



### Training Acknowledgment

Employee Name: Allissa Jones Policy/Procedure/Topic: See Attached  
Trained By: Monica Doherty Date Trained: 5/28/2020

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.

Allissa Jones  
Employee Signature

5.28.20  
Date

Monica Doherty  
Home Manager Signature

5/28/2020  
Date

Copy to Employee  
Copy to Employee Personnel File/HR



## Staff Monthly Meeting Agenda

Home/Facility: Mission Point

Meeting 1

Start Time: 8:00am

Date: 5/28/2020

Meeting 2

End Time: 8:30 AM

Staff Present:

- |                               |                           |
|-------------------------------|---------------------------|
| 1. <u>Karla Watkins</u>       | 16. <u>Nicole Hoffman</u> |
| 2. <u>Amber Fowler</u>        | 17. _____                 |
| 3. <u>Allissa Jones</u>       | 18. _____                 |
| 4. <u>Jennifer McClanahan</u> | 19. _____                 |
| 5. <u>Patricia Maloney</u>    | 20. _____                 |
| 6. <u>Lisa Hilliard</u>       | 21. _____                 |
| 7. <u>Robert Hilliard</u>     | 22. _____                 |
| 8. _____                      | 23. _____                 |
| 9. _____                      | 24. _____                 |
| 10. _____                     | 25. _____                 |
| 11. _____                     | 26. _____                 |
| 12. _____                     | 27. _____                 |
| 13. _____                     | 28. _____                 |
| 14. _____                     | 29. _____                 |
| 15. _____                     | 30. _____                 |

Staff Absent (Excused)

Staff Absent (Not Excused)

Sally Yoder

Lynn Rogers

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## Staff Monthly Meeting Agenda

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### Household Maintenance Issues:

Work orders are starting to get done now. Keep me updated on things as they happen!

### Resident Issues/Concerns (Programs - Progress):

JA - No community access, can NOT hold a lighter

### Staff Issues/Scheduling Issues:

Cameron is returning on Monday! Justine will be returning in a few weeks, then Allie will be returning.

### Special Announcements:

Carnival this weekend put on by Allyssa and Amber

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

Everyone read and sign monthly



## Staff Monthly Meeting Agenda

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Medical Concerns (Appointments, Reviews, etc):

.BS may not be returning. He is declining and being transfered to the Villa today.

All vitals are completed daily and documented in the MAR. Monthly are recorded on the form.

Diagnosis Update Since Last Meeting:

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

Everyones documentation is looking pretty good. Keep up the good work!!

Cleaning Duties:

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



## Staff Monthly Meeting Agenda

HR Policy Review:

Smoke breaks are to be one staff at a time!!

Mental Health Awareness:

Other Agenda Items:

Rights complaints - Do not call ORR to complain about staff. This needs to be brought to management's attention.

Monica/Nicole attending NLCMH Provider meeting today and there will be an update on the COVID (\$2/hr) increase.

Birthdays This Month:

Residents

Staff

Lisa 24th

## Training Email: taking breaks

Ellie DeLeon <edeleon@beaconspecialized.org>

Tue 5/19/2020 10:00 AM

To: Home/Asst Managers <HMs@beaconspecialized.org>; Homelife HMs <homelifehms@beaconspecialized.org>; District Directors <DistrictManagers@beaconspecialized.org>  
Cc: BSLS Compliance <Compliance@beaconspecialized.org>; Nichole VanNiman <NVanNiman@beaconspecialized.org>; Jenny Bishop <JBishop@beaconspecialized.org>; Matthew Owens <mowens@beaconspecialized.org>; Nicole Claudin <nclaudin@beaconspecialized.org>

Good morning,

I am writing this email in response to a recent ORR substantiation that involved employees taking breaks together. Part of our remedial action is to let everyone know that employees should stagger their breaks if taking breaks together means that we aren't supervising the Residents according to supervision standards in all the Residents' IPOS, BTP or according to Beacon Policy.

For example, if there are two employees on shift and both are outside smoking for a sizable amount of time without the ability to hear/see what is happening, who will notice if a Resident needs help or if something happens? Please be mindful of break times and add this topic to your home meetings so employees can keep residents safe and avoid a recipient rights substantiation.

Thank you,



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