	0.5 hours	Tori Stepanick
<p>Medication set up or medic action administration training when staff set up or administer medications. Training also includes specific medication set up or administration procedures for the person</p>	9.23.21	9.23.21 verbal and physical	1 hour	Tori Stepanick
<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>	9.23.21	9.23.21 verbal and physical	1 hour	Tori Stepanick
<p>Mental health crisis response, de-escalation techniques, and suicide intervention when providing direct support to a person with a serious mental illness</p>	19.20	19.20 verbal and physical	4.5 hours	Amber Jensen
<p>Other topics as determined necessary according to the person's Coordinated Service and Support Plan or identified by the company:</p> <p>Topic: Topic: Topic:</p>	NH	NH	NH	Tori Stepanick

Staff signature *Tori Stepanick*

Date *9/23/2021*

*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: Melaysia Watson

Date of hire: 1.3.20

Date of background study submission: 1.3.20

Date of background study clearance: 1.7.20

Ongoing annual training period: July 2021 - July 2022

Date of first unsupervised contact: 1.13.20

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 asterick (*) if identified in the *Coordinated Service and Support Plan*.

Name of person served: Jennifer Stussow

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>9.23.21</u>	<u>9.23.21</u> <u>verbal</u>	<u>1 hour</u>	<u>Tori Stepaniak</u>
*Understanding of what constitutes a healthy diet according to data from the CDC and the skills necessary to prepare that diet	<u>9.23.21</u>	<u>9.23.21</u> <u>verbal</u>	<u>1 hour</u>	<u>Tori Stepaniak</u>
*Skills necessary to provide appropriate support in instrumental activities of daily living (IADLs) per 256B.0659-specify:	<u>9.23.21</u>	<u>9.23.21</u> <u>verbal</u>	<u>1 hour</u>	<u>Tori Stepaniak</u>
CPR, if required by the CSSP or CSSP Addendum	<u>1.3.20</u>	<u>verbal</u>	<u>1 hour</u>	<u>Tori Stepaniak</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>	9.23.21	9.23.21 Verbal	0.5 hours	Tori Separnick
<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>	9.23.21	9.23.21	0.5 hours	Tori Separnick
<p>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</p>	9.23.21	9.23.21 Verbal and physical	1 hour	Tori Separnick
<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>	9.23.21	9.23.21 Verbal and physical	1 hour	Tori Separnick
<p>Mental health crisis response, de-escalation techniques, and suicide intervention when providing direct support to a person with a serious mental illness</p>	1.9.20	1.9.20 Verbal and physical	4.5 hours	Amber Jensen
<p>Other topics as determined necessary according to the person's Coordinated Service and Support Plan or identified by the company:</p> <p>Topic: Topic: Topic:</p>	NH	NH	NH	Tori Separnick

Staff signature *Tori Separnick*

Date 9/23/2021

*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: Melanie Barton

Date of hire: 1.3.20

Date of background study submission: 1.3.20

Date of background study clearance: 1.7.20

Ongoing annual training period: Oct 2021 - Oct 2022

Date of first supervised contact: 1.9.20

Date of first unsupervised contact: 1.13.20

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: Sarah Reined

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-specific:	<u>9.23.21</u>	<u>9.23.21</u> <u>verbal</u>	<u>1 hour</u>	<u>Tori Shepaniak</u>
*Understanding of what constitutes a healthy diet according to data from the CDC and the skills necessary to prepare that diet	<u>9.23.21</u>	<u>9.23.21</u> <u>verbal</u>	<u>1 hour</u>	<u>Tori Shepaniak</u>
*Skills necessary to provide appropriate support in instrumental activities of daily living (IADLs) per 256B.0659-specific:	<u>9.23.21</u>	<u>9.23.21</u> <u>verbal</u>	<u>1 hour</u>	<u>Tori Shepaniak</u>
CPR, if required by the CSSP or CSSP Addendum	<u>1.3.20</u>	<u>verbal</u>	<u>1 hour</u>	<u>Tori Shepaniak</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>	9.23.21	9.23.21 Verbal	0.5 hours	Tori Stepaniak
<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>	9.23.21	9.23.21	0.5 hours	Tori Stepaniak
<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>	9.23.21	9.23.21 Verbal and physical	1 hour	Tori Stepaniak
<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>	9.23.21	9.23.21 Verbal and physical	1 hour	Tori Stepaniak
<p>Mental health crisis response, de-escalation techniques, and suicide intervention when providing direct support to a person with a serious mental illness</p>	19.20	19.20 Verbal and physical	4.5 hours	Amber Jensen
<p>Other topics as determined necessary according to the person's Coordinated Service and Support Plan or identified by the company:</p> <p>Topic: Topic: Topic:</p>	NH	NH	NH	Tori Stepaniak

Staff signature: Tori Stepaniak Date: 9/23/2021

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