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| Review of Previous Week: (insert date) Click or tap to enter a date. |
| **Topic** |  | **Responsible Person** |
| Incident Reports | Click or tap here to enter text. | Karen |
| Maintenance Issues  | Click or tap here to enter text. | Ronnie |
| Facility’s appointments (who was in the building and outcomes) | Click or tap here to enter text. | Donna |
| Staffing concerns | Click or tap here to enter text. | Karen |
| Completed or updated Behavior Support Plans and reviews | Click or tap here to enter text. | Michelle |
| Mental Health and Medical Appointments | Click or tap here to enter text. | Michelle/Karen |
| Cash flow-to Greg and past due A/R-to Donna | Click or tap here to enter text. | Carol |
| Upcoming Week: (insert date) Click or tap to enter a date. |
| **Topic** |  | **Responsible Person** |
| St. Ann wide schedule | Click or tap here to enter text. | Tom/Karen |
| Activity Schedule | Click or tap here to enter text. | Dawna |
| Appointments | Click or tap here to enter text. | Michelle/Karen |
| Menu | Click or tap here to enter text. | Ron |
| Maintenance Schedule  | Click or tap here to enter text. | Ronnie |
| Move in/outs | Click or tap here to enter text. | Tom/Karen |
| Potential Resident concerns (SUD) | Click or tap here to enter text. | Tom/Karen |
| Facility’s appointments (who is due to be in the building/HCS/DOH/Vendors) | Click or tap here to enter text. | Donna |