

Progress

Employee Name **AGBIGOR, NICOLE**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **10/21/2016**

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

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 **AYODELE, MARILYN**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **07/15/2016**

Employment Status **ACTIVE**

New Employee

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

VEHICLE INSPECTION DUE DATE

01/01/2015

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

CPR	8/4/2018
First Aid	8/4/2018
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 **BEFKADU, AMARE**

Employee's Manager **HOUSTON, RONALD**

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

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 **BINEY, DORIS**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **02/01/2001**

Employment Status **ACTIVE**

New Employee

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

AUTO INSURANCE EXPIRATION DATE

07/28/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

HIPAA

7/9/2018

Medication Administration Procedure

Title VI

7/9/2018

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 **BOMAN, NICOLE**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **12/15/2010**

Employment Status **ACTIVE**

New Employee

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

AUTO INSURANCE EXPIRATION DATE

07/13/2018

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 **BROOKS, TEMEKA**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **05/16/2017**

Employment Status **ACTIVE**

New Employee

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

VEHICLE INSPECTION DUE DATE	05/16/2017
AUTO INSURANCE EXPIRATION DATE	03/23/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

	Expires
HIPAA	6/16/2018
Medication Administration Procedure	
OSHA	6/16/2018
Title VI	6/16/2018

TSI Training not taken

Community-Based Day

Blair, Kristin	Assigned: 6/30/2018	Training Specific to the Needs of the Individual
Blair, Kristin	Assigned: 6/30/2018	ISP Amendment
McLester, Kristie	Assigned: 6/20/2018	ISP Amendment
Moore, Ryan	Assigned: 6/23/2018	ISP

Brooks, Temeka

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, CAROLYN**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **03/21/2014**

Employment Status **ACTIVE**

New Employee

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

VEHICLE INSPECTION DUE DATE	04/01/2018
AUTO INSURANCE EXPIRATION DATE	09/30/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

Title VI

6/28/2018

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 **BROWN, DIANE**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **08/18/2016**

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

Mandatory Training

Expires

CPR	8/19/2018
First Aid	8/19/2018
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 **CARLO, CHRISTINE**

Employee's Manager **HOUSTON, RONALD**

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)

AUTO INSURANCE EXPIRATION DATE

09/25/2018

DRIVERS LICENSE ABOUT TO EXPIRE

09/08/2018

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 **CRAWFORD, RENEE**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **08/31/2016**

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

Mandatory Training

	Expires
CPR	9/1/2018
First Aid	9/1/2018
HIPAA	8/26/2018
Medication Administration Procedure	
OSHA	8/26/2018
Title VI	8/26/2018

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 **CUNNINGHAM, LISA**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **06/04/2001**

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
Medication Administration Procedure

6/23/2018

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 **DUBALE, SHEWAYE**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **09/03/2008**

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

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 **EJIOFOR, TESSY**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **02/15/2017**

Employment Status **ACTIVE**

New Employee

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

VEHICLE INSPECTION DUE DATE

04/01/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

CPR	8/5/2018
First Aid	8/5/2018
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 **GAILAH, ROSE**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **06/20/2001**

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 Procedure

TSI Training not taken

Gailah, Roseline

Day-T Lunn

Boyce, Markus	Assigned: 7/2/2018	ISP Amendment
Boyce, Markus	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Boyce, Markus	Assigned: 7/2/2018	ISP
Brenner, Joel	Assigned: 7/2/2018	ISP
Brenner, Joel	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Cook, Travis	Assigned: 7/2/2018	ISP
Cook, Travis	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Dolan, Patricia	Assigned: 7/2/2018	ISP Amendment
Dolan, Patricia	Assigned: 7/2/2018	ISP
Dolan, Patricia	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Goodman, William	Assigned: 7/2/2018	ISP Amendment
Goodman, William	Assigned: 7/2/2018	ISP Amendment
Goodman, William	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Goodman, William	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Green, James	Assigned: 7/2/2018	Therapy Plan
Green, James	Assigned: 7/2/2018	ISP
Green, James	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Greer, Dianna	Assigned: 7/2/2018	ISP
Greer, Dianna	Assigned: 7/2/2018	ISP
Greer, Dianna	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Hailey, Joe	Assigned: 7/2/2018	ISP
Hailey, Joe	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Harbison, Vanlisha	Assigned: 7/2/2018	ISP
Harbison, Vanlisha	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Harbison, Vanlisha	Assigned: 7/2/2018	ISP Amendment
Holt, Tammy	Assigned: 7/2/2018	ISP
Holt, Tammy	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
James, John	Assigned: 7/2/2018	ISP
James, John	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Johnson, Carolyn	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Johnson, Carolyn	Assigned: 7/2/2018	ISP
Jones, Timothy	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Lane, Tony	Assigned: 7/2/2018	ISP
Lane, Tony	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Lee, Bessie	Assigned: 7/2/2018	ISP
Lee, Bessie	Assigned: 7/2/2018	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 **GAILAH, ROSE**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **06/20/2001**

Employment Status **ACTIVE**

New Employee

Day-T Lunn

Gailah, Roseline

Lipscomb, William	Assigned: 7/2/2018	ISP
Lipscomb, William	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
McGee, Kennedy	Assigned: 7/2/2018	ISP Amendment
McGee, Kennedy	Assigned: 7/2/2018	ISP Amendment
McGee, Kennedy	Assigned: 7/2/2018	ISP Amendment
McGee, Kennedy	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
McLaurine, Walter	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
McLaurine, Walter	Assigned: 7/2/2018	ISP
McLester, Kristie	Assigned: 7/2/2018	ISP Amendment
McLester, Kristie	Assigned: 7/2/2018	ISP
McLester, Kristie	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Miller, Beatrice	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Miller, Beatrice	Assigned: 7/2/2018	ISP
Miller, Beatrice	Assigned: 7/2/2018	Behavior Plan
Mitchell, Willard	Assigned: 7/2/2018	ISP
Mitchell, Willard	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Moore, Ryan	Assigned: 7/2/2018	ISP
Nelson, Robert	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Nelson, Robert	Assigned: 7/2/2018	ISP Amendment
Nelson, Robert	Assigned: 7/2/2018	ISP
Parker, Olivette	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Parker, Olivette	Assigned: 7/2/2018	ISP
Parker, Olivette	Assigned: 7/2/2018	ISP Amendment
Pevahouse, Shonda	Assigned: 7/2/2018	ISP
Pevahouse, Shonda	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Runsvold, Philip	Assigned: 7/2/2018	Nutrition Plan
Runsvold, Philip	Assigned: 7/2/2018	Nutrition Plan
Runsvold, Philip	Assigned: 7/2/2018	ISP
Runsvold, Philip	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Thompson, Shirley	Assigned: 7/2/2018	Nutrition Plan
Thompson, Shirley	Assigned: 7/2/2018	ISP
Thompson, Shirley	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Wilken, Toby	Assigned: 7/2/2018	ISP
Wilken, Toby	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Wilken, Toby	Assigned: 7/2/2018	Therapy Plan
Williams, David	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Williams, David	Assigned: 7/2/2018	ISP
Williams, David	Assigned: 7/2/2018	ISP Amendment
Williams, David	Assigned: 7/2/2018	PT Plan
Williams, David	Assigned: 7/2/2018	Behavior Plan
Williams, David	Assigned: 7/2/2018	DiningPlans
Williams, Gemindus	Assigned: 7/2/2018	ISP
Woods, Michael	Assigned: 7/2/2018	ISP
Zeis, Sheena	Assigned: 7/2/2018	Nutrition Plan
Zeis, Sheena	Assigned: 7/2/2018	Training Specific to the Needs of the Individual
Zeis, Sheena	Assigned: 7/2/2018	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 **GLASSCOCK, TIFFANY**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **11/21/2017**

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

Medication Administration Procedure

TSI Training not taken

Unassigned

Glasscock, Tiffany

Williams, David	Assigned: 5/3/2018	ISP Amendment
Williams, David	Assigned: 5/3/2018	Training Specific to the Needs of the Individual
Williams, David	Assigned: 5/3/2018	ISP
Williams, David	Assigned: 5/3/2018	PT Plan
Williams, David	Assigned: 5/3/2018	Behavior Plan
Williams, David	Assigned: 5/3/2018	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 **GREEN, CHERYL**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **09/11/1996**

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	7/28/2018
Medication Administration Procedure	
OSHA	8/9/2018
Title VI	8/9/2018

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 **HILL, JASON**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **05/23/2014**

Employment Status **ACTIVE**

New Employee

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

VEHICLE INSPECTION DUE DATE	04/01/2016
AUTO INSURANCE EXPIRATION DATE	07/30/2017

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 **HINES, DAMARIS**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **06/07/2018**

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

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

Hines, Damaris

Community-Based Day

Harbison, Vanlisha	Assigned: 6/9/2018	ISP Amendment
Harbison, Vanlisha	Assigned: 6/9/2018	ISP
Harbison, Vanlisha	Assigned: 6/9/2018	Training Specific to the Needs of the Individual
Holt, Tammy	Assigned: 6/9/2018	ISP
Holt, Tammy	Assigned: 6/9/2018	Training Specific to the Needs of the Individual
James, John	Assigned: 6/9/2018	Training Specific to the Needs of the Individual
James, John	Assigned: 6/9/2018	ISP
Johnson, Carolyn	Assigned: 6/9/2018	ISP
Johnson, Carolyn	Assigned: 6/9/2018	Training Specific to the Needs of the Individual
Lane, Tony	Assigned: 6/9/2018	Training Specific to the Needs of the Individual
Lane, Tony	Assigned: 6/9/2018	ISP
Lipscomb, William	Assigned: 6/9/2018	Training Specific to the Needs of the Individual
Lipscomb, William	Assigned: 6/9/2018	ISP
McGee, Kennedy	Assigned: 6/9/2018	Training Specific to the Needs of the Individual
McGee, Kennedy	Assigned: 6/9/2018	ISP Amendment
McGee, Kennedy	Assigned: 6/13/2018	ISP Amendment
McGee, Kennedy	Assigned: 6/9/2018	ISP Amendment
McLaurine, Walter	Assigned: 6/9/2018	ISP
McLaurine, Walter	Assigned: 6/9/2018	Training Specific to the Needs of the Individual
McLester, Kristie	Assigned: 6/9/2018	Training Specific to the Needs of the Individual
McLester, Kristie	Assigned: 6/20/2018	ISP Amendment
McLester, Kristie	Assigned: 6/9/2018	ISP
Miller, Beatrice	Assigned: 6/11/2018	Training Specific to the Needs of the Individual
Miller, Beatrice	Assigned: 6/11/2018	ISP
Mitchell, Willard	Assigned: 6/9/2018	Training Specific to the Needs of the Individual
Mitchell, Willard	Assigned: 6/9/2018	ISP
Moore, Ryan	Assigned: 6/23/2018	ISP
Nelson, Robert	Assigned: 6/9/2018	Training Specific to the Needs of the Individual
Nelson, Robert	Assigned: 6/9/2018	ISP Amendment
Nelson, Robert	Assigned: 6/9/2018	ISP
Page, Robert	Assigned: 6/15/2018	ISP Amendment
Page, Robert	Assigned: 6/15/2018	Training Specific to the Needs of the Individual
Page, Robert	Assigned: 6/15/2018	ISP Amendment
Page, Robert	Assigned: 6/15/2018	ISP Amendment
Page, Robert	Assigned: 6/15/2018	ISP
Page, Robert	Assigned: 6/15/2018	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 **HINES, DAMARIS**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **06/07/2018**

Employment Status **ACTIVE**

New Employee

Community-Based Day

Hines, Damaris

Parker, Olivette	Assigned: 6/9/2018	ISP
Parker, Olivette	Assigned: 6/9/2018	ISP Amendment
Parker, Olivette	Assigned: 6/9/2018	Training Specific to the Needs of the Individual
Pevahouse, Shonda	Assigned: 6/9/2018	Training Specific to the Needs of the Individual
Pevahouse, Shonda	Assigned: 6/9/2018	ISP
Reagan, Tammy	Assigned: 6/9/2018	ISP
Reagan, Tammy	Assigned: 6/9/2018	Training Specific to the Needs of the Individual
Reagan, Tammy	Assigned: 6/9/2018	ISP Amendment
Runsvold, Philip	Assigned: 6/9/2018	ISP
Runsvold, Philip	Assigned: 6/9/2018	Training Specific to the Needs of the Individual
Thompson, Shirley	Assigned: 6/9/2018	ISP
Thompson, Shirley	Assigned: 6/9/2018	Training Specific to the Needs of the Individual
Wilken, Toby	Assigned: 6/9/2018	Training Specific to the Needs of the Individual
Wilken, Toby	Assigned: 6/9/2018	ISP
Williams, Gemindus	Assigned: 6/9/2018	ISP
Woods, Michael	Assigned: 6/9/2018	ISP
Zeis, Sheena	Assigned: 6/9/2018	ISP
Zeis, Sheena	Assigned: 6/9/2018	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 **HOUSTON, RONALD**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **12/05/2007**

Employment Status **ACTIVE**

New Employee

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

VEHICLE INSPECTION DUE DATE

07/01/2013

AUTO INSURANCE EXPIRATION DATE

02/21/2008

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 **HURST, SANDRA**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **01/13/2010**

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

DRIVERS LICENSE ABOUT TO EXPIRE

07/19/2018

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 **JERNIGAN, DAYSHA**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **08/30/2017**

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	9/30/2018
Medication Administration For Unlicensed	
Medication Administration Procedure	
OSHA	9/5/2018
Title VI	9/5/2018

TSI Training not taken

Community-Based Day

Jernigan, Daysha

Hailey, Joe	Assigned: 3/28/2018	ISP
Hailey, Joe	Assigned: 3/28/2018	Training Specific to the Needs of the Individual
Harbison, Vanlisha	Assigned: 5/24/2018	Training Specific to the Needs of the Individual
Harbison, Vanlisha	Assigned: 5/24/2018	ISP
Harbison, Vanlisha	Assigned: 5/16/2018	ISP Amendment
Holt, Tammy	Assigned: 5/23/2018	ISP
Holt, Tammy	Assigned: 5/19/2018	Training Specific to the Needs of the Individual
Lane, Tony	Assigned: 3/20/2018	Training Specific to the Needs of the Individual
Lane, Tony	Assigned: 3/20/2018	ISP
McGee, Kennedy	Assigned: 6/13/2018	ISP Amendment
McLaurine, Walter	Assigned: 3/21/2018	ISP
McLaurine, Walter	Assigned: 3/21/2018	Training Specific to the Needs of the Individual
McLester, Kristie	Assigned: 5/13/2018	ISP
McLester, Kristie	Assigned: 5/13/2018	Training Specific to the Needs of the Individual
McLester, Kristie	Assigned: 6/20/2018	ISP Amendment
Miller, Beatrice	Assigned: 6/11/2018	ISP
Miller, Beatrice	Assigned: 6/11/2018	Training Specific to the Needs of the Individual
Mitchell, Willard	Assigned: 3/21/2018	Training Specific to the Needs of the Individual
Mitchell, Willard	Assigned: 3/21/2018	ISP
Moore, Ryan	Assigned: 6/15/2018	ISP
Page, Robert	Assigned: 4/11/2018	ISP Amendment
Page, Robert	Assigned: 3/28/2018	Training Specific to the Needs of the Individual
Reagan, Tammy	Assigned: 5/24/2018	Training Specific to the Needs of the Individual
Reagan, Tammy	Assigned: 5/24/2018	ISP
Reagan, Tammy	Assigned: 5/25/2018	ISP Amendment
Runsvold, Philip	Assigned: 4/26/2018	Training Specific to the Needs of the Individual
Runsvold, Philip	Assigned: 4/10/2018	Nutrition Plan
Runsvold, Philip	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 **JOHNSON, EDNA**

Employee's Manager **HOUSTON, RONALD**

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)

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 **KAMARA, MOHAMMED**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **11/08/2006**

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
CPR	7/14/2018
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 **KESLER, ANGIE**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **08/10/2017**

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 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 **LACROIX, JOHN**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **05/15/2008**

Employment Status **ACTIVE**

New Employee

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

DRIVERS LICENSE ABOUT TO EXPIRE

06/20/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

CPR
Medication Administration Procedure

6/23/2018

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 **LONG, WENDY**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **07/21/2016**

Employment Status **ACTIVE**

New Employee

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

VEHICLE INSPECTION DUE DATE	04/01/2017
AUTO INSURANCE EXPIRATION DATE	08/15/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

	Expires
CPR	8/4/2018
First Aid	8/4/2018
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 **MELESSE, AGERIE**

Employee's Manager **HOUSTON, RONALD**

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)

VEHICLE INSPECTION DUE DATE

04/01/2018

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 **RUSS, LYNETTE**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **02/14/2018**

Employment Status **ACTIVE**

New Employee

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

VEHICLE INSPECTION DUE DATE

02/14/2018

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 **SCANTLING, HARRY**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **04/08/2009**

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

Progress

Employee Name **STILES, SHEILA**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **07/29/2010**

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	03/24/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

CPR
Medication Administration Procedure

9/1/2018

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 **TEGEGN, SINEDU**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **11/08/2017**

Employment Status **ACTIVE**

New Employee

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

AUTO INSURANCE EXPIRATION DATE

03/13/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration For Unlicensed
Medication Administration Procedure

11/8/2017

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 **THOMPSON, TREY**

Employee's Manager **HOUSTON, RONALD**

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)

AUTO INSURANCE EXPIRATION DATE

09/26/2017

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 **WARD, CEDRIC**

Employee's Manager **HOUSTON, RONALD**

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

10/01/2016

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 **WELLS, TONYA**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **09/25/2017**

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	07/07/2017

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

	Expires
CPR	8/30/2018
First Aid	8/30/2018
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 **WILKES, JARTARUS**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **02/14/2018**

Employment Status **ACTIVE**

New Employee

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

AUTO INSURANCE EXPIRATION DATE

02/14/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure

TSI Training not taken

Community-Based Day

Wilkes, Jartarus

Atkinson, Karina	Assigned: 2/26/2018	Training Specific to the Needs of the Individual
Atkinson, Karina	Assigned: 2/23/2018	ISP
CANE, ALBON	Assigned: 2/26/2018	ISP
Dolan, Patricia	Assigned: 2/23/2018	ISP Amendment
Dolan, Patricia	Assigned: 2/23/2018	Training Specific to the Needs of the Individual
Dolan, Patricia	Assigned: 2/23/2018	ISP
Green, James	Assigned: 2/26/2018	Therapy Plan
Greer, Dianna	Assigned: 2/23/2018	ISP
Greer, Dianna	Assigned: 2/26/2018	ISP
Greer, Dianna	Assigned: 2/23/2018	Training Specific to the Needs of the Individual
Harbison, Vanlisha	Assigned: 5/24/2018	Training Specific to the Needs of the Individual
Harbison, Vanlisha	Assigned: 5/24/2018	ISP
Harbison, Vanlisha	Assigned: 5/16/2018	ISP Amendment
Holt, Tammy	Assigned: 2/23/2018	Training Specific to the Needs of the Individual
Holt, Tammy	Assigned: 2/23/2018	ISP
Holt, Tammy	Assigned: 5/19/2018	Training Specific to the Needs of the Individual
Holt, Tammy	Assigned: 5/23/2018	ISP
Johnson, Carolyn	Assigned: 2/23/2018	Training Specific to the Needs of the Individual
Johnson, Carolyn	Assigned: 2/23/2018	ISP
Jones, Timothy	Assigned: 2/23/2018	Training Specific to the Needs of the Individual
Lee, Bessie	Assigned: 2/26/2018	ISP
Lee, Bessie	Assigned: 2/26/2018	ISP
McGee, Kennedy	Assigned: 2/23/2018	ISP Amendment
McGee, Kennedy	Assigned: 6/13/2018	ISP Amendment
McGee, Kennedy	Assigned: 2/23/2018	Training Specific to the Needs of the Individual
McGee, Kennedy	Assigned: 2/23/2018	ISP Amendment
McLester, Kristie	Assigned: 2/23/2018	Training Specific to the Needs of the Individual
McLester, Kristie	Assigned: 2/23/2018	ISP
McLester, Kristie	Assigned: 6/20/2018	ISP Amendment
McLester, Kristie	Assigned: 5/13/2018	ISP
McLester, Kristie	Assigned: 5/13/2018	Training Specific to the Needs of the Individual
Miller, Beatrice	Assigned: 2/23/2018	ISP
Miller, Beatrice	Assigned: 6/11/2018	Training Specific to the Needs of the Individual
Miller, Beatrice	Assigned: 6/11/2018	ISP
Miller, Beatrice	Assigned: 2/23/2018	Training Specific to the Needs of the Individual
Miller, Beatrice	Assigned: 2/26/2018	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 **WILKES, JARTARUS**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **02/14/2018**

Employment Status **ACTIVE**

New Employee

Community-Based Day

Wilkes, Jartarus

Miller, Beatrice	Assigned: 2/26/2018	Behavior Plan
Moore, Ryan	Assigned: 6/23/2018	ISP
Muse, Alvin	Assigned: 2/23/2018	Training Specific to the Needs of the Individual
Muse, Alvin	Assigned: 2/23/2018	ISP
Nelson, Robert	Assigned: 2/23/2018	Training Specific to the Needs of the Individual
Nelson, Robert	Assigned: 2/23/2018	ISP
Nelson, Robert	Assigned: 2/23/2018	ISP Amendment
Parker, Olivette	Assigned: 2/23/2018	Training Specific to the Needs of the Individual
Parker, Olivette	Assigned: 2/23/2018	ISP Amendment
Parker, Olivette	Assigned: 2/23/2018	ISP
Patrick, Terry	Assigned: 3/5/2018	ISP
Reagan, Tammy	Assigned: 2/26/2018	Nutrition Plan
Reagan, Tammy	Assigned: 5/25/2018	ISP Amendment
Reagan, Tammy	Assigned: 5/24/2018	Training Specific to the Needs of the Individual
Reagan, Tammy	Assigned: 2/23/2018	ISP Amendment
Reagan, Tammy	Assigned: 2/23/2018	Training Specific to the Needs of the Individual
Reagan, Tammy	Assigned: 5/24/2018	ISP
Runsvold, Philip	Assigned: 4/10/2018	Nutrition Plan
Runsvold, Philip	Assigned: 4/26/2018	ISP
Runsvold, Philip	Assigned: 4/26/2018	Training Specific to the Needs of the Individual
Thompson, Shirley	Assigned: 2/23/2018	ISP
Thompson, Shirley	Assigned: 2/23/2018	Training Specific to the Needs of the Individual
Thompson, Shirley	Assigned: 2/26/2018	ISP
Thompson, Shirley	Assigned: 2/26/2018	Training Specific to the Needs of the Individual
Thompson, Shirley	Assigned: 2/26/2018	Nutrition Plan
Williams, Gemindus	Assigned: 2/23/2018	ISP
Woods, Michael	Assigned: 2/23/2018	ISP
Woods, Ronez	Assigned: 2/23/2018	ISP Amendment
Woods, Ronez	Assigned: 2/23/2018	Training Specific to the Needs of the Individual
Woods, Ronez	Assigned: 2/23/2018	ISP
Zeis, Sheena	Assigned: 2/23/2018	ISP
Zeis, Sheena	Assigned: 2/26/2018	Nutrition Plan
Zeis, Sheena	Assigned: 2/23/2018	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 **WREN, VANESSA**

Employee's Manager **HOUSTON, RONALD**

Date of Hire: **05/13/2014**

Employment Status **ACTIVE**

New Employee

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

VEHICLE INSPECTION DUE DATE	04/01/2018
AUTO INSURANCE EXPIRATION DATE	07/27/2018

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

	Expires
CPR	9/30/2018
First Aid	9/30/2018
HIPAA	7/13/2018
Medication Administration Procedure	
OSHA	7/13/2018
Title VI	7/13/2018

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 **YAWO, BEAWO**

Employee's Manager **HOUSTON, RONALD**

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)

TRAINING THAT HAS OR IS ABOUT TO EXPIRE

Mandatory Training

Expires

Medication Administration Procedure
Title VI

7/11/2018

TSI Training not taken

Unassigned

Yawo, Beawo

Hollis, Peggy
Hollis, Peggy

Assigned: 6/30/2018
Assigned: 6/30/2018

ISP Amendment
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