



# NorthStar

Community Services

Date of Training: 4.1.24 Trainer: Tiffany Randa, Autumn Hillfrisch, Anna Collard, and Jordan Fanning  
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Agenda: Proper note documentation in Rtasks. Go over documenting goals. Proper Call in process. Where, when, and how to submit mileage. Attendance. policy. Protocol on incidents. Send in client task list. Who wants more hours? It is open enrollment for Health + Dental coverage in April for full time employees. ADP reminder.

Print Name	Signature	Print Name	Signature
Sue Carlson	<i>Sue Carlson</i>	Mindy Mardock	<i>Mindy Mardock</i>
Hanna Kearthrae	<i>Hanna Kearthrae</i>	Karen Slattery	<i>Karen Slattery</i>
Bob Briggs	<i>Bob Briggs</i>	Online Tressa Nielsen	
Megan Laine	<i>Megan Laine</i>	Online Zach Lamirande	
Jo Werseth	<i>Jo Werseth</i>	Online Greta Nelson	
Nicole Sloan	<i>Nicole Sloan</i>	Online John McLaughlin	
Jordan Fanning	<i>Jordan Fanning</i>	Online Tabitha Clement	
Jonah Wallace		Online Kari Ritchie	
Ryan Nelson		Online Jenny Strozias	
Rusty Hendrickson		Online Zoe Johnson	
Jenn Wright		Online Courtney Gackstetter	
Angela Sanvig		Online Jennifer Gackstetter	
Candice Strom		Online Julie Chaffee	
Ethan Strom			
Ellie Blaine			
Jill Evans	<i>Jill Evans</i>		

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