NorthStar
Community Services

Aspen House Mtg

Date of Training: 5-15-24 **Trainer:** Mary Stenson, Cheri LaVoy

Try toilet training SS
Can't leave any shifts early anymore due to reports @ house. If leave early must cover shift. No picking up OT w/out approval

Agenda: Clocking in & out 10min prior to & after shift. Need approval from coordinator to leave early, come late or trade shifts. Star Services training. Shift documentation (Rtasks, tash logs etc) need to be filled out at end of shift during shift time. Following chain of command. Call in properly. Filling out paperwork for all in person & virtual appts fully filled out. Submitting step NOC properly & on time. BS can use ↑stairs for school must sit on table side w/back to couch not wall. Keeping MK/SS apart. SNOC can clock co-fam only when MK/SS have school not during summer unless SS has school

Print Name	Signature	Print Name	Signature
Mary Stenson			
Cheri LaVoy			
Justina Leal	virtual		
Tonya Simcox	virtual		
Maria Ward	virtual		
Maira Cavanough	virtual		
Stephanie Gorman	virtual		
Amanda Braun	in person		