



Participant Orientation Form

The following orientation was given to _____ on
(Participant Name)

as part of the entry/transfer to _____.
(Program)

1. Explanation of the purpose of the agency.
2. Introduction to program staff.
3. Tour of facility/program area.
4. Review of daily program routine.
5. Review of participant handbook.
6. Review of participant rules and regulations.
7. Review of responsibilities and fee sponsorship of client's funding source and available services through state agencies.
8. Discussion of individual program plan objectives and goals.
9. Review of safety rules and drill evacuation plans.
10. Awareness of importance of participant involvement and responsibility to cooperate in the program planning process and to work towards progress.

These items have been reviewed and discussed with me as a part of my orientation process.

(Participant Signature)

(Staff Member Responsible)