

# STAFF ORIENTATION AND ANNUAL TRAINING PLAN - PERSON SPECIFIC

Staff name: Handi Abdi

Date of hire: 3/24/24

Date of background study submission: 6/10/24

Ongoing annual training period: June 24-June 25

Date of background study clearance: 6/10/24

Date of first supervised contact: 6/12/24

Date of first unsupervised contact: 6/19/24

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:

Jada Vickstrom

| 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:<br><br>Hair care<br>Bathing<br>Care of teeth, gums, and oral prosthetic devices<br>Other activities of daily living (ADLs) per 256B.0659-specify: | <u>6/12/24</u>     | <u>Verbal</u>                            | <u>.30hr</u>       | <u>Tessa Sitko<br/>Program leader</u>      |
| *Understanding of what constitutes a healthy diet according to data from the CDC and the skills necessary to prepare that diet                                                                                                 | <u>6/12/24</u>     | <u>Verbal</u>                            | <u>.30hr</u>       | <u>Tessa Sitko<br/>Program leader</u>      |
| *Skills necessary to provide appropriate support in instrumental activities of daily living (IADLs) per 256B.0659-specify:                                                                                                     | <u>6/12/24</u>     | <u>Verbal</u>                            | <u>.30hr</u>       | <u>Tessa Sitko<br/>Program leader</u>      |
| *PR, if required by the CSSP or CSSP addendum                                                                                                                                                                                  | <u>6/12/24</u>     | <u>Verbal</u>                            | <u>.30hr</u>       | <u>Tessa Sitko<br/>Program leader</u>      |

|                                                                                                                                                                                                                                                                     |         |                   |       |                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------|-------|-------------------------------|
| 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                    | 6/12/24 | Verbal            | .30hr | Tessa Sitko<br>Program leader |
| Individual Abuse Prevention Plan to achieve and demonstrate an understanding of the person as a unique individual and how to implement those plans                                                                                                                  | 6/12/24 | Verbal            | .30hr | Tessa Sitko<br>Program leader |
| 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                                                                  | 6/12/24 | Verbal            | .30hr | Tessa Sitko<br>Program leader |
| 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 | /       | /                 | /     | /                             |
| Mental health crisis response, de-escalation techniques, and suicide intervention when providing direct support to a person with a serious mental illness                                                                                                           | 4/3/24  | Verbal & Physical | 2.00  | Sam Hopp<br>PHUXUS INC        |
| 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:                                                                                                     | 6/12/24 | Verbal            | .30hr | Tessa Sitko<br>Program leader |

7/17/24  
Date

Staff signature

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