



Sarah Larson
Co-Lead

NorthStar

Community Services

Team Lead & Co Lead Additional Training	Date	Co-Lead	Coordinator
Motivating & supervising a team efficiently & fostering apposite work environment	6-2-25	SL	Michelle
Managing & submitting appropriate financial documentation for NCS	5-29-25	SL	Am
Managing & submitting appropriate financial documents for individuals served	5-29-25	SL	Am
Lead scheduling duties	5-29-25	SL	Am
Lead responsibilities with call'ins & mandating policies	5-29-25	SL	Am
Appropriate communication with team members & responsiveness	5-29-25	SL	Am
Monthly home inspections	Being updated per Amanda		
Weekly client updates	5-29-25	SL	Am
Outings, activities & appropriate socialization	5-29-25	SL	Am
Case management duties & follow with additional services	5-29-25	SL	Am
Managing House & Client Calendars	5-29-25	SL	Am
Appointment Communication logs	5-29-25	SL	Am
Organization of client files	5-29-25	SL	Am

Client Meetings	5.29.25	SL	AM
Team & Agency Meetings	5.29.25	SL	AM
Medication orders & communication with the pharmacy	5.29.25	SL	AM
Communication with agency nurse	5.29.25	SL	AM
Menu planning & House shopping	5.29.25	SL	AM
Assisting with staff training	5.29.25	SL	AM
Assisting with staff reviews, training plans, and corrective action	5.29.25	SL	AM
Education & follow through on person centered plans	5.29.25	SL	AM
Education & follow through for individual goals, and progress towards goals / Data Tracking	5.29.25	SL	AM
Education & follow through on all rights restrictions, agency rules, and house guidelines	5.29.25	SL	AM
Review notes on each shift to identify any areas for concern or redirection needed	5.29.25	SL	AM
Reporting staff call-ins and concerns to supervisors & HR	5.29.25	SL	AM

On the date listed I certify that I have been trained in the above topics, understand these policies & processes, and agree to follow them through my employment at NorthStar Community Services

Employee: Lore Lynn Johnson

Date: 6.2.25

Supervisor: A Michels

Date: 6.2.25