



Training Acknowledgment

Employee Name: Allyssa Jones Policy/Procedure/Topic: Staff meeting
Trained By: Monica Doherty Date Trained: 2/27/2020

I acknowledge that I have received training on the above topic, along with supporting policies, forms and procedures.

I understand that it is my responsibility to adhere to the requirements of the training fully, and if I do not understand my responsibility or need clarification, I will seek immediate assistance from a Home Manager in order to act in accordance with state policy, procedures and company expectations.

I understand that this Training Acknowledgment will become part of my permanent employment record, and that failure to apply the principles I was taught in my training will result disciplinary action, up to and including my termination of employment for failure to follow company policy.

[Signature]
Employee Signature

2/27/20
Date

[Signature]
Home Manager Signature

2/27/2020
Date

Copy to Employee
Copy to Employee Personnel File/HR



Staff Monthly Meeting Agenda

Household Maintenance Issues:

All work orders need to be brought to me immediately. You will all be learning how to complete these!!

Resident Issues/Concerns (Programs - Progress):

Staff Issues/Scheduling Issues:

Huge thank you to Bob and Lisa for all of your last minute coverage at other homes! There is a job fair happening with open interviews. Hoping we get staff soon for all of our homes. Thank you to all who have been helping.

Special Announcements:

Review of Emergency Plan (Review of fire & tornado drills, past/upcoming, evacuation procedures, etc:)

All staff read and sign monthly



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Medical Concerns (Appointments, Reviews, etc):

We do have a DNR in place now. If this changes i will update everyone at that time.

Tracie to train how to get BMI + Abdominal Girth

Diagnosis Update Since Last Meeting:

Documentation Issues (Review of ER's, IR's, and Chart Note Examples that are good):

We need to make sure we are adding what we do to help our residents! Prompting, encouraging, and praising. I want you to be adding all of the good things they do and not just the negative. Amber does an amazing job with detail.

Cleaning Duties:

Deep cleaning should be done daily. JCAHO could be here at any time! Lets be the home that shines.

Review of PCP, Behavior Plan Change & In-Services:



Staff Monthly Meeting Agenda

HR Policy Review:

Census calls, DSP personal electronic Devices, Beacon Employee Updates,

Mental Health Awareness:

Other Agenda Items:

JCAHO things to do/know, Audit supplies check list, Week 1, 2, 3, and 4 power point for JTC.

Level System changes- handing out level form to all Staff to level up.

Birthdays This Month:

Residents

Staff

3/9 BS

None

3/16 JW