BEACON
Specialized Living

Training Acknowledgment

Employee Name: Diane Bodiford Policy/Procedure/Topic: Attendce + Work Schedule

Trained By: ~~[illegible]~~ Diasheera Jackson Date Trained: 11/10/21

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.

Diane Bodiford — 11-10-21
Employee Signature — Date

Diasheera Jackson — 11/10/21
Home Manager Signature — Date

Copy to Employee
Copy to Employee Personnel File/HR

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Trained By: Deasheera Jackson Date Trained: 11/10/21

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Diane Bodiford — Employee Signature — Date 11-10-21

Deasheera Jackson — Home Manager Signature — Date 11/10/21

Copy to Employee
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November Staff Meeting!!

Heyyyyyyyyy Saginaw Teammmmmmm!!!!!!!

Meeting Points!

- Book Documentation. Should be completed every shift.

  -Staff daily tracking

  -PC/CLS Log

  -Incentive program

  - Menu Book

  -Covid Screening

- Shift Change

  -Completed at changing of the keys to next DMA staff.

  -After the passing of a controlled medication.

- COMMUNICATION!!!!!! I LOVE IT!! Keep it up!
- Activity List for December.
- Leveling Up
- Cleaning the home.
  1st Shift – continue to keep the home clean, you guys have been doing great. Make sure to deep clean those bathrooms and wipe down the doorknobs and light switches DAILY.
  3rd shift – Make sure you are DEEP CLEANING the home. Wiping doorknobs also, cleaning light switches. Cleaning mirrors, sweeping and mopping floors, wiping all couches and tabletops, counters. You guys are also doing great. Keep Up the GREAT Work.
- Shift Coverage/Call Offs.
  - Make sure we are looking for our own coverage when or if we have to call off. I've attached the call off policy and the attendance policy.

- When you come on shift include this in your shift change to walk through the home and make a list of what you will need to get from downstairs.

- Allow the residents to assist with cooking, this may reduce the need and want for cooking on 3rd shift.
- Start Baking on 3rd shift, include the residents. We have cookies, brownies and cakes that can be made during 3rd shift... let me know if anything is needed.
- Covid Screening.
- Tell me how's
- Bed checks
  -every 30mins during day shift
  - every 60mins during night shift.

Any questions??? Please ask. Anything to add?? Please add.

COMMUNICATION!!!!!!!

TEAMWORK MAKES THE DREAM WORK!!!!!!!