



BEACON
Specialized Living

Employee Discussion Form

Employee Name: Kelly Halstead Date of Discussion: 11/2/2021

☒ Verbal

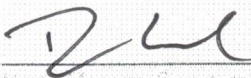
☐ Written

Specific Offense or Rule Violation:
Documentation. CTS-022

Specific Statement of the Expected Performance:

Documentation is not being completed within the homes. Staff is responsible for charting, chart notes, progress notes and shift charting each time they work. See attached list of required charting.

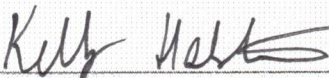
Explanation Given by the Employee or Other Significant Information:



Home Manager Signature

11-5-21

Date



Employee Signature

11-5-21

Date

* Reminder: Make sure a copy is given to the employee and a copy placed into the employee file.