



# Creative Empowerment Opportunities

“Empowering People for Success”

## MONTHLY COMMUNICATION RECORD

Name: \_\_\_\_\_ Month/Year: \_\_\_\_\_

Communication is an important aspect in providing quality services. The following information is being provided with the intent that it will enhance communication between C.E.O. and the home and assist in handling concerns in a timely manner. If you have any questions, please contact your Program Manager, Supervisor or Assistant Manager.

- |  |   |
|--|---|
| _____ C.E.O. Anchorville (586)716-9920 | _____ C.E.O. Clinton Twp. (586)569-4250 |
| _____ C.E.O. Mt. Clemens (586)493-9715 | _____ C.E.O. Washington (586)935-1500   |
| _____ C.E.O. Shelby (586)254-5056      | _____ C.E.O. Westland (734) 727-0872    |
| _____ C.E.O. Pontiac (248)858-7847     |   |

**SERVICES RECEIVED:**

(CHECK ALL THAT APPLY)

Facility Based Skill Building     Community Based Skill Building     Supported Employment

**Positive growth experience observed this month:**

\_\_\_\_\_

\_\_\_\_\_

**Authorization Issues:** \_\_\_\_\_

**FRIENDLY REMINDERS:**

- ☺ To ensure Individuals Served safety, please remember no glass containers are allowed at C.E.O.
- ☺ Please send in lunches that are properly prepared according to dietary guidelines and that do not need to be heated.
- ☺ Some locations provide a scheduled “hot lunch” each month; please see the “Creatively Speaking” newsletter each month as it provides a detailed description of the cost, what is on the menu, and when the money is due.
- ☺ Transportation runs on a tight schedule. In order to provide Individuals Served the fullest benefit of services, our driver’s have a 5 minute “window” of time they can wait at each location.
- ☺ Please ensure that we have all updated contact numbers available for emergencies.
- ☺ Please be prepared for the weather—sunscreen, sunglasses, hats, gloves...etc. Building closures will be posted on all local channels.

Medication(s) are running low; please send in a new supply

**Monitoring Personnel**

**Date**

