**Marshall County Group Homes, Inc.**

**General Knowledge Test (Answer Key)**

1. Who are considered Mandated Reporters of Vulnerable Adult Abuse at MCGH?

***ALL Staff members. A professional or Professional’s delegate while engaged in the care of vulnerable adults is where we fit.***

1. Where can you find the Phone number for reporting a vulnerable abuse - called MN Adult Abuse Reporting Center? ***Listed with the VA policy and on the Yellow Gold poster on the bulletin boards***
2. How are program goals and behavior objectives tracked? ***On ISP Data in Therap – behavior program chart/record***
3. List two Consumer Rights off the Consumer Bill of Rights list? ***Many examples see recipient rights policy.***

***1. Take part in the planning of services***

***2. Refuse services***

***3. Be treated with courtesy and respect***

***4. Allowed to follow my cultural and ethnic practices.***

1. List a few things to remember when defusing a behavior crisis:

***Remain clam, support the individual, show empathy, speak in a low tone of voice and be agreeable and understanding.***

1. Where are the Emergency Procedure and Program Abuse Prevention Plan (PAPP) posted in your Home? ***On the Bulletin Boards and in the Policy manual***
2. Where is the meeting location if your home has to be evacuated for fire? ***CN/CS at the Kroll residence. River at Micks, Marshall Green house across the street from the garage.***
3. Where do you locate the name/phone number of the legal guardian for a consumer? ***In the small charting book on the Cover sheets. In Therap Individual Home Page, Go To (click down arrow to open), Click on Contact List.***
4. If a consumer breaks a leg and is required to be transported via ambulance to a hospital, what steps would you take? ***Call the ambulance/911, provide emergency first aid, notify RPS (RPS will notify the rest of the team and call in more staff if needed), if possible, go to the hospital with the consumer until family/legal guardian can arrive. Complete internal incident reports and submit to office (RPS) within 24 hours.*** ***As soon as possible after occurrence by no later than 24 hours complete serious injury and submit to the proper authorities.***
5. What steps do you take if you have an accident with an MCGH vehicle: ***Get medical treatment as needed, contact law enforcement, contact ADM or OM. Complete accident report.***

1. What is person-centered Planning? ***A strategy used to build a team-based plan to improve a person’s quality of life as defined by the person, family, guardian etc. that focused on the person’s preferences, talent, dream and goals.***
2. What is a positive support Strategy? ***A strength bases strategy based on an individualized assessment the helps to teach a person productive and self-determined skills or alternatives strategies and behaviors without the use of restrictive interventions.***
3. When do you chart in the T-Logs (progress notes)? ***Scheduled staff will chart weekly and Relief staff will chart at the end of shift(s). Also, anything that is out of the ordinary in the areas of health, goal work, behavior, social concerns, or something that is not the recipient’s normal routine. Progress notes are evidence of regular evaluation of services.***
4. When do you chart on the Physicians Order Log? ***For anything related to medical care of the recipients such as doctor appointments (any type), lab work, medical tests, medication changes, eye exam, psychological visits, etc.***
5. If you administer medication, how often does the Nurse check your records? ***Monthly and a quarterly record review.***
6. Where would you find information for contacts regarding a grievance complaint? **Bulletin Board**