



In-Service Training Log – Oakdale & Linden

Date: 1.26.2022

Type of Meeting: Lead Meeting

NOTE: INFORMATION IN GRAY SHADED AREAS MUST BE TYPED IN

Training Time	Trainer Name	Training ID	Area	Content/Description
.25	Emily Elsenpeter Program Supervisor			Process for outcome documentation and program notes

Make up Date	Initial	EE ID	Last Name
	KB		Bauch, Kia
	SC		Christenson, Suze
	AD		Diaz, Amanda
	LA		Hartman, Lisa
	BA		Her, Bao
	TL		Lorsung, Tristen
	DM		Mendez, Danielle
	ES		Sandstrom, Erin
	LS		Stacken, Laura
	MS		Sweeney, Maurita
	JT		Trimble, Jenny

Make up Date	Initial	EE ID	Last Name

Make Up Date	Initial	EE ID	Managers/Admin
	HL		Hiland, Lindsay
	CE		Elsenpeter, Emily
	MK		Kessler, Maddy
	AS		Shirley, Ashleigh

Make up Date	Initial	EE ID	Other Attendees

Process for Outcome Documentation and Program Notes

LDSP's will not be taking out program notes or outcome documentation. When filling out data sheets, the outcomes and program notes are not to leave their books. When Program Supervisors have updated outcomes, they will take out the program notes and outcome sheets and replace them with the updated outcomes.

Please do not forget to check that everyone has signed off and that you are signing off after the month.