

Morgan Support Services Staff Meeting Information

Date: 10/30/2019

Presenter(s):

Shawna Patterson and Russell Morgan

Attach Sign-In Sheet here:

or list attendees on the following page.

Information Covered:

|   |                             |   |                      |
|---|-----------------------------|---|----------------------|
|   | Employee benefits           |   | Cell phone policy    |
|   | Community involvement       |   | Confidentiality      |
|   | Cultural Diversity          |   | Customer service     |
| x | Documentation               |   | Facility maintenance |
|   | Health and safety           |   | Human rights         |
|   | Incident report             |   | Medication/MAR       |
|   | Person-specific info        | x | Programming          |
|   | Quality management          |   | Resource center      |
|   | Restrictive intervention    |   | Staff attendance     |
|   | Staffing coming/going       |   | Staff recognition    |
| x | Staff to staff interactions |   | Stakeholders         |
|   | Strategic plan              |   | Supported employment |
|   | Team structure              | x | Teamwork             |
|   | Training/supervision        |   | Other:               |
|   | Other:                      |   | Other:               |
|   | Other:                      |   | Other:               |
|   | Other:                      |   | Other:               |

Attach minutes here:

or write them out on the following page.

Staff Meeting Notes:

Documentation- Shawna

Filling out Behavior Data Correctly (month,year,signatures, and cross out weekends)

Describing the behaviors (antecedents) on Behavior Data Sheets

Consequences (non-restrictive interventions)

Duration of how long the behaviors last and describing in detail the different types of Behavior Data Sheets.

Programming/Staff to Staff interactions- Russell

Staff working together to resolve conflicts between each other.

Staff does not dictate who they do and do not work with.

Fall Festival

First Sip and Paint-Nov.1

Nov 15- Five Dance

Donations for the homeless- Dec.1

## Certificate Of Completion

|   |                            |
|---|----------------------------|
| Envelope Id: D40C718B0FFC4F89A7264CB7E43F48CB     | Status: Completed          |
| Subject: Staff Meeting Information Courtney Hayes |                            |
| Type: Administrative                              |                            |
| Source Envelope:                                  |                            |
| Document Pages: 2                                 | Signatures: 0              |
| Certificate Pages: 1                              | Initials: 0                |
| AutoNav: Enabled                                  | Envelope Originator:       |
| Envelopeld Stamping: Enabled                      | Courtney Hayes             |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada) | 500 Spring Garden          |
|   | Greensboro, NC 27401       |
|   | cn.hayes2016@gmail.com     |
|   | IP Address: 104.188.163.40 |

## Record Tracking

|                       |                        |                    |
|-----------------------|------------------------|--------------------|
| Status: Original      | Holder: Courtney Hayes | Location: DocuSign |
| 1/10/2020 11:26:38 AM | cn.hayes2016@gmail.com |                    |

## Signer Events

| Signature  | Timestamp                     |
|--|-------------------------------|
| Courtney Hayes                                       | Sent: 1/10/2020 11:26:50 AM   |
| cn.hayes2016@gmail.com                               | Viewed: 1/10/2020 11:26:57 AM |
| Habilitation Technician                              | Signed: 1/10/2020 11:34:10 AM |
| Morgan Support Services                              |                               |
| Security Level: Email, Account Authentication (None) |                               |

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

## In Person Signer Events

Signature

Timestamp

## Editor Delivery Events

Status

Timestamp

## Agent Delivery Events

Status

Timestamp

## Intermediary Delivery Events

Status

Timestamp

## Certified Delivery Events

Status

Timestamp

## Carbon Copy Events

Status

Timestamp

## Witness Events

Signature

Timestamp

## Notary Events

Signature

Timestamp

## Envelope Summary Events

Status

Timestamps

|                     |                  |                       |
|---------------------|------------------|-----------------------|
| Envelope Sent       | Hashed/Encrypted | 1/10/2020 11:26:50 AM |
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| Signing Complete    | Security Checked | 1/10/2020 11:34:10 AM |
| Completed           | Security Checked | 1/10/2020 11:34:10 AM |

## Payment Events

Status

Timestamps