

Progress

Employee Name **ABDULAHI, LOULA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **10/14/2009**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE	04/01/2018
DRIVERS LICENSE ABOUT TO EXPIRE	06/12/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

King/Reagan

Abdulahi, Loula

King, Kimberly

Assigned: 7/2/2018

ISP Amendment

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **BISHOP, BELVIA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **09/14/2017**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

	Expires
HIPAA	9/26/2018
Medication Administration Procedure	
OSHA	9/26/2018
Title VI	9/15/2018

TSI Training not taken

Overby, Erik

Bishop, Belvia

McGee, Kennedy	Assigned: 2/24/2018	ISP Amendment
McGee, Kennedy	Assigned: 2/24/2018	ISP Amendment
McGee, Kennedy	Assigned: 2/24/2018	Training Specific to the Needs of the Individual
Overby, Erik	Assigned: 6/22/2018	ISP Amendment

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **BROOKS, BEULAH**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **12/13/2017**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE	04/01/2018
AUTO INSURANCE EXPIRATION DATE	07/05/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

Brooks, Beulah

Hall/James

Armstrong, Delores	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Armstrong, Delores	Assigned: 2/22/2018	ISP Amendment
Armstrong, Delores	Assigned: 2/22/2018	ISP Amendment
Armstrong, Delores	Assigned: 2/22/2018	ISP
Atkinson, Karina	Assigned: 2/22/2018	ISP
Atkinson, Karina	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Boyce, Markus	Assigned: 2/22/2018	ISP
Boyce, Markus	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Boyce, Markus	Assigned: 2/22/2018	ISP Amendment
Brenner, Joel	Assigned: 2/22/2018	ISP
Brenner, Joel	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
CANE, ALBON	Assigned: 2/22/2018	ISP
Cook, Travis	Assigned: 2/22/2018	ISP Amendment
Cook, Travis	Assigned: 3/22/2018	Training Specific to the Needs of the Individual
Cook, Travis	Assigned: 3/22/2018	ISP
Cook, Travis	Assigned: 2/14/2018	ISP Amendment
Cook, Travis	Assigned: 2/14/2018	Training Specific to the Needs of the Individual
Dolan, Patricia	Assigned: 2/22/2018	ISP Amendment
Dolan, Patricia	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Dolan, Patricia	Assigned: 2/22/2018	ISP
Goodman, William	Assigned: 3/22/2018	Training Specific to the Needs of the Individual
Goodman, William	Assigned: 3/22/2018	ISP Amendment
Goodman, William	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Goodman, William	Assigned: 2/22/2018	ISP Amendment
Green, James	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Green, James	Assigned: 2/22/2018	Therapy Plan
Green, James	Assigned: 2/22/2018	ISP Amendment
Green, James	Assigned: 2/22/2018	ISP
Green, James	Assigned: 2/22/2018	ISP Amendment
Green, James	Assigned: 2/22/2018	ISP
Green, James	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Greer, Dianna	Assigned: 2/22/2018	ISP
Greer, Dianna	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Greer, Dianna	Assigned: 2/22/2018	ISP
Hailey, Joe	Assigned: 2/22/2018	ISP Amendment

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **BROOKS, BEULAH**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **12/13/2017**

Employment Status **ACTIVE**

New Employee

Hall/James**Brooks, Beulah**

Hailey, Joe	Assigned: 4/2/2018	ISP
Hailey, Joe	Assigned: 2/22/2018	ISP Amendment
Hailey, Joe	Assigned: 2/22/2018	ISP
Hailey, Joe	Assigned: 4/2/2018	Training Specific to the Needs of the Individual
Hailey, Joe	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Hall, Norris	Assigned: 3/14/2018	Training Specific to the Needs of the Individual
Hall, Norris	Assigned: 6/15/2018	ISP Amendment
Hall, Norris	Assigned: 6/14/2018	OT Plan
Hall, Norris	Assigned: 3/14/2018	ISP Amendment
Hall, Norris	Assigned: 1/12/2018	Behavior Plan
Hall, Norris	Assigned: 6/14/2018	Nutrition Plan
Hall, Norris	Assigned: 6/14/2018	ISP
Hall, Norris	Assigned: 1/12/2018	Training Specific to the Needs of the Individual
Hall, Norris	Assigned: 6/15/2018	Training Specific to the Needs of the Individual
Hall, Norris	Assigned: 6/4/2018	ISP Amendment
Hall, Norris	Assigned: 4/18/2018	ISP Amendment
Hall, Norris	Assigned: 1/12/2018	ISP Amendment
Harbison, Vanlisha	Assigned: 2/22/2018	ISP Amendment
Harbison, Vanlisha	Assigned: 2/22/2018	ISP
Harbison, Vanlisha	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Harbison, Vanlisha	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Harbison, Vanlisha	Assigned: 2/22/2018	ISP Amendment
Holt, Tammy	Assigned: 2/22/2018	ISP
Holt, Tammy	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
James, John	Assigned: 1/12/2018	ISP
James, John	Assigned: 1/12/2018	Training Specific to the Needs of the Individual
Johnson, Carolyn	Assigned: 2/22/2018	ISP
Johnson, Carolyn	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Jones, Timothy	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Lane, Tony	Assigned: 2/22/2018	ISP Amendment
Lane, Tony	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Lane, Tony	Assigned: 2/22/2018	ISP
Lane, Tony	Assigned: 3/22/2018	ISP
Lane, Tony	Assigned: 3/22/2018	Training Specific to the Needs of the Individual
Lee, Bessie	Assigned: 2/14/2018	ISP
Lee, Bessie	Assigned: 2/14/2018	ISP
Lipscomb, William	Assigned: 2/22/2018	ISP
Lipscomb, William	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
McGee, Kennedy	Assigned: 1/12/2018	ISP Amendment
McGee, Kennedy	Assigned: 6/13/2018	ISP Amendment
McGee, Kennedy	Assigned: 1/12/2018	ISP Amendment
McGee, Kennedy	Assigned: 1/12/2018	Training Specific to the Needs of the Individual
McLaurine, Walter	Assigned: 3/22/2018	Training Specific to the Needs of the Individual
McLaurine, Walter	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
McLaurine, Walter	Assigned: 3/22/2018	ISP
McLaurine, Walter	Assigned: 2/22/2018	ISP
McLaurine, Walter	Assigned: 2/22/2018	ISP Amendment
McLester, Kristie	Assigned: 2/22/2018	Training Specific to the Needs of the Individual

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **BROOKS, BEULAH**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **12/13/2017**

Employment Status **ACTIVE**

New Employee

Hall/James

Brooks, Beulah

McLester, Kristie	Assigned: 2/22/2018	ISP
Miller, Beatrice	Assigned: 2/22/2018	ISP
Miller, Beatrice	Assigned: 2/22/2018	Behavior Plan
Miller, Beatrice	Assigned: 3/22/2018	ISP Amendment
Miller, Beatrice	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Mitchell, Willard	Assigned: 3/22/2018	Training Specific to the Needs of the Individual
Mitchell, Willard	Assigned: 3/22/2018	ISP
Mitchell, Willard	Assigned: 2/22/2018	ISP Amendment
Mitchell, Willard	Assigned: 2/22/2018	ISP
Mitchell, Willard	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Moore, Ryan	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Moore, Ryan	Assigned: 2/22/2018	ISP
Muse, Alvin	Assigned: 2/22/2018	ISP
Muse, Alvin	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Nelson, Robert	Assigned: 2/14/2018	Training Specific to the Needs of the Individual
Nelson, Robert	Assigned: 2/14/2018	ISP Amendment
Nelson, Robert	Assigned: 2/14/2018	ISP
Parker, Olivette	Assigned: 2/22/2018	ISP Amendment
Parker, Olivette	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Parker, Olivette	Assigned: 2/22/2018	ISP
Patrick, Terry	Assigned: 2/14/2018	ISP
Pevahouse, Shonda	Assigned: 2/22/2018	ISP
Pevahouse, Shonda	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Reagan, Tammy	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Reagan, Tammy	Assigned: 2/22/2018	Nutrition Plan
Reagan, Tammy	Assigned: 2/22/2018	ISP Amendment
Runsvold, Philip	Assigned: 2/22/2018	Nutrition Plan
Runsvold, Philip	Assigned: 2/22/2018	ISP
Runsvold, Philip	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Runsvold, Philip	Assigned: 2/22/2018	ISP Amendment
Thompson, Shirley	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Thompson, Shirley	Assigned: 2/14/2018	ISP
Thompson, Shirley	Assigned: 2/14/2018	Training Specific to the Needs of the Individual
Thompson, Shirley	Assigned: 2/22/2018	ISP
Thompson, Shirley	Assigned: 2/14/2018	Nutrition Plan
Wilken, Toby	Assigned: 2/14/2018	Training Specific to the Needs of the Individual
Wilken, Toby	Assigned: 2/14/2018	Therapy Plan
Wilken, Toby	Assigned: 2/14/2018	ISP
Williams, David	Assigned: 2/22/2018	ISP Amendment
Williams, David	Assigned: 2/22/2018	ISP Amendment
Williams, David	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Williams, David	Assigned: 2/22/2018	DiningPlans
Williams, David	Assigned: 2/22/2018	Behavior Plan
Williams, David	Assigned: 2/22/2018	PT Plan
Williams, David	Assigned: 2/22/2018	ISP Amendment
Williams, David	Assigned: 2/22/2018	ISP
Williams, Gemindus	Assigned: 2/22/2018	ISP
Woods, Michael	Assigned: 2/14/2018	ISP

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **BROOKS, BEULAH**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **12/13/2017**

Employment Status **ACTIVE**

New Employee

Hall/James

Brooks, Beulah

Woods, Ronez	Assigned: 2/22/2018	ISP
Woods, Ronez	Assigned: 2/22/2018	ISP Amendment
Woods, Ronez	Assigned: 2/22/2018	Training Specific to the Needs of the Individual
Zeis, Sheena	Assigned: 2/22/2018	Nutrition Plan
Zeis, Sheena	Assigned: 2/22/2018	ISP
Zeis, Sheena	Assigned: 2/22/2018	Training Specific to the Needs of the Individual

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **BROOKS, KOURTNEY**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **04/19/2018**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

AUTO INSURANCE EXPIRATION DATE

07/25/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **BROWN, BETTY**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **11/01/2009**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

AUTO INSURANCE EXPIRATION DATE

09/29/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration For Unlicensed

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **BURNSIDE, CAROLYN**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **05/18/2018**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration For Unlicensed
Medication Administration Procedure

5/18/2018

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **BUSEH, AMANDA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **09/14/2017**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE

04/01/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration For Unlicensed

Medication Administration Procedure

Title VI

9/20/2018

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **CARNEY, ETHELENE**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **06/01/2018**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE

06/01/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **CHOL, SLAY**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **11/15/2017**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE

11/15/2017

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **COTTER, LANA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **12/01/2016**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

AUTO INSURANCE EXPIRATION DATE

07/11/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **DAKITI, MARCELINA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **09/06/2017**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE	04/01/2018
AUTO INSURANCE EXPIRATION DATE	09/12/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

	Expires
HIPAA	9/8/2018
Medication Administration Procedure	
OSHA	9/9/2018
Title VI	9/8/2018

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **DAVIS, LEEMISA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **03/22/2018**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE	04/01/2018
AUTO INSURANCE EXPIRATION DATE	03/22/2018
DRIVERS LICENSE ABOUT TO EXPIRE	10/06/2017

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **EHIAMHEN, STANLEY**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **02/22/2017**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE	10/01/2017
AUTO INSURANCE EXPIRATION DATE	05/22/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **ELESHIN, FUNMI**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **06/15/2012**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE	04/01/2018
AUTO INSURANCE EXPIRATION DATE	09/23/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

	Expires
HIPAA	7/23/2018
Medication Administration Procedure	
OSHA	7/23/2018

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **EMEJI, CHIDI**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **12/28/2017**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

AUTO INSURANCE EXPIRATION DATE

03/21/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

	Expires
HIPAA	7/4/2018
Medication Administration Procedure	
OSHA	6/7/2018
Title VI	6/7/2018

TSI Training not taken

Unassigned

Lunn, Thomas

Assigned: 6/23/2018

ISP Amendment

Emeji, Chidi

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **FORSYTHE, AMANDA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **09/10/2014**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE	04/01/2017
AUTO INSURANCE EXPIRATION DATE	06/01/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

Lindamood/Thompson

Forsythe, Amanda

Thompson, Bobby

Assigned: 8/15/2016

ISP

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **FREEMAN, JANNETTE**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **01/29/2008**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **GLENN, ADRA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **06/11/2018**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

AUTO INSURANCE EXPIRATION DATE

06/11/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

CPR
Medication Administration Procedure

8/2/2018

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **GRAY-TAYLOR, TONYA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **04/04/2018**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE	04/04/2018
AUTO INSURANCE EXPIRATION DATE	04/04/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **GRIFFIN, ANTHONY**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **05/16/2016**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE

04/01/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **GROSJEAN, SHELBY**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **08/24/2017**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

AUTO INSURANCE EXPIRATION DATE

08/05/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **HENRY, ALYSSA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **05/23/2018**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

Unassigned

Henry, Alyssa

McGee, Kennedy	Assigned: 6/15/2018	ISP Amendment
McGee, Kennedy	Assigned: 6/15/2018	ISP Amendment
McGee, Kennedy	Assigned: 6/15/2018	ISP Amendment
McGee, Kennedy	Assigned: 6/15/2018	Training Specific to the Needs of the Individual
Parker, Olivette	Assigned: 6/22/2018	ISP Amendment
Parker, Olivette	Assigned: 6/22/2018	Training Specific to the Needs of the Individual
Parker, Olivette	Assigned: 6/22/2018	ISP
Scarborough, Shawna	Assigned: 6/22/2018	OT Plan
Scarborough, Shawna	Assigned: 6/22/2018	PT Plan
Scarborough, Shawna	Assigned: 6/22/2018	Training Specific to the Needs of the Individual
Scarborough, Shawna	Assigned: 6/22/2018	ISP Amendment
Scarborough, Shawna	Assigned: 6/22/2018	Training Specific to the Needs of the Individual
Scarborough, Shawna	Assigned: 6/22/2018	ISP
Scarborough, Shawna	Assigned: 6/22/2018	PT Plan
Scarborough, Shawna	Assigned: 6/22/2018	OT Plan

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **HICKS, SHEILA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **12/27/2017**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

AUTO INSURANCE EXPIRATION DATE	07/17/2018
DRIVERS LICENSE ABOUT TO EXPIRE	06/26/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

Unassigned

Hicks, Sheila

DAY, JACOB	Assigned: 4/26/2018	ISP
MENCH, RYAN	Assigned: 4/26/2018	ISP

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **HOARD, BETTY**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **10/16/2017**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

I-9 NEEDED

AUTO INSURANCE EXPIRATION DATE

01/20/2018

I-9 NEEDED

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **HREHA, CHARMAINE**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **04/12/2018**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

AUTO INSURANCE EXPIRATION DATE

07/02/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **HUEY, DEMARIUS**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **11/22/2016**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE	04/01/2018
AUTO INSURANCE EXPIRATION DATE	01/10/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **HUNTER, NORMA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **05/25/2011**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE	10/01/2017
AUTO INSURANCE EXPIRATION DATE	05/02/2017

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

First Aid

7/14/2018

Medication Administration Procedure

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **IRBY, JOHN**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **06/01/2018**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

	Expires
CPR	9/25/2018
First Aid	9/25/2018
Medication Administration Procedure	

TSI Training not taken

Unassigned

Irby, John

Overby, Erik	Assigned: 7/3/2018	ISP Amendment
Overby, Erik	Assigned: 7/3/2018	ISP Amendment
Overby, Erik	Assigned: 7/3/2018	Training Specific to the Needs of the Individual
Overby, Erik	Assigned: 7/3/2018	Training Specific to the Needs of the Individual
Overby, Erik	Assigned: 7/3/2018	Behavior Plan
Overby, Erik	Assigned: 7/3/2018	Therapy Plan
Overby, Erik	Assigned: 7/3/2018	Nutrition Plan
Overby, Erik	Assigned: 7/3/2018	ISP

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **JACKSON, KHIARRA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **06/08/2018**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

I-9 NEEDED
I-9 NEEDED

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration For Unlicensed
Medication Administration Procedure

6/8/2018

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **JENKINS, CHARLES**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **04/26/2018**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE

04/26/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration For Unlicensed

Medication Administration Procedure

TSI Training not taken

Unassigned

Jenkins, Charles

Hall, Norris	Assigned: 5/18/2018	ISP Amendment
Hall, Norris	Assigned: 5/18/2018	Training Specific to the Needs of the Individual
Hall, Norris	Assigned: 5/18/2018	Behavior Plan
James, John	Assigned: 5/18/2018	Training Specific to the Needs of the Individual
James, John	Assigned: 5/18/2018	ISP
McGee, Kennedy	Assigned: 5/18/2018	ISP Amendment
McGee, Kennedy	Assigned: 5/18/2018	ISP Amendment
McGee, Kennedy	Assigned: 5/18/2018	Training Specific to the Needs of the Individual

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **JOHNSON, JOENEQUA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **10/01/2008**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE

04/01/2018

AUTO INSURANCE EXPIRATION DATE

12/16/2017

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **JONES, RHONDA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **10/08/2015**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

	Expires
HIPAA	4/11/2018
OSHA	4/11/2018
Title VI	4/11/2018

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **LOGAN, LISA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **10/13/2011**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

COMPANION AGREEMENT DUE DATE	07/25/2016
AUTO INSURANCE EXPIRATION DATE	07/25/2018
DRIVERS LICENSE ABOUT TO EXPIRE	08/13/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **LONG, SHERRY**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **03/06/2018**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **LUALLEN, CHRIS**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **07/01/1998**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE

10/01/2017

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **MENGISTU, ALEMETSHEAY**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **02/02/2017**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE	10/01/2017
AUTO INSURANCE EXPIRATION DATE	06/05/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

	Expires
HIPAA	7/26/2018
Medication Administration Procedure	
OSHA	7/26/2018

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **PRESTON, SHELIA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **09/26/2017**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

	Expires
CPR	8/24/2018
First Aid	8/24/2018
HIPAA	9/30/2018
Medication Administration Procedure	
OSHA	9/30/2018
Title VI	9/30/2018

TSI Training not taken

Unassigned

Preston, Shelia

Armstrong, Delores	Assigned: 12/21/2017	ISP Amendment
Atkinson, Karina	Assigned: 12/21/2017	Training Specific to the Needs of the Individual
Boyce, Markus	Assigned: 12/21/2017	Training Specific to the Needs of the Individual
Boyce, Markus	Assigned: 12/21/2017	ISP
CANE, ALBON	Assigned: 12/21/2017	ISP
Deering, Judy	Assigned: 3/13/2018	Training Specific to the Needs of the Individual
Deering, Judy	Assigned: 3/13/2018	ISP
Dolan, Patricia	Assigned: 12/21/2017	ISP
Dolan, Patricia	Assigned: 12/21/2017	ISP Amendment
Dolan, Patricia	Assigned: 12/21/2017	Training Specific to the Needs of the Individual
Goodman, William	Assigned: 12/21/2017	Training Specific to the Needs of the Individual
Goodman, William	Assigned: 12/21/2017	ISP Amendment
Green, James	Assigned: 12/21/2017	Therapy Plan
Greer, Dianna	Assigned: 12/21/2017	Training Specific to the Needs of the Individual
Greer, Dianna	Assigned: 12/21/2017	ISP
James, John	Assigned: 12/21/2017	Training Specific to the Needs of the Individual
James, John	Assigned: 12/21/2017	ISP
Johnson, Carolyn	Assigned: 12/21/2017	Training Specific to the Needs of the Individual
Johnson, Carolyn	Assigned: 12/21/2017	ISP
Lee, Bessie	Assigned: 12/21/2017	ISP
McGee, Kennedy	Assigned: 12/21/2017	ISP Amendment
McGee, Kennedy	Assigned: 12/21/2017	Training Specific to the Needs of the Individual
McGee, Kennedy	Assigned: 12/21/2017	ISP Amendment
Muse, Alvin	Assigned: 12/21/2017	Training Specific to the Needs of the Individual
Nelson, Robert	Assigned: 12/21/2017	ISP
Nelson, Robert	Assigned: 12/21/2017	Training Specific to the Needs of the Individual
Reagan, Tammy	Assigned: 12/21/2017	Nutrition Plan
Runsvold, Philip	Assigned: 12/21/2017	Nutrition Plan
Thompson, Shirley	Assigned: 12/21/2017	Nutrition Plan
Williams, David	Assigned: 12/21/2017	Behavior Plan
Williams, David	Assigned: 12/21/2017	DiningPlans

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **PRESTON, SHELIA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **09/26/2017**

Employment Status **ACTIVE**

New Employee

Unassigned

Preston, Shelia

Williams, David

Assigned: 12/21/2017

PT Plan

Zeis, Sheena

Assigned: 12/21/2017

Nutrition Plan

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **RAGER, VICKY**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **03/26/2018**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

I-9 NEEDED

AUTO INSURANCE EXPIRATION DATE

09/28/2018

I-9 NEEDED

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

HIPAA

9/6/2018

Medication Administration Procedure

TSI Training not taken

Unassigned

Rager, Vicky

McGee, Kennedy

Assigned: 10/6/2017

ISP Amendment

McGee, Kennedy

Assigned: 9/30/2017

Training Specific to the Needs of the Individual

McGee, Kennedy

Assigned: 9/30/2017

ISP

Watkins, Linda

Assigned: 10/5/2017

ISP Amendment

Watkins, Linda

Assigned: 9/18/2017

ISP Amendment

Watkins, Linda

Assigned: 9/18/2017

Training Specific to the Needs of the Individual

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **RICKMAN, SAUNDRA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **01/24/2001**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

COMPANION AGREEMENT DUE DATE

08/27/2016

AUTO INSURANCE EXPIRATION DATE

06/08/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **ROBINSON, KENNETH**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **05/11/2016**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE	04/01/2018
AUTO INSURANCE EXPIRATION DATE	01/16/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

	Expires
CPR	9/30/2018
First Aid	9/30/2018

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **TONGE, JANELLE**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **11/01/2017**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

VEHICLE INSPECTION DUE DATE	11/01/2017
AUTO INSURANCE EXPIRATION DATE	04/01/2018
DRIVERS LICENSE ABOUT TO EXPIRE	07/05/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **UWAMAHORO, CELINE**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **03/15/2018**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

HIPAA

7/19/2018

Medication Administration Procedure

OSHA

7/19/2018

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date

Progress

Employee Name **WELLS, MONISHA**

Employee's Manager **WEST, MICHAEL**

Date of Hire: **05/08/2013**

Employment Status **ACTIVE**

New Employee

General Information (Needed prior to next Pay Day or Prior to Date of Expiration)

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

TSI Training not taken

All the above are Mandatory Requirements for your continued employment. Please help us to insure that all these are met within the required time frames so as not to interrupt your employment status.

Employee Signature

Date