



Staff Monthly Meeting Agenda

Home/Facility: Martemucci

Meeting 1

Start Time: 9:30am

Date: 04/07/2021

Meeting 2

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

Staff Present:

- |                            |           |
|----------------------------|-----------|
| 1. <u>Michcalla Ray</u>    | 16. _____ |
| 2. <u>Shelia Butler</u>    | 17. _____ |
| 3. <u>Elizabeth Stamen</u> | 18. _____ |
| 4. <u>George Stevens</u>   | 19. _____ |
| 5. <u>Sue Seffernic</u>    | 20. _____ |
| 6. <u>Gregg Eubanks</u>    | 21. _____ |
| 7. <u>Faith Miller</u>     | 22. _____ |
| 8. _____                   | 23. _____ |
| 9. _____                   | 24. _____ |
| 10. _____                  | 25. _____ |
| 11. _____                  | 26. _____ |
| 12. _____                  | 27. _____ |
| 13. _____                  | 28. _____ |
| 14. _____                  | 29. _____ |
| 15. _____                  | 30. _____ |

Staff Absent (Excused)

Staff Absent (Not Excused)

Adam Tucker-Stein

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## Staff Monthly Meeting Agenda

Medical Concerns (Appointments, Reviews, etc):

Lots of upcoming appointments

Diagnosis Update Since Last Meeting:

TV Costentix shots

COVID

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

Documentation Trainings will be scheduled for all staff

Holes in Documentation will result in PA

Cleaning Duties:

Listed on white board

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

KP has new plan on the 13th all must attend



## Staff Monthly Meeting Agenda

Household Maintenance Issues:

floors

Resident Issues/Concerns (Programs - Progress):

3 outing per resident per weeks

Staff Issues/Scheduling Issues:

We are down 4 staff at the moment pick up shifts \$25 incentive

Special Announcements:

TV Birthday is on Friday

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

Fire drills & Tornado Drills

Dignity and Respect – never swear to or around residents. Stay professional at all times.

Restraint and Seclusion – never tell a resident to go to their room. This is considered a form of seclusion by recipient rights.. You can ask if they want to go for a walk or go cool down, but you

Good morning all: Here are the topics to be discussed at your April staff meeting. Don't forget to attach this to your agenda and meeting minutes prior to uploading in Clarity. Happy Easter..

### Recipient Rights:

- *Feeding*  
Dignity and Respect – never swear to or around residents. Stay professional at all times.
- Restraint and Seclusion – never tell a resident to go to their room. This is considered a form of seclusion by recipient rights.. You can ask if they want to go for a walk or go cool down, but you cannot tell them to go to their room.
- Cannot restrict fluids unless it is in a behavior plan.
- Any suspicion or hint of abuse or neglect must be reported before end of shift by phone to ORR with an incident report written. Even if you don't think it happened, it must be reported. ORR will substantiate a failure to report for everyone who was aware of it even if it turns out that the suspected abuse/neglect did not occur.

**Reminder: 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 & Development:

- DMA Training: All Field Associates had to be completed by 3/31/2021. There are still some deficiencies here.
- Rules of participation in Virtual Training:
  - Learners are not included in the "in ratio" house count.
  - Participation is required via chat, polls, or breakout rooms.
  - RRVT-Active camera and constant internet signal.
  - Learners should not be in common areas during trainings—HIPAA and Recipient Rights
- New employee: Shayna Groth in the role of Learning Program Specialist. Shayna will be supporting the DD, HM and DD level systems and helping those individuals move up.

### Human Resources:

- Speeding in company vehicles continues, please remind staff that all Beacon vehicles are Geo tabbed and speeding will result in a PA.
- If staff is not able to attend a Beacon clinic during your regular shift, you get \$25 per dose for going to an off-shift Beacon clinic or a non-Beacon clinic. If at a non-Beacon clinic, send a copy of your vaccination card to [dcornwell@beaconspecialized.org](mailto:dcornwell@beaconspecialized.org).
  - Each home with a 90% vaccination rate (staff and residents) will receive a certificate and a pizza party.
  - Each employee who is vaccinated will be entered into a drawing for a chance to win a \$500, \$250, or \$100 Amazon gift card.

*HCBS  
No Restrictions  
unless Stated*

- Med Errors and Med Refusals: Write an ER, document in MAR; cover your bases. You must write more than a “misc” note.
- These are the reasons that are acceptable to reschedule internal audits: internet out, severe resident crisis, first of the month paperwork.
- Q2 Internal Audits will be completed by District Directors. DDs are to schedule all Q2 audits with the homes prior to the end of march, with [compliance@beaconspecialized.org](mailto:compliance@beaconspecialized.org) cc'd.
- Face sheet updates: chapter 7 and 7a of the mental health code and the confidentiality statements were added, make sure this is communicated to auditors when asked.
- Make sure your staff is aware that our Resident Rights and Responsibilities form, signed by each resident and intake and annually thereafter, provides detail regarding licensing and why sexual relationships are not permitted in the homes. However, if this is something the Residents want to participate in they can get with their CM and Guardian to make arrangements for an LOA.
- Keep emergency information up to date. Make sure you have current emergency evacuation routes with fire exits and tornado shelter, special needs postings, shut offs, and flipcharts posted in your homes. Remember, no exit signs unless they are illuminated.
- The 2021 Corporate Compliance Plan and Organizational Emergency Management Plan has been updated, make sure your books are updated. You can find these on Basecamp.
- Use hairnets and gloves when prepping food. This is a Joint Commission requirement.
- Hypoglycemic kit, including glucometer and tests, must be on site at every home, even if there are not residents with diagnosed diabetes.
- Proper disposal of PHI: Documentation with PHI (protected health information), cannot be tossed in the trash for disposal. It must be shredded using a shredder.
  - All homes should have a shredder; if not, one should be purchased.
  - Documentation may also be brought to the corporate office for shredding.
- Updated posting: [Daily Medication Refrigerator Log](#). Print and replace in the home.
- Updated policy: [\[MM-042\] Medication Refusals Procedure](#). Note: ERs are to be done at the end of every shift for each resident who refuses medication.

### **Medical:**

- Adding a new medication to EMAR: only the regional nurse or nurse manager are to do so. If the medication you need is not showing up, reach out to medical to do this for you.
- Medication room refrigerator: nothing is to be stored in this fridge without the consent of the regional nurse. The fridge is for medications only, but you may keep the Hypoglycemic kits in the medication refrigerator if it is sealed.



## Staff Monthly Meeting Agenda

Policy Review for the Month (refer to calendar): *Attendance*

*Speeding in Vehicles*

*Covid shots \$25 per vaccination & I will schedule if wanted*

*Covid, Quarantine 15 days. Need PRC Test to return to Work*

*\*INSERVICE on Tablet\**

*Mask Mandatory, MR Cleaning*

Mental Health Awareness:

*Dignity & Respect - No Swearing Around residents*

*Restraint & Seclusion - Cannot send Resi. to room*

*Not restrict fluid unless on BTP*

TJC Review:

*Shut off Valves*

*What not to say*

*ICARE*

Enhanced Staffing Review:

Residents on Enhanced Staffing

How Many Hours a Day

Birthdays This Month:

Residents

Staff