

IHS Personnel Policy Acknowledgement Form

Worker Name: _____

Participant Name: _____

Individualized Home Supports (IHS) policies and employment summaries are listed below. Complete policy information and IHS employment handbook can be found at <https://www.lssmn.org/pics/workers/training>, by clicking on the *Orientation Training Manual*.

Policy	Policy Summary
Drug and Alcohol Use	The purpose of this policy is to establish determination guidelines and notification procedures for alcohol and drug use.
Emergency Use of Manual Restraints	The purpose of this policy is to establish determination guidelines and notification procedures for emergency use of manual restraints.
Grievances	The purpose of this policy is to establish determination guidelines and notification procedures for grievances.
Maltreatment of Minors Reporting and Internal Review	The purpose of this policy is to establish guidelines for the reporting and internal review of maltreatment of minors (children) in care.
Service Termination	The purpose of this policy is to establish determination guidelines and notification procedures for service termination.
Temporary Service Suspension	The purpose of this policy is to establish determination guidelines and notification procedures for temporary service suspension.
Vulnerable Adults Maltreatment Reporting and Internal Review	The purpose of this policy is to establish guidelines for the external and internal reporting and the internal review of maltreatment of vulnerable adults.
Data Privacy (HIPPA)	The purpose of this policy is to establish determination guidelines and notification procedures for data privacy (Health Insurance Portability and Accountability Act).
Rights of Persons Served	Partners in Community Support is licensed under Minnesota Statutes, Chapter 245D. This policy is intended to provide you with information that helps protect the rights identified in the statutes for the person served.
Anti-Fraud Practices	The purpose of this policy is to provide information regarding the prevention, elimination, monitoring, and reporting of fraud, abuse, and improper activities of government funding in order to obtain and maintain integrity of public funds.
First Aid	The purpose of this policy is intended to provide a brief overview of basic first aid and safety.
Incident Response and Reporting Review	The purpose of this policy is to establish determination guidelines and notification procedures for incident response, reporting and review.
Safe Transportation	The purpose of this policy is to establish determination guidelines and notification procedures for safe transportation.
Universal Precautions and Sanitary Practices	The purpose of this policy is to establish determination guidelines and notification procedures for universal precautions and sanitary practices.
Employment Handbook	The purpose of the Employment Handbook is to provide information and guidelines for workers employed in the Individualized Home Supports Program.

I acknowledge that the policies and handbook outlined above are neither a contract of employment nor a legal document. Upon being issued a date of hire, I will receive via email (or mail if requested) a copy of the employment handbook. I will review all policies during Orientation Training, and every year thereafter during Annual Training. I understand that it is my responsibility to read and comply with all policies. I understand that a copy of this acknowledgement form will be held in my Employment Record as evidence of my receipt and knowledge of all personnel policies.

Worker Signature _____

Date _____