

◀ December		January 2023					February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1 RECERT CLASSES CAN BE SCHEDULED THIS WEEK	2 HAPPY NEW YEAR! AGENCY IS CLOSED TODAY	3	4	5	6	7	
8 THE CONFERENCE ROOM IS AVAILABLE FOR ADDITIONAL TRAINING DAYS	9 <b>FIRST DAY OF INSERVICES</b> 9AM – WELCOME & REVIEW PAPERWORK 10A – FINANCIAL REVIEW LUNCH BREAK AFTER THIS INSERVICE ON-LINE TRAINING 1:00P – 3:00P	10 MANDT TRAINING 9A – 4:30P <b>BRAD ENGLEHART</b>	11 MANDT TRAINING 9A – 4:30P <b>BRAD ENGLEHART</b>	12 MTTP TRAINING 9A-1P ON-CALL INCIDENT TRAINING 1:30P BRING A LUNCH WITH YOU	13 PAY DAY MTTP TRAINING 9A-1P LUNCH BREAK 1:00P-1:30P ON-LINE TRAINING 1:30P – 3:00P	14	
15	16 MTTP TRAINING 9A-1P LUNCH BREAK 1P-1:30P PCP REVIEWS FOR DAY AND RESIDENTIAL STAFF	17 MTTP TRAINING 9A-1P LUNCH BREAK 1P-1:30P NURSING CARE PLAN REVIEWS 1:30- 3PM	18 DYSPHAGIA 9A-10A MOBILITY DEVICE SECUREMENT 10A – 2P	19 CPR/FA TRAINING 9A – 3P	20 RECERT MED CLASS 9A-1:30P 1:30P – 3P FINISH UP ONLINES OR REVIEWS	21	
22	23 ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	24 ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	25 ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	26 MANDT RECERT 9A – 4:30P <b>BRAD ENGLEHART</b> FOR CURRENT STAFF	27 PAY DAY MANDT RECERT 9A – 4:30P <b>BRAD ENGLEHART</b> FOR CURRENT STAFF	28	
29	30	31	LUNCH ORDERS CAN BE PLACED WITH THE HAPPY DAY CAFÉ LOCATED IN THE DAY PROGRAM. ORDERS AND MONEY MUST BE HANDED IN BY 9AM ON THE DAY OF THE ORDER.  <b>IN THE EVENT OF INCLIMATE WEATHER THAT WOULD CAUSE THE AGENCY TO BE ON A DELAY OR CLOSED, THE INSERVICES WILL BE RE-SCHEDULED.</b>				

# February 2023

◀ January

March ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
<b>5</b> THE CONFERENCE ROOM IS AVAILABLE FOR ADDITIONAL TRAINING DAYS  THE ROOMS HAVE SWITCHED LOCATIONS	<b>6</b> <b>FIRST DAY OF INSERVICES</b> 9AM – WELCOME & REVIEW PAPERWORK  10A – FINANCIAL REVIEW LUNCH BREAK AFTER THIS INSERVICE  ON-LINE TRAINING 1:00P – 3:00P	<b>7</b> MANDT TRAINING 9A – 4:30P BRAD ENGLEHART	<b>8</b> MANDT TRAINING 9A – 4:30P BRAD ENGLEHART	<b>9</b> MTTP TRAINING 9A-1P  ON-CALL INCIDENT TRAINING 1:30P  BRING A LUNCH WITH YOU	<b>10</b> <b>PAY DAY</b> MTTP TRAINING 9A-1P LUNCH BREAK 1:00P-1:30P  ON-LINE TRAINING 1:30P – 3:00P	<b>11</b>
<b>12</b>	<b>13</b> MTTP TRAINING 9A-1P LUNCH BREAK 1P-1:30P PCP REVIEWS FOR DAY AND RESIDENTIAL STAFF	<b>14</b> MTTP TRAINING 9A-1P LUNCH BREAK 1P-1:30P  NURSING CARE PLAN REVIEWS 1:30- 3PM	<b>15</b> DYSPHAGIA 9A-10A  MOBILITY DEVICE SECUREMENT 10A – 2P  ON-LINE TRAINING OFF AT 3P	<b>16</b> CPR/FIRST AID TRAINING 9A – 3P	<b>17</b> RECERT MED CLASS 9A-1:30P  1:30P – 3P FINISH UP ONLINES OR REVIEWS	<b>18</b>
<b>19</b>	<b>20</b> ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	<b>21</b> ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	<b>22</b> ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	<b>23</b> MANDT RECERT 9A – 4:30P FOR CURRENT STAFF	<b>24</b> <b>PAY DAY</b> MANDT RECERT 9A – 4:30P FOR CURRENT STAFF	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	LUNCH ORDERS CAN BE PLACED WITH THE HAPPY DAY CAFÉ LOCATED IN THE DAY PROGRAM. ORDERS AND MONEY MUST BE HANDED IN BY 9AM ON THE DAY OF THE ORDER.  IN THE EVENT OF INCLIMATE WEATHER THAT WOULD CAUSE THE AGENCY TO BE ON A DELAY OR CLOSED, THE INSERVICES WILL BE RE-SCHEDULED.			

March 2023						
◀ February						April ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
IN THE EVENT THAT WOULD ON A DELAY WILL BE	OF INCLIMATE CAUSE THE OR CLOSED, RESCHEDULE D	WEATHER AGENCY TO BE THE INSERVICES	1	2	3	4
5 THE CONFERENCE ROOM IS AVAILABLE FOR ADDITIONAL TRAINING DAYS	6 FIRST DAY OF INSERVICES 9AM – WELCOME & REVIEW PAPERWORK 10A – FINANCIAL REVIEW LUNCH BREAK AFTER THIS INSERVICE ON-LINE TRAINING 1:00P – 3:00P	7 MANDT TRAINING 9A – 4:30P	8 MANDT TRAINING 9A – 4:30P	9 MTTP TRAINING 9A-1P ON-CALL INCIDENT TRAINING 1:30P BRING A LUNCH WITH YOU	10 PAY DAY MTTP TRAINING 9A-1P LUNCH BREAK 1:00P-1:30P ON-LINE TRAINING 1:30P – 3:00P	11
12	13 MTTP TRAINING 9A-1P LUNCH BREAK 1P-1:30P PCP REVIEWS FOR DAY AND RESIDENTIAL STAFF	14 MTTP TRAINING 9A-1P LUNCH BREAK 1P-1:30P NURSING CARE PLAN REVIEWS 1:30- 3PM	15 MOBILITY DEVICE SECUREMENT 9A – 1P	16 DYSPHAGIA 9A- 10:30A CPR/FIRST AID TRAINING 10:30A – 3P	17 RECERT MED CLASS 9A-1:30P 1:30P – 3P FINISH UP ONLINES OR REVIEWS	18
19	20 ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	21 ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	22 ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	23 MANDT RECERT 9A – 4:30P FOR CURRENT STAFF	24 PAY DAY MANDT RECERT 9A – 4:30P FOR CURRENT STAFF	25
26	27	28	29 DOCUMENTATION CLASS 9A-12P	30	31	

April 2023						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	<b>3 FIRST DAY OF INSERVICES</b> 9AM – WELCOME & REVIEW PAPERWORK 10A – FINANCIAL REVIEW LUNCH BREAK AFTER THIS INSERVICE ON-LINE TRAINING 1:00P – 3:00P	<b>4 MANDT TRAINING 9A – 4:30P</b>	<b>5 MANDT TRAINING 9A – 4:30P</b>	<b>6 MTTP TRAINING 9A-1P</b> ON-CALL INCIDENT TRAINING 1:30P BRING A LUNCH WITH YOU	<b>7 PAY DAY</b> <b>MTTP TRAINING 9A-1P</b> LUNCH BREAK 1:00P-1:30P ON-LINE TRAINING 1:30P – 3:00P	8
9	<b>10 MTTP TRAINING 9A-1P</b> LUNCH BREAK 1P-1:30P PCP REVIEWS FOR DAY AND RESIDENTIAL STAFF	<b>11 MTTP TRAINING 9A-1P</b> LUNCH BREAK 1P-1:30P NURSING CARE PLAN REVIEWS 1:30- 3PM	<b>12 MOBILITY DEVICE SECUREMENT 9A – 1P</b>	<b>13 DYSPHAGIA 9A-10:30A</b> CPR/FIRST AID TRAINING 10:30A – 3P	<b>14 RECERT MED CLASS 9A-1:30P</b> 1:30P – 3P FINISH UP ONLINES OR REVIEWS	15
16	<b>17 ADL TRAINING 9A - 1P</b> LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	<b>18 ADL TRAINING 9A - 1P</b> LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	<b>19 ADL TRAINING 9A - 1P</b> LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	<b>20 MANDT RECERT 9A – 4:30P</b> FOR CURRENT STAFF	<b>21 PAY DAY</b> <b>MANDT RECERT 9A – 4:30P</b> FOR CURRENT STAFF	22
23	24	25	<b>26 DOCUMENTATION CLASS 9A-12P</b>	27	28	29
30	<p>LUNCH ORDERS CAN BE PLACED WITH THE HAPPY DAY CAFÉ LOCATED IN THE DAY PROGRAM. ORDERS AND MONEY MUST BE HANDED IN BY 9AM ON THE DAY OF THE ORDER.</p> <p><b>IN THE EVENT OF INCLIMATE WEATHER THAT WOULD CAUSE THE AGENCY TO BE ON A DELAY OR CLOSED, THE INSERVICES WILL BE RE-SCHEDULED.</b></p>					

May 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> <b>FIRST DAY OF INSERVICES</b>  9AM – WELCOME & REVIEW PAPERWORK  10A – FINANCIAL REVIEW LUNCH BREAK AFTER THIS INSERVICE  ON-LINE TRAINING 1:00P – 3:00P	<b>2</b>  <b>MANDT TRAINING 9A – 4:30P</b>	<b>3</b>  <b>MANDT TRAINING 9A – 4:30P</b>	<b>4</b>  <b>MTTP TRAINING 9A-1P</b>  ON-CALL INCIDENT TRAINING 1:30P  BRING A LUNCH WITH YOU	<b>5</b> <b>PAY DAY</b> <b>MTTP TRAINING 9A-1P</b> LUNCH BREAK 1:00P-1:30P  ON-LINE TRAINING 1:30P – 3:00P	<b>6</b>
<b>7</b>	<b>8</b>  <b>MTTP TRAINING 9A-1P</b> LUNCH BREAK 1P-1:30P PCP REVIEWS FOR DAY AND RESIDENTIAL STAFF	<b>9</b>  <b>MTTP TRAINING 9A-1P</b> LUNCH BREAK 1P-1:30P  NURSING CARE PLAN REVIEWS 1:30- 3PM	<b>10</b>  MOBILITY DEVICE SECUREMENT 9A – 1P	<b>11</b>  DYSPHAGIA 9A-10:30A  CPR/FIRST AID TRAINING 10:30A – 3P	<b>12</b>  RECERT MED CLASS 9A-1:30P  1:30P – 3P FINISH UP ONLINES OR REVIEWS	<b>13</b>
<b>14</b>	<b>15</b> ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P  REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	<b>16</b> ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P  REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	<b>17</b> ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P  REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	<b>18</b> <b>MANDT RECERT 9A – 4:30P</b> FOR CURRENT STAFF	<b>19</b> <b>PAY DAY</b> <b>MANDT RECERT 9A – 4:30P</b> FOR CURRENT STAFF	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b> <b>AGENCY CLOSED</b>	<b>30</b>	<b>31</b> <b>DOCUMENTATION CLASS 9A-12P</b>	LUNCH ORDERS CAN BE PLACED WITH THE HAPPY DAY CAFÉ LOCATED IN THE DAY PROGRAM. ORDERS AND MONEY MUST BE HANDED IN BY 9AM ON THE DAY OF THE ORDER.		

# June 2023

◀ May

July ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 PAY DAY	3
4 <b>NON-PAYROLL WEEK</b>	5 <b>FIRST DAY OF INSERVICES</b>  9AM – WELCOME & REVIEW PAPERWORK  10A – FINANCIAL REVIEW LUNCH BREAK AFTER THIS INSERVICE  ON-LINE TRAINING 1:00P – 3:00P	6 <b>MANDT TRAINING 9A – 4:30P</b>	7 <b>MANDT TRAINING 9A – 4:30P</b>	8 <b>MTTP TRAINING 9A-1P</b>  ON-CALL INCIDENT TRAINING 1:30P  BRING A LUNCH WITH YOU	9 <b>MTTP TRAINING 9A-1P</b> LUNCH BREAK 1:00P-1:30P  ON-LINE TRAINING 1:30P – 3:00P	10
11	12 <b>MTTP TRAINING 9A-1P</b> LUNCH BREAK 1P-1:30P PCP REVIEWS FOR DAY AND RESIDENTIAL STAFF	13 <b>MTTP TRAINING 9A-1P</b> LUNCH BREAK 1P-1:30P  NURSING CARE PLAN REVIEWS 1:30- 3PM	14 MOBILITY DEVICE SECUREMENT 9A – 1P	15 DYSPHAGIA 9A-10:30A  CPR/FIRST AID TRAINING 10:30A – 3P	16 PAY DAY  RECERT MED CLASS 9A-1:30P  1:30P – 3P FINISH UP ONLINES OR REVIEWS	17
18	19 ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	20 ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	21 ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	22 <b>MANDT RECERT 9A – 4:30P</b> FOR CURRENT STAFF	23 <b>MANDT RECERT 9A – 4:30P</b> FOR CURRENT STAFF	24
25	26	27	28 DOCUMENTATION CLASS 9A-12P	29	30 PAY DAY	

July 2023						
◀ June						August ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 <b>AGENCY CLOSED</b>	5	6	7	8
9	10 <b>FIRST DAY OF INSERVICES</b>  9AM – WELCOME & REVIEW PAPERWORK  10A – FINANCIAL REVIEW LUNCH BREAK AFTER THIS INSERVICE  ON-LINE TRAINING 1:00P – 3:00P	11  <b>MANDT TRAINING 9A – 4:30P</b>	12  <b>MANDT TRAINING 9A – 4:30P</b>	13  <b>MTTP TRAINING 9A-1P</b>  ON-CALL INCIDENT TRAINING 1:30P  BRING A LUNCH WITH YOU	14 <b>PAY DAY</b>  <b>MTTP TRAINING 9A-1P</b>  LUNCH BREAK 1:00P-1:30P  ON-LINE TRAINING 1:30P – 3:00P	15
16	17  <b>MTTP TRAINING 9A-1P</b> LUNCH BREAK 1P-1:30P PCP REVIEWS FOR DAY AND RESIDENTIAL STAFF	18  <b>MTTP TRAINING 9A-1P</b> LUNCH BREAK 1P-1:30P  NURSING CARE PLAN REVIEWS 1:30- 3PM	19	20  DYSPHAGIA 9A- 10:30A  CPR/FIRST AID TRAINING 10:30A – 3P	21  RECERT MED CLASS 9A-1:30P  1:30P – 3P FINISH UP ONLINES OR REVIEWS	22
23	24  ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P  REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	25  ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P  REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	26  ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P  REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	27  <b>MANDT RECERT 9A – 4:30P</b>  FOR CURRENT STAFF	28 <b>PAY DAY</b>  <b>MANDT RECERT 9A – 4:30P</b>  FOR CURRENT STAFF	29
30	31	LUNCH ORDERS CAN BE PLACED WITH THE HAPPY DAY CAFÉ LOCATED IN THE DAY PROGRAM. ORDERS AND MONEY MUST BE HANDED IN BY 9AM ON THE DAY OF THE ORDER.				

August 2023						
◀ July						September ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 MOBILITY DEVICE SECUREMENT 9A – 1P	3	4	5
6	7 <b>FIRST DAY OF INSERVICES</b>  9AM – WELCOME & REVIEW PAPERWORK  10A – FINANCIAL REVIEW LUNCH BREAK AFTER THIS INSERVICE  ON-LINE TRAINING 1:00P – 3:00P	8 <b>MANDT TRAINING 9A – 4:30P</b>	9 <b>MANDT TRAINING 9A – 4:30P</b>	10 <b>MTTP TRAINING 9A-1P</b>  ON-CALL INCIDENT TRAINING 1:30P  BRING A LUNCH WITH YOU	11 <b>PAY DAY</b> <b>MTTP TRAINING 9A-1P</b> LUNCH BREAK 1:00P-1:30P  ON-LINE TRAINING 1:30P – 3:00P	12
13	14 <b>MTTP TRAINING 9A-1P</b> LUNCH BREAK 1P-1:30P PCP REVIEWS FOR DAY AND RESIDENTIAL STAFF	15 <b>MTTP TRAINING 9A-1P</b> LUNCH BREAK 1P-1:30P  NURSING CARE PLAN REVIEWS 1:30- 3PM	16 MOBILITY DEVICE SECUREMENT 9A – 1P	17 DYSPHAGIA 9A- 10:30A  CPR/FIRST AID TRAINING 10:30A – 3P	18 <b>RECERT MED CLASS 9A-1:30P</b>  1:30P – 3P FINISH UP ONLINES OR REVIEWS	19
20	21 <b>ADL TRAINING 9A - 1P</b> LUNCH BREAK 1P-1:30P <b>REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS</b>	22 <b>ADL TRAINING 9A - 1P</b> LUNCH BREAK 1P-1:30P <b>REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS</b>	23 <b>ADL TRAINING 9A - 1P</b> LUNCH BREAK 1P-1:30P <b>REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS</b>	24 <b>MANDT RECERT 9A – 4:30P</b> FOR CURRENT STAFF	25 <b>PAY DAY</b> <b>MANDT RECERT 9A – 4:30P</b> FOR CURRENT STAFF	26
27	28	29	30 <b>DOCUMENTATION CLASS 9A-12P</b>	31	LUNCH ORDERS CAN BE PLACED WITH THE HAPPY DAY CAFÉ LOCATED IN THE DAY PROGRAM. ORDERS AND MONEY MUST BE HANDLED IN BY 9AM ON THE DAY OF THE ORDER.	

September 2023						
◀ August						October ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 <b>AGENCY CLOSED</b>	5	6	7	8 PAY DAY	9
10 <b>NON- PAYROLL WEEK</b>	11 <b>FIRST DAY OF INSERVICES</b>  9AM – WELCOME & REVIEW PAPERWORK  10A – FINANCIAL REVIEW LUNCH BREAK AFTER THIS INSERVICE  ON-LINE TRAINING 1:00P – 3:00P	12 <b>MANDT TRAINING 9A – 4:30P</b>	13 <b>MANDT TRAINING 9A – 4:30P</b>	14 <b>MTTP TRAINING 9A-1P</b>  ON-CALL INCIDENT TRAINING 1:30P  BRING A LUNCH WITH YOU	15 <b>MTTP TRAINING 9A-1P</b>  LUNCH BREAK 1:00P-1:30P  ON-LINE TRAINING 1:30P – 3:00P	16
17	18 <b>MTTP TRAINING 9A-1P</b>  LUNCH BREAK 1P-1:30P  PCP REVIEWS FOR DAY AND RESIDENTIAL STAFF	19 <b>MTTP TRAINING 9A-1P</b>  LUNCH BREAK 1P-1:30P  NURSING CARE PLAN REVIEWS 1:30- 3PM	20 <b>MOBILITY DEVICE SECUREMENT 9A – 1P</b>	21 <b>DYSPHAGIA 9A- 10:30A</b>  <b>CPR/FIRST AID TRAINING 10:30A – 3P</b>	22 PAY DAY  <b>RECERT MED CLASS 9A-1:30P</b>  1:30P – 3P FINISH UP ONLINES OR REVIEWS	23
24	25 <b>ADL TRAINING 9A - 1P</b>  LUNCH BREAK 1P-1:30P  REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	26 <b>ADL TRAINING 9A - 1P</b>  LUNCH BREAK 1P-1:30P  REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	27 <b>ADL TRAINING 9A - 1P</b>  LUNCH BREAK 1P-1:30P  REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	28 <b>MANDT RECERT 9A – 4:30P</b>  FOR CURRENT STAFF	29 <b>MANDT RECERT 9A – 4:30P</b>  FOR CURRENT STAFF	30

◀ September		October 2023					November ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	<b>2 FIRST DAY OF INSERVICES</b>  9AM – WELCOME & REVIEW PAPERWORK  10A – FINANCIAL REVIEW LUNCH BREAK AFTER THIS INSERVICE  ON-LINE TRAINING 1:00P – 3:00P	<b>3</b>  <b>MANDT TRAINING 9A – 4:30P</b>	<b>4</b>  <b>MANDT TRAINING 9A – 4:30P</b>	<b>5</b>  <b>MTTP TRAINING 9A-1P</b>  ON-CALL INCIDENT TRAINING 1:30P  BRING A LUNCH WITH YOU	<b>6 PAY DAY</b>  <b>MTTP TRAINING 9A-1P</b>  LUNCH BREAK 1:00P-1:30P  ON-LINE TRAINING 1:30P – 3:00P	7	
8	<b>9</b>  <b>MTTP TRAINING 9A-1P</b>  LUNCH BREAK 1P-1:30P PCP REVIEWS FOR DAY AND RESIDENTIAL STAFF	<b>10</b>  <b>MTTP TRAINING 9A-1P</b>  LUNCH BREAK 1P-1:30P  NURSING CARE PLAN REVIEWS 1:30- 3PM	<b>11</b>  MOBILITY DEVICE SECUREMENT 9A – 1P	<b>12</b>  DYSPHAGIA 9A-10:30A  CPR/FIRST AID TRAINING 10:30A – 3P	<b>13</b>  RECERT MED CLASS 9A-1:30P  1:30P – 3P FINISH UP ONLINES OR REVIEWS	14	
15	<b>16</b>  ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P  REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	<b>17</b>  ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P  REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	<b>18</b>  ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P  REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	<b>19</b>  <b>MANDT RECERT 9A – 4:30P</b>  FOR CURRENT STAFF	<b>20 PAY DAY</b>  <b>MANDT RECERT 9A – 4:30P</b>  FOR CURRENT STAFF	21	
22	23	24	<b>25</b>  DOCUMENTATION CLASS 9A-12P	26	27	28	
29	<b>30</b>  <b>INSERVICES BEGIN SEE NOVEMBER CALENDAR</b>	31	LUNCH ORDERS CAN BE PLACED WITH THE HAPPY DAY CAFÉ LOCATED IN THE DAY PROGRAM. ORDERS AND MONEY MUST BE HANDED IN BY 9AM ON THE DAY OF THE ORDER.				

November 2023						
◀ October						December ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>29</b> <b>OCTOBER</b>	<b>30</b> <b>FIRST DAY OF INSERVICES</b>  9AM – WELCOME & REVIEW PAPERWORK  10A – FINANCIAL REVIEW LUNCH BREAK AFTER THIS INSERVICE  ON-LINE TRAINING 1:00P – 3:00P	<b>31</b>  <b>MANDT TRAINING 9A – 4:30P</b>	<b>1</b>  <b>MANDT TRAINING 9A – 4:30P</b>	<b>2</b>  <b>MTTP TRAINING 9A-1P</b>  ON-CALL INCIDENT TRAINING 1:30P  BRING A LUNCH WITH YOU	<b>3</b> <b>PAY DAY</b>  <b>MTTP TRAINING 9A-1P</b> LUNCH BREAK 1:00P-1:30P  ON-LINE TRAINING 1:30P – 3:00P	<b>4</b>
<b>5</b>	<b>6</b>  <b>MTTP TRAINING 9A-1P</b> LUNCH BREAK 1P-1:30P PCP REVIEWS FOR DAY AND RESIDENTIAL STAFF	<b>7</b>  <b>MTTP TRAINING 9A-1P</b> LUNCH BREAK 1P-1:30P  NURSING CARE PLAN REVIEWS 1:30- 3PM	<b>8</b>  MOBILITY DEVICE SECUREMENT 9A – 1P	<b>9</b>  DYSPHAGIA 9A-10:30A  CPR/FIRST AID TRAINING 10:30A – 3P	<b>10</b>  RECERT MED CLASS 9A-1:30P  1:30P – 3P FINISH UP ONLINES OR REVIEWS	<b>11</b>
<b>12</b>	<b>13</b>  ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	<b>14</b>  ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	<b>15</b>  ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	<b>16</b>  MANDT RECERT 9A – 4:30P FOR CURRENT STAFF	<b>17</b> <b>PAY DAY</b>  MANDT RECERT 9A – 4:30P FOR CURRENT STAFF	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>  DOCUMENTATION CLASS 9A-12P	<b>23</b>  <b>AGENCY CLOSED</b>	<b>24</b>  <b>AGENCY CLOSED</b>	<b>25</b>
<b>26</b>	<b>27</b>  <b>INSERVICES BEGIN SEE DECEMBER CALENDAR</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>LUNCH ORDERS CAN BE PLACED WITH THE HAPPY DAY CAFÉ LOCATED IN THE DAY PROGRAM. ORDERS AND MONEY MUST BE HANDED IN BY 9AM ON THE DAY OF THE ORDER.</b>	

December 2023						
◀ November						January ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>NOVEMBER</b>	<b>27</b> <b>FIRST DAY OF INSERVICES</b>  9AM – WELCOME & REVIEW PAPERWORK  10A – FINANCIAL REVIEW LUNCH BREAK AFTER THIS INSERVICE  ON-LINE TRAINING 1:00P – 3:00P	<b>28</b>  <b>MANDT TRAINING 9A – 4:30P</b>	<b>29</b>  <b>MANDT TRAINING 9A – 4:30P</b>	<b>30</b>  <b>MTTP TRAINING 9A-1P</b>  ON-CALL INCIDENT TRAINING 1:30P  BRING A LUNCH WITH YOU	<b>1</b> <b>PAY DAY</b>  <b>MTTP TRAINING 9A-1P</b>  LUNCH BREAK 1:00P-1:30P  ON-LINE TRAINING 1:30P – 3:00P	<b>2</b>
<b>3</b>	<b>4</b>  <b>MTTP TRAINING 9A-1P</b> LUNCH BREAK 1P-1:30P PCP REVIEWS FOR DAY AND RESIDENTIAL STAFF	<b>5</b>  <b>MTTP TRAINING 9A-1P</b> LUNCH BREAK 1P-1:30P  NURSING CARE PLAN REVIEWS 1:30- 3PM	<b>6</b>  MOBILITY DEVICE SECUREMENT 9A – 1P	<b>7</b>  DYSPHAGIA 9A-10:30A  CPR/FIRST AID TRAINING 10:30A – 3P	<b>8</b>  RECERT MED CLASS 9A-1:30P  1:30P – 3P FINISH UP ONLINES OR REVIEWS	<b>9</b>
<b>10</b>	<b>11</b>  ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	<b>12</b>  ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	<b>13</b>  ADL TRAINING 9A - 1P LUNCH BREAK 1P-1:30P REPORT TO DEPT SUPERVISOR FOR FURTHER INSTRUCTIONS	<b>14</b>  <b>MANDT RECERT 9A – 4:30P FOR CURRENT STAFF</b>	<b>15</b> <b>PAY DAY</b>  <b>MANDT RECERT 9A – 4:30P FOR CURRENT STAFF</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> DOCUMENTATION CLASS 9A-12P	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> <b>PAY DAY</b>	<b>30</b>
<b>31</b>	<b>JANUARY 2024 INSERVICES WILL BEGIN ON MONDAY THE 8<sup>TH</sup></b>  LUNCH ORDERS CAN BE PLACED WITH THE HAPPY DAY CAFÉ LOCATED IN THE DAY PROGRAM. ORDERS AND MONEY MUST BE HANDED IN BY 9AM ON THE DAY OF THE ORDER.					