

Assisted Living Individual Staff Orientation and Training Record

Instructions

Use this worksheet to document required orientation and training for each assisted living facility staff member. Training topics are aligned with [Minnesota Statute 144G.63](#), unless otherwise noted, and must be completed before the staff member provides services to residents. Record the date completed and location of supporting documentation for each topic.

Staff Name:		Start Date:		Role Type (check)*: ☐ RN/LPN ☐ CNS ☐ LALD ☐ ULP ☐ Other
Title:		First Date Providing Services to Residents:		
Current Licensure or Certification:		License/Certification Expiration Date:		
Current Job Description (include date if applicable):		Background Study Date:		

INDIVIDUAL STAFF ORIENTATION AND TRAINING RECORD
ASSISTED LIVING

Topic	Date Completed	Location of Documentation	Compliance Verified (Y/N)
Foundational Training			
Overview of Minnesota Assisted Living Statutes Chapter 144G			
Review of facility policies and procedures			
Assisted living bill of rights and staff responsibilities			
Resident rights and complaint processes (OHFC)			
Consumer advocacy services			
Health Insurance Portability and Accountability Act (HIPAA)			
Safety and Emergency Preparedness			
Handling emergencies and use of emergency services			
Reporting maltreatment of vulnerable adults (Minnesota Adult Abuse Reporting Center [MAARC])			
Service Delivery and Scope			
Review of services provided and scope of license (UDALSA)			
Orientation to each specific resident and services provided per Minnesota Statute 144G.63, Subd. 3.			
Principles of person-centered planning and service delivery			
Dementia Training <i>Training requirement per Minnesota Statute 144G.64:</i> - Supervisors of direct care staff: 8 hours within 120 working hours - Direct care staff: 8 hours within 160 working hours - ALDC Direct care staff: 8 hours within 80 working - Support staff must have at least 4 hours within 160 working hours			

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Topic	Date Completed	Location of Documentation	Compliance Verified (Y/N)
Explanation of Alzheimer's disease and other dementias			
Assistance with activities of daily living			
Problem solving with challenging behaviors			
Communication skills			
Person-centered planning and service delivery			
Mental Health and De-escalation <i>Training requirements per Minnesota Statute 144G.64:</i> - Supervisors of direct care staff: 2 hours within 120 working hours - Direct care/support staff: 2 hours within 160 working hours			
Recognizing symptoms of common mental illness diagnoses			
De-escalation techniques and communication			
Crisis resolution and suicide prevention			
Optional/Additional Training			
Hearing loss training (optional)			

This material was prepared by Stratis Health under contract with the Minnesota Department of Health (MDH). Use of this tool is not mandated by MDH, nor does its completion ensure regulatory compliance.