



Staff Monthly Meeting Agenda

Home/Facility: Sheffield
Date: 5/11/2021

Meeting 1
 Meeting 2

Start Time: 3:00pm
End Time: 4:00pm

Staff Present:

- 1. Raunanne Swank 16. _____
- 2. Brynn Hatto 17. _____
- 3. Cheyenne Poet 18. _____
- 4. Lola Pawng-Owens 19. _____
- 5. Jordan Versace 20. _____
- 6. Gabby Williams 21. _____
- 7. August Kregitzer 22. _____
- 8. Elise Tyler 23. _____
- 9. Nicole Harris 24. _____
- 10. Mandee Thompson 25. _____
- 11. Inicia Miller 26. _____
- 12. Charmelia Jacobs 27. _____
- 13. Valerie Simmons 28. _____
- 14. Jaylyn Ellis 29. _____
- 15. Amber Slater 30. _____

Staff Absent (Excused)

Staff Absent (Not Excused)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



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Household Maintenance Issues:

Still waiting on paint and wall protectors

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

CPR & CPT training

Train the trainer class on 5/13 10am

Staff Issues/Scheduling Issues:

Schedule can change at anytime.
Have to staff according to the needs of the home

Special Announcements:

Please go in baseramp and pull the training guides to level up. I will not track anyone who shows initiative

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



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Medical Concerns (Appointments, Reviews, etc):

Two appt. on 5/14/21 Nothing to eat or drink

Appointments arrive 10 minutes before

~~Diagnosis Update Since Last Meeting:~~

Date all briefs, proper perri care after brief

Trainings mandatory

CALL OFF procedure / put on call phone number in your phone

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

Nextstep, Integro, Beacon, Temp logs

AF - Dietician documentation

Menu - Documentation / intake

Documenting vitals daily in blue folder also
Yard, (gloves + masks)

Cleaning Duties:

Chore chart for both shifts
Wipe everything down daily (paper towel holders, railings, soap dispensers, etc.)
Sore mop with mop head up.
Kitchen clean after every meal

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

1:1 must be within arms length

\$ daily care logs (P-2, D, I, NA)

IF Feeding? (When did he get the other flavor

→ Each shift take your garbage out at the end of shift.
Clean up after yourself, (cups, cans, bottles)



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Policy Review for the Month (refer to calendar):

Melissa's Notes

Mental Health Awareness:

TJC Review :

Enhanced Staffing Review:

Residents on Enhanced Staffing

BF

How Many Hours a Day

24

Birthdays This Month:

Residents

Staff

May 2021 Meeting Agenda Minutes to Review

Learning & Development:

- New Home Manager LEAP Policy is live in Basecamp: [HR-64] LEAP Program Level System Policy.
- Documentation refresher training: every Wednesday at 9am.
- Home Manager training: recorded training content is now available from the departments. Email sgroth@beaconspecialized.org for access to recorded content.

IT

- Phishing precautions:
 - o If you are ever unsure of an email, especially one that encourages you to enter login credentials, please email IT.
 - o If you have clicked on and entered your credentials through one of the previously sent phishing emails titled "Remittance report," you need to reset your OKTA password immediately.

Human Resources:

- Annual Health Review Form: must be completed annually for all staff. Please have staff complete them and send them to HR uploads.

Labor and Attendance:

- Punch Detail Report: the punch report is intended as a tool to ensure the in-ratio punches for our homes are aligned with our in-ratio needs, and ensure we have the correct hours for licensing.
- MakeShift: If you have staff from other locations picking up shift in your home, add their scheduled shifts to your home's schedule.
- New PEX feature: "split" tags. On each transaction, the split option will be visible in the tags section. You can either split by percentage or dollar amount. The sum of the split amounts must match the transaction amount. This feature can be used on any tags BUT resident food.
- Payroll Correction Form is on Basecamp under Forms: ACC-Beacon Payroll Correction.
- COVID-19 vaccination cards: when your staff are vaccinated, please email cards to HR uploads, Kristin Puckett and Donna Cornwell. Declinations should be sent to the same addresses/individuals.

Compliance:

- Rewards for full COVID-19 vaccination:
 - o All homes with a resident vaccination rate of 90% or above will receive a personalized cake.
 - o All homes with a resident and staff vaccination rate of 90% or above will receive a certificate for a pizza party (or another special dinner).
 - o All staff who have been vaccinated since starting at Beacon will receive \$50 in their next paycheck (a copy of vaccination cards must be emailed to HR uploads, Kristin Puckett and Donna Cornwell).

- All vaccinated staff will be entered into a weekly REGIONAL \$250 gift card drawing until May 30th.
- COVID-19 Attestation in STAR: this training due date is 5/7. It is critical to complete this training in a timely manner.
- The Return to Work Form is live in Clarity. This should now be used instead of email.
- IR/ERs must be completed before the end of shift by the DSP/person who was involved.
 - Anything that could be considered abuse/neglect should also include a voicemail to the involved Resident's ORR before the end of shift, no matter the time of day or if it is the weekend.
 - IR/ER must be reviewed/signed/sent to the CMH within 24 hours by the supervisor.
 - The incident reporting 1-page sheet must be posted in homes as a reference for staff.
- Blanks on med sheets are not acceptable. RNs and DDs, please monitor this when you are in the homes.
- Missing chart notes and daily care logs are not acceptable. HMS, please review and make sure employees are completing them.
- Face Sheets have been updated: vaccination information is now required to be entered. Referrals will enter info at the time of referral; after admission, the home manager will be responsible.
- 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 them if they want to go for a walk or go cool down.
- Restricting fluids: You cannot restrict fluids unless it is in a behavior plan.
- Abuse and neglect: any suspicion has to be reported before end of shift by phone to ORR with an incident report written. 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.
- Do not speed in company vehicles. All Beacon vehicles are geotagged and monitored.
- Staff should not befriend or communicate with residents on social media.
- Resident marijuana use and possession: review Beacon's rule on recreational and medical use, what to do if a resident is using or possesses marijuana, and room sweep procedures and documentation.
- Phone and connectivity issues: contact IT immediately.
- External auditors and progress notes: external auditors will look at the time when a progress note was written. Group home shifts: must be written toward the end of a shift, not the beginning or middle. "Per unit" contacts, such as therapy: written within the last 15 minutes of the contact up to 24 hours later.
- NextStep updates:
 - Burial provision changes on face sheets to meet licensing requirement.
 - Deletion of the medical and clinical on-call sheets (previously done by staff in the home).
- Shiawassee fax number to be used for IRs: 989-723-0761.
- Updated forms, policies, postings:
 - Organizational Emergency Management Plan. Now available on Basecamp and must be replaced in the burgundy binders.

- POST-Quality Compliance Progressive Action Compliance. COVID-19 Compliance has been added.
- POST-Summit Pointe Rights Poster.
- [MM-20] Vital Signs Monitoring. Updated to include information about oximeter use.

Medical:

- Med refusals: all med refusals need to have ERs done by end of shift by the DSP. When the HM and/or DD review, they need to route it to the Regional Nurse while in Clarity (this takes place of the previous emails needed).
- Sharps containers: to be dated the first time a needle/sharp is placed in the container. Please put both the date it started to be used and the expiration date, which is 90 days after.
- Medications not in home: please notify HM and then the RN/medical on-call if a medication is not in the home before selecting this exception.
- Prescriptions need to be current and up-to-date in the prescription book *and* uploaded into NextStep.
- Provider contact sheets: a client needs to have one filled out and uploaded into next step for every appointment, with a medical note documented regarding this appointment.
- Fridge temp logs: Make sure these are being completed daily.
- Expired medications: monitor the PRN medications closely for their expiration dates. This is often missed because they are not used all the time.

Clinical:

- Updates to Voluntary Skill Building Form:
 - There is now an upload section in unscheduled forms for the Voluntary Skill Building Form. The form must be signed by a parent or guardian if the resident has one.
 - The HM is responsible for uploading.
- Review mandated reporting. We are all mandated reporters. Three reasons a mandated reporter must make the call: 1) To protect children and vulnerable adults. 2) It is our job! 3) Mandated reporters who fail to file a report of suspected child abuse or neglect will be subject to both civil and criminal liability.
- Review progress indicators (examples and practice in the 4/30 Systems Call agenda).