



NorthStar

Community Services

Date of Training: 07/01/2024

Trainer: Community Based Quarterly Meeting

Agenda:

1. New Documentation NCS policy
2. When completing notes, the start and end time reflect the time you pick up/ drop off, not scheduled times.
3. Schedule changes- Company policy of schedule changes
4. ADP questions
5. Shifts open/ pick up
6. Independent client check ins
7. Reminder of mileage, turn in times, questions on how to fill out mileage sheet
8. Reminder when documenting on goal, please elaborate instead of simple yes or no.
9. Any questions, comments, concerns

Print Name	Signature	Print Name	Signature
Julia Koepf	<i>Julia Koepf</i>	Jill Evans	<i>Jill Evans</i>
JOAN KORSCH	<i>Joan Korsch</i>	Tressa	<i>Tressa</i>
Jerald Arnold	<i>Jerald Arnold</i>	Tiffany Blair	
Bob Briggs	<i>Bob Briggs</i>	Zach Lamirande	
Nikki Sloan	<i>Nikki Sloan</i>	Zach Laplant	
Lisa Kalleen	<i>Lisa Kalleen</i>	Jo Wekseth	
Jordan Nilsen	<i>Jordan Nilsen</i>	Amanda Korman	
Tiffany Kuba	<i>Tiffany Kuba</i>	Justina	
Anna Colvard	<i>Anna Colvard</i>	Julie Chaffee	

