

## U and Universal

All Universal Employees are required to complete Orientation training before working with a person served. Since it is a one-time training it is good to review what is covered in Orientation training:

- Follow all HIPAA rules
- A person receiving services cannot come to your house unless your house has passed a Health and Safety check
- Communicate with dignity and respect
- Respect the person served and their families' religious, political, and cultural beliefs
- Do not borrow anything or receive gifts from the person served or their families
- Core Values are: empowerment, community, partnership, integrity, commitment and quality
- Complete paperwork/ data entry daily
- Anything that happens out of the ordinary is an incident and requires an incident report. Contact your supervisor immediately when an incident occurs.
- Keep a copy of the person served treatment plan with you while providing services(it is a confidential document)
- Be person centered: honor what is important both "to" and "for" a person.
- Person first language refers to the person, not their disability.
- Report any abuse, neglect, exploitation (or suspecting it) to you supervisor
- Do not leave the person served unattended
- Report any fraud to your supervisor
- Only work scheduled hours unless approved by your supervisor

Orientation training can be reviewed anytime online:

[www.umhs.net](http://www.umhs.net)

click on training tab

Username: umhs

Password: training

### Did You Know?

More poison emergencies occur in the summer than any other time of the year.

In the U.S. there are two ways to get help for a poison emergency. You can either:

Call Poison Control at 1-800-222-1222 or use [webpoisoncontrol.org](http://webpoisoncontrol.org) to get specific recommendations for your case.

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