NorthStar
Community Services

Pine Hill House
Mtg

Date of Training: 5-14-24 **Trainer:** Chenlalay

Agenda: Dont talk about clients w/other clients. Clocking in and out 10 min before & after shift. Need lead approval for coming late, leaving early or changing shifts. Star Service training. Chain of Command. Appt Paperwork All paperwork Completely filled out. Submitting mileage & sleep NOCS on time in ADP & properly. Ordering food out & eating in front of them. utilizing mileage logs. Be specified on what clients are doing on 1:1s. writing # logs more specific & not writing out to cut write persons (CX) How to document incidents.

Print Name	Signature	Print Name	Signature
Tina Randa	virtual	Ayden H	absent
Zoey Carlson	virtual	Bradlyn O	absent - school
Esperanza Calderbird	virtual	Katrina P	absent - school
Tara Stegerberg	in person		