

Meet and Greet for Supported Employment

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



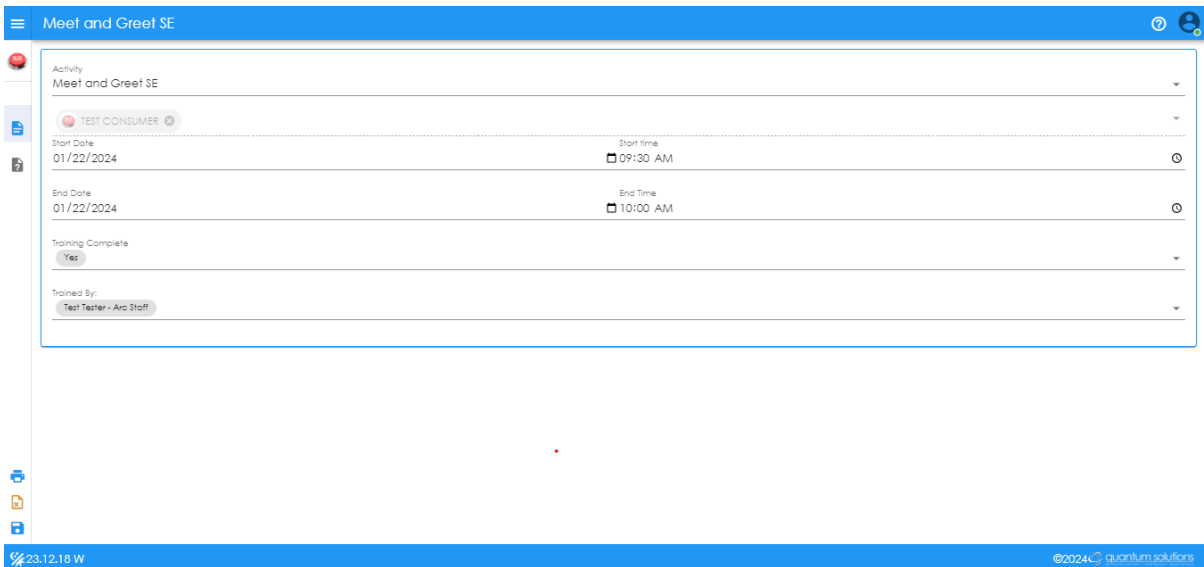
2. Click the “Meet and Greet SE and Pre Voc” image.
3. Choose “Meet and Greet SE” from the Activity drop down.



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', a question mark icon, and a user profile icon. Below the title bar is a red notification bell icon. The main content area is a white box with a blue border. It contains a dropdown menu labeled 'Activity' with a downward arrow. Below the dropdown is a 'Start Date' field with the value '01/22/2024' and a calendar icon to its right.

4. Select the **Start Date** of the Meet and Greet. The default date is set to today.
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 SE

Activity
Meet and Greet SE

TEST CONSUMER


Start Date: 01/22/2024 Start Time: 09:30 AM

End Date: 01/22/2024 End Time: 10:00 AM

Training Complete: Yes

Trained By: Test Teacher - Arc Staff

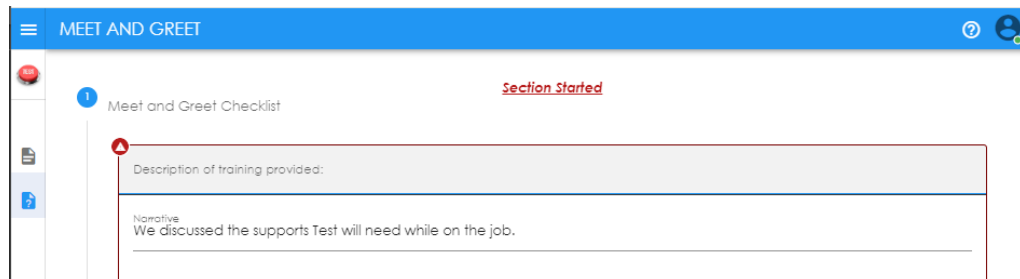
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 **Q and A Form-** Click on the question mark icon and complete the rest of the checklist. The icon location is in the side panel menu on the far-left side.

- 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

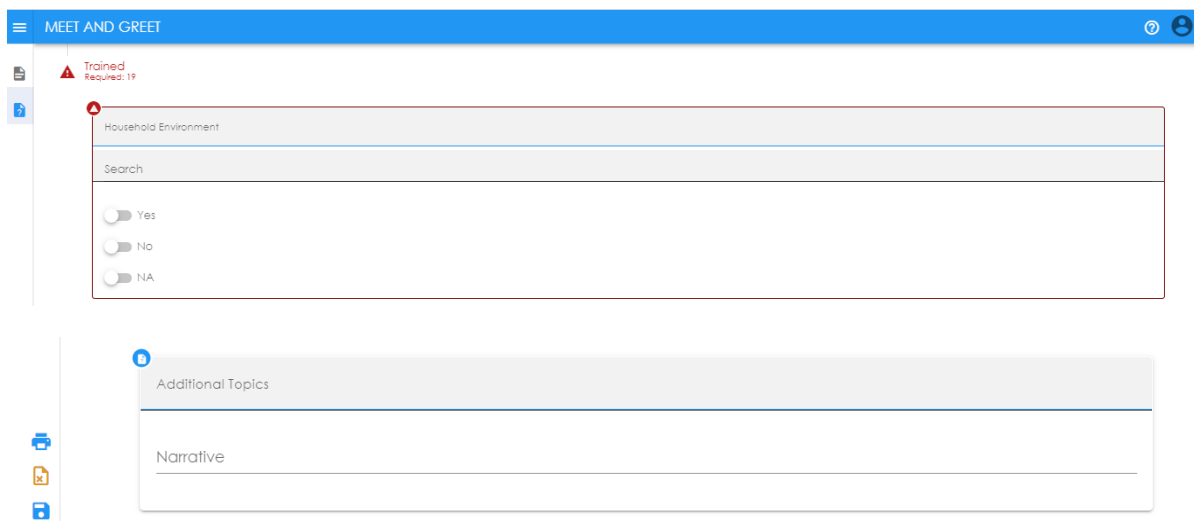
1 Meet and Greet Checklist Section Started

Description of training provided:

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

8. 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". The interface has a blue header bar with a menu icon on the left and a refresh/undo icon on the right. Below the header, there is a sidebar with icons for a document, a question mark, a printer, a keyboard, and a folder. The main content area is divided into two sections. The top section is titled "Household Environment" and contains a search bar and three toggle switches labeled "Yes", "No", and "NA". The bottom section is titled "Additional Topics" and contains a text input field labeled "Narrative". A red warning icon and "Trained Required: 19" are visible in the top left corner of the main content area.

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