

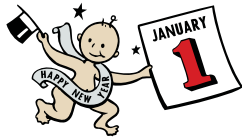



PEAK

Community Services

Creating Opportunities / Supporting Success

www.peakcommunity.com

January 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 NEW YEAR'S DAY AGENCY HOLIDAY 	2	3 8:00 Let Us "Peak" Your Interest Tour Logansport	4 3:45-4:45 Jammin' for Joy! Band Practice	5
6	7	8 9:00 Admin Team 10:00 PAYROLL DUE 11-1 Anita's C/Q Meeting 1:00 "PEAK" Team Winamac 5:00 Board Meeting	9	10 9:00 Let Us "Peak" Your Interest Tour Winamac	11 PAYDAY 3:45-4:45 Jammin' for Joy! Band Practice 	12
New Employee Orientation 8:00 - 5:00						
13	14 8:00-12:00 Wellness Coach in Winamac 10:30 CL Staff	15 9:00 Admin Team 2:30 Self Advocates of Cass County	16 8:15 Med Error & Incident Reporting Committee 9:00 Training Committee 12:00 Consumer Complaints	17 1:00 - 4:00 Wellness Coach In Logansport 4:00 - 6:00 Document Destruction Open House	18 3:45-4:45 Jammin' for Joy! Band Practice	19
20	21 Martin Luther King Jr. Birthday 	22 9:00 Admin Team 10:00 PAYROLL DUE	23	24 9:00 Management Team	25 PAYDAY 3:45-4:45 Jammin' for Joy! Band Practice 	26
New Employee Orientation 8:00 - 5:00						
27	28 9:00 - 12:00 Wellness Coach In Logansport	29 9:00 Admin Team	30	31		

New Employee Orientation

Monday

8:00 - Welcome
9:30 - Respect & Dignity
10:30 - Abuse & Neglect
1:00 - BDDS Incident Reporting
1:30 - Communication
2:30 - Person Centered Planning
4:00 - Goals & Objectives

Tuesday

8:00 - CPR
1:00 First Aid

Wednesday

8:00 - Personnel Policy Review
10:00 - Driver's Training
11:00 - IT
1:00 - Safety

Thursday

8:00 - Bloodborne Pathogens / Universal Precautions
9:00 - Med Core A & B
1:00 - Med Core A & B Cont.

Friday

8:00 - CPI

Peak Community Services has received a grant to purchase Braille Translation software and an Embosser. With these items we will be able to allow persons who are blind or visually impaired, and who read Braille, to be actively involved in the support we provide. We will also be making this service available at no charge to all not-for-profit agencies in Cass and Pulaski Counties.