

Sonoma County Job Link



Integrated Services

Friday Update

Date 10/17/08

- ✚ **Kathy's return:** You must have crossed all those fingers and toes – Kathy is back! Job Link is taking a collective breath of relief and welcomes her back wholeheartedly! Thank you to all the Managers who supported the Job Link staff during her absence and continue to do so while Kathy is transitioning back into her work. She will be working four hours per day until 10/24 and then she'll resume her full time schedule (pending medical permission).

- ✚ **JTA Case Notes:** It has been decided that all staff including partners that have access to JTA will put their own case notes into JTA anytime they see a client **after Welcome**. In other words, if a staff member assists a client who already has a blue dot on their scan card, they need to go into JTA and document what has taken place. If you need information on how to use JTA, please contact your supervisor.

- ✚ **Mandatory Forms:** Starting Monday, October 20, 2008 the following three forms will be attached to the Welcome Form and **briefly** explained during orientation:
 - *Authorization for Release of Confidential Information*
 - *Non-Discrimination and Equal Opportunity Notice*
 - *Grievance and Complaint Procedure*

Clients will be asked to read these forms while they are waiting for a Welcome Team Member, who will review the forms during the Welcome process. Clients need to sign all papers after their questions have been answered.

Creativity is inventing, experimenting, growing, taking risks,
breaking rules, making mistakes, and having fun.

Mary Lou Cook