



Training Acknowledgment

Employee Name: Kimberly Horain Policy/Procedure/Topic: Scheduling no more than 2
Trained By: Helen Bates Date Trained: 3/8/2022

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.

Kimberly Horain
Employee Signature

3-19-22
Date

Helen Bates
Home Manager Signature

3-19-22
Date

- ✓ Copy to Employee
- ✓ Copy to Employee Personnel File/HR

In an effort to insure clients are making their appointments
There is to be NO MORE than 2 Appointments a day made
One in Morning, and one in Afternoon. All appointments
will
be put on calendar in Med Room When made!