

1. Print your full name:
2. The mission of Independence Plus, Inc. is to provide support services for persons with disabilities who choose to live independently in their own community. (True/False)
3. Compliance/Cooperation with the employment handbook is a condition of employment.
4. Any changes to your (at-will/contracted) employment status, must be in writing and must be (approved/signed) by the agency administrator. 1.1
5. The application fee is guaranteed refundable, following 60 days of employment in good standing. 2.1 (True/False)
6. The duty of confidentiality applies whether the employee is on or off the agency's premises, and during and even after the end of the employee's employment with the agency. 2.3 (True/False)
7. The Non-compete Policy stipulates that an employee shall not use resources from Independence Plus, Inc. to start another agency within three years. 2.10 (True/False)
8. Individual payroll are not affected by service agreement availability and other terms of service criteria, that must be met. 3.1 (True/False)
9. Overtime is mandatory. 3.2 (True/False)
10. When the employee is not available to the recipient during a break, the time will not be paid. 3.3 (True/False)
11. It is imperative that the duties performed by the employee match the duties listed in service plan, provided and reviewed by the recipient and supervisor. 3.4 (True/False)
12. Expecting or seeking anything of material or monetary value from recipients is considered fraud. Appendix A (True/False)
13. Always cooperating with efforts to verify visits by phone with the office staff helps reduce fraud. Appendix A (True/False)
14. Independence Plus, Inc. considers all information gathered for the purpose of providing support services to specified individuals as private data. Appendix B (True/False)
15. Data created prior to the death of a person does not retain the same legal classification (private, confidential) after the person's death that it had before the death. Appendix B (True/False)
16. Private data about individuals receiving support services is available to all Independence Plus, Inc. employees. Appendix B (True/False)
17. No individual, legal representative, staff person, or anyone else may permanently remove or destroy any portion seven of the person's record. Appendix B (True/False)
18. Glen Baranski is the privacy officer for Independence Plus, Inc. 4.5 (True/False)
19. Universal precautions apply to which of the following materials:

(Appendix C)

- a. Dust    b. Blood    c. Bodily fluids    d. Paper towels
20. Use of gloves, proper disposal of sharps and proper handwashing are considered universal precautions. Appendix C (True/False)
  21. Employees will report any sign of possible infections or symptoms of communicable diseases that a person receiving services is experiencing to (911/IPI Office). (Appendix C)
  22. The drug and alcohol policy is applicable to any chemical that impairs the ability to provide services or care. Appendix D (True/False)
  23. An employee convicted of criminal drug use or activity must notify the administrator no later than seven days after the conviction. Appendix D (True/False)
  24. Using a manual restraint when a person poses an imminent risk of physical harm to self or others and is the least restrictive intervention that would achieve safety is emergency use of manual restraint (EUMR). Appendix E (True/False)
  25. Independence Plus, Inc. provide services to recipients that need manual restraint on a regular basis. Appendix E (True/False)
  26. Timeout and seclusion are not considered manual restraint. Appendix E (True/False)
  27. Emergency use of manual restraint should be used to stop a person engaging in verbal aggression with others. Appendix E (True/False)
  28. Employees should be familiar with the Interventions for Individuals with Behavior Disorders before providing support services. Appendix E (True/False)
  29. An employee suggesting or recommending that the person participate in an activity they enjoy as a means to self-calm is practicing positive support strategy. Appendix F (True/False)
  30. Individualized strategies for de-escalating a person's behavior before it poses imminent risk may be written into the Community and Support Plan. Appendix F (True/False)
  31. Using minimal and least restrictive physical contact to protect a person known to be at risk for injury due to frequent falls, as a result of medical conditions, is a permitted action on an intermittent or continuous basis. Appendix F (True/False)
  32. It is (lawful/unlawful) to use restraint as an intervention procedure to assist in the safe evacuation or redirection of a person in the event of emergency and the person is that imminent risk of harm. Appendix F
  33. Use of adaptive aids or equipment, orthotic devices, or other medical equipment ordered by licensed health professional to treat a diagnosed medical condition (do/do not) constitute the use of medical restraint. Appendix F

34. Mechanical, chemical, prone and manual restraint are examples of (prohibited/prescribed) procedures. Appendix F
35. Many acts of sibling horseplay and wrestling ((are/are not) prohibited while interacting with a person receiving services. Appendix F
36. Positive Support Transition Plans are used to support individuals transitioning from school to work. Appendix F (True/False)
37. There are (3/6) alternative measures to be used because manual restraints will are not allowed in emergency. Appendix F
38. The most important question when considering EUMR, is there imminent risk of physical harm? Appendix F(True/False)
39. When applying EUMR, it is critical that the (most/least) restrictive intervention is used to eliminate the immediate risk of harm and effectively achieve safety. Appendix F
40. Employees must report, to Independence Plus, Inc., the EUMR immediately following the event so that the case manager can be made aware within 24 hours. Appendix F (True/False)
41. Independence Plus, Inc. employees are provided orientation and annual training to avoid EUMR, recognize triggers and use alternative techniques using positive support procedures. Appendix F (True/False)
42. Recipients have the right to start, stop, monitor, evaluate and be informed about all matters regarding their services. Appendix F (True/False)
43. Recipients do not have the right to personal privacy. Appendix F (True/False)
44. Recipients (have/do not have) the right to free access to common areas of the home.
45. Recipients (have/do not have) the right to choose friends and activities for themselves.
46. Person centered service delivery supports only what is important for the person and desired outcomes as specified in the coordinated service and support plan. Appendix F (True/False)
47. Person centered service delivery supports and respects each person's (history, education, dignity, dreams, and cultural background). Appendix F
48. Person centered service delivery supports and provides self-determination opportunities, which include: (decision-making and choice, personal property, personal advocacy, and communication, protection of civil and legal rights). Appendix F
49. Person centered service delivery (supports/does not support) the person to interact with nondisabled persons to the fullest extent possible. Appendix F
50. Person centered service delivery (requires/does not require) inclusion and participation in the person's community to the fullest extent. Appendix F
51. Providing opportunities for self – sufficiency as well as developing and

- maintaining social relationships and natural supports is part of providing the most integrated and inclusive service delivery. Appendix F (True/False)
52. Supporting a balance between risk and opportunity means providing support for the person to engage in lawful activities of their own choosing that may otherwise present a risk to their health, safety, or rights. Appendix F (True/False)
  53. The Vulnerable Adult law applies to persons aged (16, 18, or 21) and older. The Maltreatment of Minors law applies to persons aged (15, 17 or 20) and younger. Appendix G
  54. Employees who encounter maltreatment of a vulnerable adult will take immediate action to ensure the safety of the person or persons as well as the safekeeping of their funds and property. Appendix G (True/False)
  55. An employee that knows or suspects maltreatment of a vulnerable adult has occurred must make a report within (24, 48, or 72) hours internally to the company or externally to the Common Entry Point/Minnesota Adult Abuse Reporting Centered. Appendix G
  56. The (Chief Administrator/Service Claims Manager) is responsible for ensuring that internal reviews are completed. Appendix G
  57. The orientation for external and internal reporting procedures is provided to recipients and employees. Appendix G (True/False)
  58. The act of forcing, compelling, coercing, or enticing a vulnerable adult, against, their will to perform services for the advantage of another is not considered abuse. Appendix G (True/False)
  59. Failure of caregivers to supply a vulnerable adult with those things reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety is considered neglect. Appendix G (True/False)
  60. Employees (may/may not) shift the responsibility of reporting maltreatment of a minor to another staff or supervisor. Appendix H
  61. An employee who knows or has reason to believe a child is being or has been neglected or physically, sexually abused within the preceding (one, three, or five) years must make a report within (12, 24, or 32) hours to the local welfare agency, agency responsible for assessing or investigating the report, Police Department or the County Sheriff. Appendix H
  62. The local county welfare agency is the agency responsible for assessing or investigating allegations of maltreatment. Appendix H (True/False)
  63. Suspected abuse or neglect of children occurring within the family or in the community should be made to the office of Independence Plus, Inc. Appendix H (True/False)
  64. A verbal report of suspected abuse or neglect that is made to one of the listed agencies must be followed by a written report to the same agency within (36, 48, or 72) hours, exclusive of weekends and holidays. Appendix

## H

65. Each county has its own point of entry for reporting suspected maltreatment of minors. Appendix H (True/False)
66. Employees must report significant health events affecting the normal provision of services. Appendix I (True/False)
67. Independence Plus, Inc. (does/does not) require reports for all health and service plan information changes that affect service delivery. 4.13
68. Independence Plus, Inc. (does/does not) provide medication administration services. 4.14
69. The level of medication assistance a recipient needs is noted on the (timecard/service care plan). 4.14
70. (Employees/recipients/responsible party) are responsible for setting of medication amounts and schedules. Appendix J
71. The level of medication assistance that requires the recipient identify the medication as correct is (1, 2 or 3). Appendix J
72. All recipients may instruct personal support and or personal attendants to assist them with setting up their own medications. 4.14 (True/False)
73. Medical emergencies for persons receiving services are vastly different than the general community. 4.14, Appendix J (True/False)
74. Recipients that require first aid/CPR certified employees to provide services will have it noted in their service plan. 4.14, Appendix J (True/False)
75. Independence Plus, Inc. (does/does not) run a transportation program. 4.15
76. Any employee can provide transportation service. 4.15, Appendix K (True/False)
77. Regardless of vehicle ownership, employees are prohibited from using cell phones or other mobile devices while transporting recipients. 4.15, Appendix K (True/False)
78. Employees without a valid driver's license and current vehicle insurance may not transport persons receiving services. Appendix K (True/False)
79. Recipients refusing to wear the vehicle seat belt may not be transported as part of services provided by Independence Plus, Inc. Appendix K (True/False)
80. Proof of Competency and the Orientation & Familiarization are required before the first paycheck can be received. 4.17 (True/False)
81. Employees who participate in training will be considered first, for wage increases. 4.17 (True/False)
82. All the services that Independence Plus, Inc. provides require the same type of training. 4.17 (True/False)
83. According to Appendix L, the years of experience an employee has affects the number of training hours required. Appendix L (True/False)
84. Employees who do not meet the training requirements of the services

they provide for recipients may experience (pay reduction/promotion/reassignment ).4.17

85. The Orientation & Familiarization form is reviewed by new employees and the recipient has a copy of the current service plan. 4.18 (True/False)
86. The recipient's emergency contact information can be found (in the handbook/on the service plan). 4.18
87. A (payroll deduction/waiver) may be required by a benefit plan, when the employee chooses not to enroll. 5.1
88. Worker's compensation is for employees that are injured while on vacation. 5.2 (True/False)
89. Employees injured while on duty must call the (administrator/human resources) office at Independence Plus, Inc. 5.2
90. Social Security Benefits and Medicare (FICA) are (state/federal) programs intended to provide you with a very small retirement benefit and medical coverage, once you reach retirement age. 5.3
91. A health cost-sharing benefit program is available for employees that work less than 30 hours per week. 5.6 (True/False)
92. Independence Plus, Inc. started providing services in (1990, 1993, or 1990).
93. The chief administrator at Independence Plus, Inc. is (Ruby Baranski, Mickey Kyler, or Glen Baranski).
94. Employees calling to check on their timecard will ask for Zane. (True/False)
95. The homemaking supervisor at Independence Plus, Inc. is (Glen Baranski, Kailey Chaffee, or Mickey Kyler).
96. Employees inquiring about payroll will ask for (Mickey, Zane, or Walker).
97. When employees call the office, they are most likely to first speak to (Lorelei, Mickey, or Glen).
98. Employees calling the office for human resources will ask for (Glen, Walker, or ZaneZane)
99. The Registered Nurse that supervises all personal attendants is Kailey Chaffee. (True/False)
100. The person that hired you to work at Independence Plus, Inc. was (Zane Baranski, Glen Baranski, or Mickey Kyler).