



Training Acknowledgment

Employee Name: _____ Policy/Procedure/Topic: See Below
Trained By: Megan Davis Date Trained: 6/30/2021

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.

Breanna W. Maciej
Employee Signature

Date

Megan Davis
Home Manager Signature

6-30-21
Date

Copy to Employee
Copy to Employee Personnel File/HR

Policy # HR - 051
Policy # MM - 053
Policy # HR - 045
Resident PCP
Chain of Command
Documentation
DCL



Staff Monthly Meeting Agenda

Home/Facility: _____

Meeting 1

Start Time: _____

Date: _____

Meeting 2

End Time: _____

Staff Present:

- | | |
|-----------|-----------|
| 1. _____ | 16. _____ |
| 2. _____ | 17. _____ |
| 3. _____ | 18. _____ |
| 4. _____ | 19. _____ |
| 5. _____ | 20. _____ |
| 6. _____ | 21. _____ |
| 7. _____ | 22. _____ |
| 8. _____ | 23. _____ |
| 9. _____ | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

Staff Absent (Excused)

Staff Absent (Not Excused)



Staff Monthly Meeting Agenda

Household Maintenance Issues:

Resident Issues/Concerns (Programs - Progress):

Staff Issues/Scheduling Issues:

Special Announcements:

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



BEACON
Specialized Living

Staff Monthly Meeting Agenda

Medical Concerns (Appointments, Reviews, etc):

Diagnosis Update Since Last Meeting:

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

Cleaning Duties:

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



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Staff Monthly Meeting Agenda

Policy Review for the Month (refer to calendar):

Mental Health Awareness:

TJC Review :

Enhanced Staffing Review:

Residents on Enhanced Staffing	How Many Hours a Day
<hr/>	<hr/>
<hr/>	<hr/>
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Birthdays This Month:

Residents	Staff
<hr/>	<hr/>
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