



Staff Monthly Meeting Agenda

Home/Facility: Sheffield

Meeting 1

Start Time: 2:00pm

Date: 3/12/21

Meeting 2

End Time: \_\_\_\_\_

Staff Present:

- 1. Cheyenne Poet 16. \_\_\_\_\_
- 2. Elizabeth Steman 17. \_\_\_\_\_
- 3. Amber Slater 18. \_\_\_\_\_
- 4. Jaclyn Ellis 19. \_\_\_\_\_
- 5. Lettie Simons 20. \_\_\_\_\_
- 6. Mandee Thompson 21. \_\_\_\_\_
- 7. Gabby Williams 22. \_\_\_\_\_
- 8. Brynn Hatto 23. \_\_\_\_\_
- 9. Nicole Harris 24. \_\_\_\_\_
- 10. Raeanne Swank 25. \_\_\_\_\_
- 11. Lola Owens-Pawaga 26. \_\_\_\_\_
- 12. August Pregitzer 27. \_\_\_\_\_
- 13. \_\_\_\_\_ 28. \_\_\_\_\_
- 14. \_\_\_\_\_ 29. \_\_\_\_\_
- 15. \_\_\_\_\_ 30. \_\_\_\_\_

Staff Absent (Excused)

Lissa Shephard

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\_\_\_\_\_

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\_\_\_\_\_

Staff Absent (Not Excused)

Amanda Sabin

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## Staff Monthly Meeting Agenda

### Household Maintenance Issues:

Must be reported asap so that it can be fixed as quickly as possible. DO NOT SAY IM NOT DOING ANYTHING TODAY OR THATS NOT MY JOB. It is everybodys job to do appointments, clean, outings, dishes, clean, garbage, showers, etc.

### Resident Issues/Concerns (Programs - Progress):

1:1 policy

*please do not feed residents drinks in bowls.*

### Staff Issues/Scheduling Issues:

Scheduled are done a month in advance. Please let me know when you need off so that we are not scrambling to find someone to cover your shift. I will not approve anyone to swich over the weekend.

### ~~Special Announcements:~~

*please drive safe in the van*

### Review of Emergency Plan (Review of fire & tornado drills, past/upcoming, evacuation procedures, etc.)

Last fire drill had a really good time on it. Make sure you are following the proper exit routes according to where the residents are in the home.



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Medical Concerns (Appointments, Reviews, etc):

please make sure that everything is together so that it is not being searched for right before the appointment. We should be arriving to all appointments on time with the proper documentation in hand.

Diagnosis Update Since Last Meeting:

none

Documentation Issues (Review of ER's, IR's, and Chart Note Examples that are good):

Please do all of your documentation. It is looking better. The program notes you should include what you did with them throughout the day.

Cleaning Duties:

clothing should be put away either hung up in the closet or in the dresser drawers. Clothing does not belong on top of the dressers, on beds, in the chairs, etc. Do not over stuff the dresser and DO NOT WASH RESIDENTS CLOTHING WITH RAGS AND OR MOP HEADS. RESIDENT CLOTHING IS BEING DESTROYED.

Review of PCP, Behavior Plan Change & In-Services:

Ashley BTP will at some point be removed. Remember that Ashley should be weighed everyday.



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Policy Review for the Month (refer to calendar):

\* Follow form sent by Melissa Williams

\* Phone Policy  
\* When calling off

~~Mental Health Awareness:~~

\* Food in Home - we can not eat what we want when we want. 3rds eat with residents at breakfast and 1st at lunch and dinner.  
\* Please don't pick up shifts just to call off.

~~TJC Review :~~

\* Sign annual health review

Enhanced Staffing Review:

Residents on Enhanced Staffing

How Many Hours a Day

Betty Flowers (medical purposes)

24 hours a day (arms length)

Birthdays This Month:

Residents

Staff

Timothy Fitzsimmons was the 10th

Rayanne Swank was the 9th

Nicole Harris is the 19th

# Meeting Agenda Items for Monthly Staff Meeting

March 2021

**Note: These Discussion Points need to be added to your Agenda's each month prior to uploading in Clarity-All of these highlights and more are recorded and will be added to the Systems Index and/or in the chat in Teams to review for those staff that was not present for the Systems Call or able to attend the staff meeting. It is their responsibility to review if they are not attending one or the other.**

## Training:

- Must be completed within initial 30 days of hire or will be recommended to remove from the schedule. 2021 Annual Refresher Training is required of all Beacon Employees hired prior to February 1, 2021.
- DMA Training: All Field Associates must be retrained by 3/31/2021.
  - Employee trainings – working with trainers to get initial trainings done within the first 30 days, especially initial classroom ORR.
  - Do not schedule people during their training times
  - Initial ORR trainings by zoom/Teams –
    - Cannot be driving, distracted, etc.
    - Must have camera on, be attentive
    - Cannot share the session with another employee
    - Will be kicked out of the session and must retake it if it is noted that the staff is doing anything other than participating

## Human Resources:

- Staffing needs: Managers should discuss staffing needs with District Directors. District Directors should put staffing orders into Clarity.
- Systems and Process Guide is in ADP.

## Labor and Scheduling:

- Review: Punch Detail Report, Punch Transfers, Attendance Tracking, COVID-related absences.

## Compliance:

- **COVID-19:**
  - COVID-19 Reporting Form is in Clarity. Everyone is expected to use this form starting 3/1.
  - Vaccine schedule is located [here](#). Please check frequently for new clinics.
    - HM: have staff complete the pharmacy forms (located in Basecamp), get consent from residents, and write the names at the top of the form.
    - Forms must be scanned all together to Donna Cornwell and cc'd to Melissa Williams 2 days prior to the scheduled clinics.
  - COVID-19 questions: [covid19info@beaconspecialized.org](mailto:covid19info@beaconspecialized.org)
  - Visitation Order guidelines: our safety and screening processes have not changed. All visits must be scheduled, and virtual visits are strongly recommended. Specific guidance has been communicated to large group homes (Wavecrest, The Oaks, Beacon Springs East & West).
- OSHA Calls: unannounced calls being made to the home. Whoever answers will be asked to get on a Teams video call either on their phone or laptop.
- Review Fraud, fraudulent documentation examples
- NextStep: Stay up to date with Items Due list in Next Step and make they items are completed prior to sealing them. We are seeing situations where Items Due list is up to date, but the docs are not in Next Step or completed.

- Satisfaction Surveys start 3/1. Face Sheets must be up to date for CMH, guardian contacts, and family contacts as well as the date the Resident transferred to the home (there is a section at the top that needs to be updated when an internal transfer occurs)
- 2021 Resident Care Agreements: the rate for 2021 is \$907.50.
- Monthly drill and documentation compliance: submit your drills and documentation.
- Update postings in your home:
  - COVID-19 Decision Tree (updated to include post-vaccination guidance)
  - HOM-Poster Checklist (this does not need to be posted, but should be used as a reference to what has been updated and where the postings are supposed to be)
  - Behavioral Health Care National Patient Safety Goals
  - Handwashing Poster
  - HIPAA Poster
  - Medication Exceptions Definitions
  - Visitation Order
  - Pain Management Clinic Information
  - Always/Never List
- Policy review:
  - Clinical/Medical on-call
  - Person Centered Planning/IPOS
  - Organization and Code of Ethics
  - Visitors (staff) in the Home
  - Voluntary Work Preparatory Program
  - Resident Mail, Phone and Visits

**Medical:**

- EMAR:
  - Never edit a medication. Always discontinue and reenter the medication.
  - When entering a medication, times must be added through EMAR, not the med plan section.
  - Medications that need to be passed right away: put the start time later than the current time.
  - Sliding scale dose issue has been resolved.
- PRN: reasons other than pain have been added to this section.
- Review: process for late medication pass.
- Review: uploading infection control logs. Logs must be marked as "Staff" or "Residents."

**Clinical:**

- Tablets will be distributed to the homes. Read the full policy on Basecamp: *IM-005: Computer and Internet Access.*
- Medical and clinical on-call process re-established