NorthStar
Community Services

Maple Grove

Date of Training: 5-14-24 **Trainer:** Cheri Lakey, Mary Stenson Mtg

Agenda: Making sure to keep up on continuing sign language (could use test staff monthly on continuing sign language education. Checking in/out in before + after. Approval for leaving early or changing shifts. Shift notes before end of shift. Chain of Command, filling out appt forms fully, Submitting mileage on time. Call in procedure. ADP how to put in mileage.

Print Name	Signature	Print Name	Signature
Carol Liupalika	in person		
Gramm Neuenyer	virtual		
Alice Madera	in person		
Sayde Grey	in person		