

## Meet and Greets for Supported Employment

1. Enter a participant name in the client selector on the dashboard.



Meet and Greet  
SE and Pre Voc

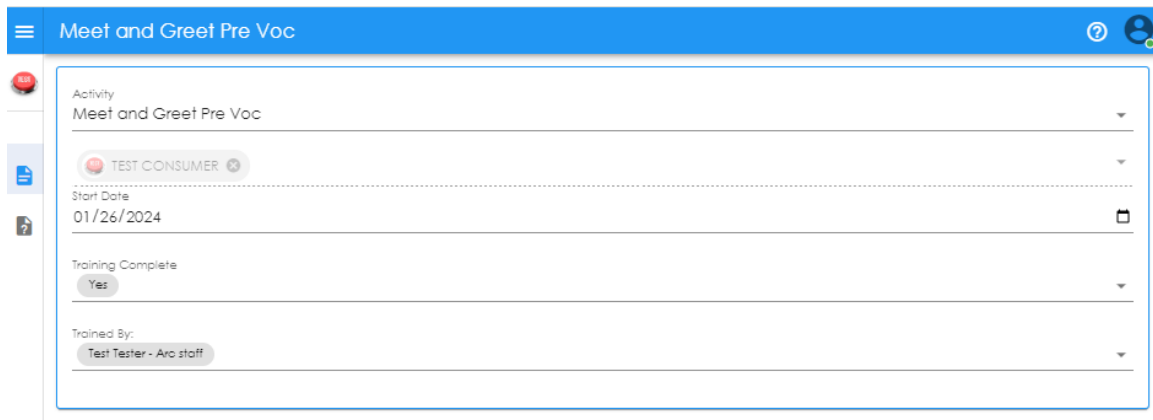
2. Click the “Meet and Greet SE and Pre Voc” image.
3. Choose “Meet and Greet Pre Voc” from the Activity drop down.



The screenshot shows a software interface for an 'Event Note'. The title bar is blue and contains a hamburger menu icon, the text 'Event Note', and a search icon. Below the title bar is a form with a red 'STOP' button on the left. The form has three input fields: 'Activity' with a dropdown arrow, 'Start Date' with a calendar icon, and a third empty field. The 'Activity' dropdown is open, showing 'Meet and Greet Pre Voc' as the selected option. The 'Start Date' field contains the text '01/26/2024'.

4. Select the Start Date of the Meet and Greet. The default date is set to today. You can type or use the calendar option.
5. Choose Yes or No for Training Complete
6. Enter the first and last name of the person who trained you + their relationship to the participant.

### Example- Test Tester – Arc staff



Meet and Greet Pre Voc

Activity  
Meet and Greet Pre Voc

TEST CONSUMER

Start Date  
01/26/2024

Training Complete  
Yes

Trained By:  
Test Tester - Arc staff

### How to complete the Training Checklist

To finish your note, the next step is completing the training checklist. Click on the question mark icon and a new page will open. The icon location is in the side panel menu on the far-left side.

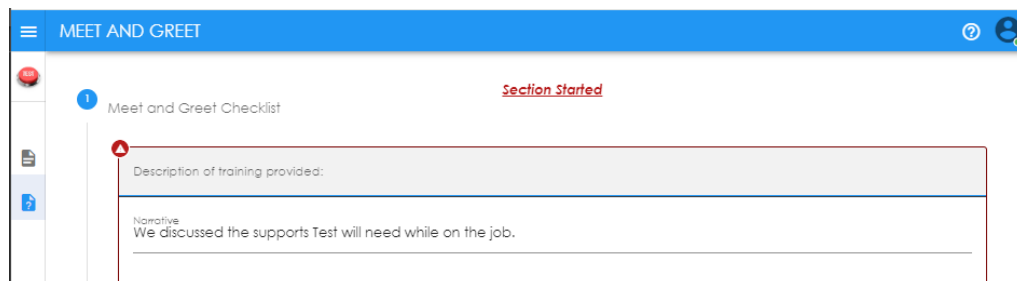


= Q and A Form

Click on the heading called **Meet and Greet Checklist**. This will open a new field. Click on the word- Narrative - and record a short description of the meeting.

 **Meet and Greet Checklist**  
Required: 1

**Example- We discussed the supports Test will need while on the job.**



MEET AND GREET

Section Started

1 Meet and Greet Checklist

Description of training provided:

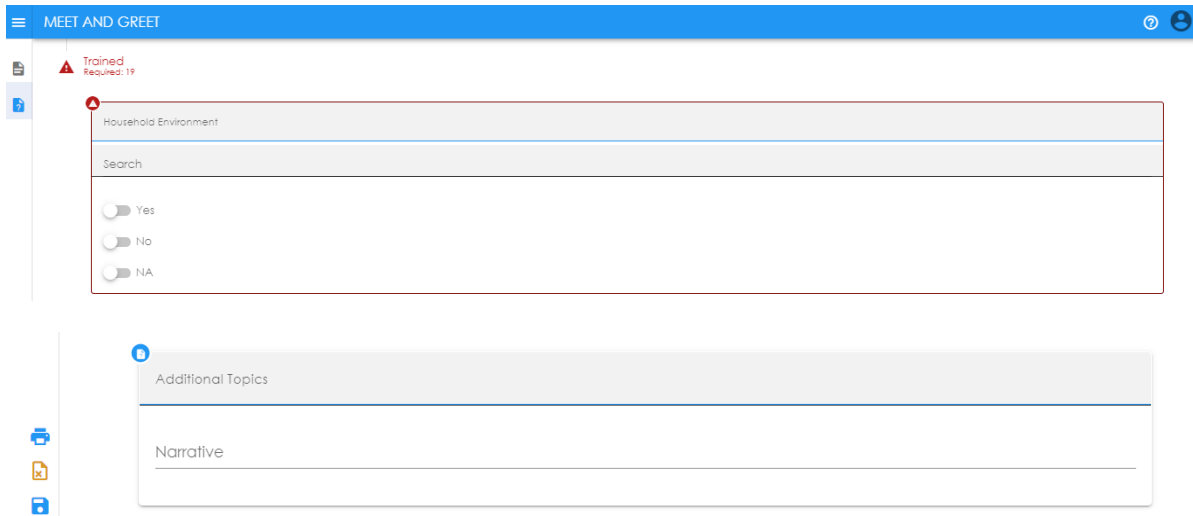
Narrative  
We discussed the supports Test will need while on the job.

Click on the heading labeled **Trained**.

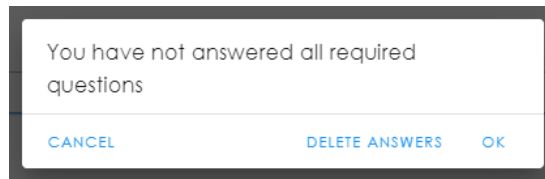


Turn the dial on for each training item (Yes or No) according to if you trained on the item or not. If it does not apply, turn the dial to N/A. An example of N/A would be if Test did not have seizures.

If you wish to add Additional Topics, you can type additional information in the last section as shown below.

A screenshot of a web application interface titled "MEET AND GREET". At the top left, there is a blue header bar with a hamburger menu icon and the text "MEET AND GREET". Below the header, on the left side, there is a vertical sidebar with several icons. The main content area features a red warning icon and the text "Trained Required: 19". Below this, there is a section titled "Household Environment" with a search bar and three radio button options: "Yes", "No", and "NA". Below the "Household Environment" section, there is a section titled "Additional Topics" with a text input field labeled "Narrative".

Click **Finish**. The documentation will be saved and automatically closed. If you missed one or more questions, you would see a message prompting you to re-review the note.



Click OK and then return to the note and locate what was missed, re-submit the note.