



Monthly Program Staff Meeting - Training Record

Program: Pineview Date: 1-4-24

Trainer / Facilitator(s): Leisha Schweitzer

Begin: 11:30 End: 1:45 Training Hours: 2.25

SUBJECT / TOPICS: each client and changes
2 Questionnaires filled out discussed
things to train on in 2024 Fire drill
months, schedule

Employees Attending:

Sam Wilkinson _____
Aue Hasler _____
Rebecca Ashkin _____
Brook Peto _____
City Dept _____
Margret Rawdon _____

Employees not Attending:

Reason:

_____ Excused _____ Not Excused _____
 _____ Excused _____ Not Excused _____
 _____ Excused _____ Not Excused _____

Leisha Schweitzer

 Print Name

_____ Signature

Designated Coordinator / DSSC / CSSC

Posted to: Database Spreadsheet Meeting Log

Filed: Original to Office Copy in Book

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Pine staff meeting

January 4th, 2024

Mission: OUR MISSION IS TO PROVIDE SERVICES WHICH WILL EMPOWER PERSONS WITH DISABILITIES TO LIVE THE BEST LIFE POSSIBLE.

Staff filled out one questionnaire sheet.

TIM: Watch his garbage can in his room he is throwing things that are not garbage away. He started showering in the handicap shower and he told me he likes it better then stepping into his shower. Tim has a doctor Beehler appointment Friday morning at 8:45, Brook will take him, Sue can wake him up at 7:45, get dressed, shave, coffee and after appointment he can eat his breakfast have meds. Watch his bill fold when he goes on family outings, he had \$64.00, \$44.00 ones and a \$20.00 dollar bill after Christmas at the Simpsons. We can start a log to track, he should only have \$5.00 in wallet at a time in case he loses his wallet again.

LAURA: The office door needs to be locked at all times when she is home, she opens the door and charges in there more and more often lately. She also is opening the bathroom door when others are occupying it, will need to consult with Dawn for ideas on how to avoid that. Get a door knob that locks like the partition doors. I will print out blank med reports for Dawn to use when parents take Laura to medical appointments for Laura's red book. Laura will need to go to church at Calvary on Saturday at 5:30. Keep her in the back of the church incase you would need to leave with her.

JOYCE: Do not give her meds in her bedroom, there was a duloxetine, (HS) med on her bedroom floor on Saturday morning when I striped her bedding, give them when she is sitting up at table and hand her one at a time, wait with her until you have seen her take and swallow the medication before leaving her. Staff make sure that she is up at 10:00 on Friday, Saturday and Sundays from now on or she doesn't get her first meal of the day until 12:30ish. We can not keep the Kleenex boxes out where she gets them, she empty's the box and puts them all in her clothing. The Alendronate comes in 3 boxes, labeled 1-2-3 and then the meds are numbered week 1-2-3-4 if we use them in order, it makes reordering and med inventory easier.

VERNA: I visited with her this morning and we decided that she will no longer shower in her bathtub and that she will use the handicap shower stall. Also decided that she will use her walker in the house from now on, she has a goose egg on her head from falling in her bathroom on Tuesday morning, I talked to her about her safety and staff also. Staff will continue to rinse her off when she is finished showering and she can undress in her bathroom, put on her robe and slippers, bring her towel into bathroom then when finished she can dress in her bathroom or bedroom. Staff will talk to her also about every shower day she will need to put on a clean bra and let staff put her dirty one into the laundry basket. Staff may need to empty her garbage can a few times a day, she digs in it an shred up the soiled with bm tp, I watched her do it and then I explained to her that there are germs and that is ishy.

HOUSE: When charting in residex, only chart the facts and what happened during your time with client, in staff communication leave the staff should check/observe etc.

Please make sure when using the check book that you are using the next numbered check instead of skipping checks. When writing in the check register make sure that you're not skipping pages.

The menu sheets that Cary has dated for us and put a months' worth, please follow the dates and don't skip pages.

When using the check book to purchase a client's gifts for birthday, Christmas etc. please write the clients name on the receipt. If house pays for a ticket or something for a client, they need to reimburse that same day. If you start a money transition please follow through and complete any necessary paper work, documentation, don't leave it half done for next staff, we do not know what staff before us had going on and assuming or guessing does not work. The end of the month I am going to add that whoever is doing it staples the clients receipts together and puts back into the envelope. If clients make a big money purchase, please add information to the client inventory sheets I will put a copy in their money boxes and leave the main copy in their perm book.

Remember to fill out a personal leave slip for any time you would like off, so it can be covered and signed off on.

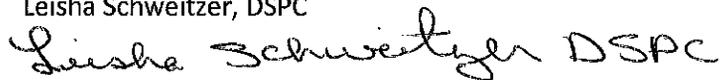
Remember that the caffeinated k-cups are for staff only VD and TD are only to have decaffeinated coffee per their doctors. If staff wants more then 1 cup make coffee in the coffee pot.

Staff filled out 2nd question sheet and team discussed.

See attached sheets with questions. We discussed them.

Thank you, ladies, for all you do for our people we support and for this team. This year lets be uplifting and supportive cuz we are rock stars!!!!!!

Leisha Schweitzer, DSPC

A handwritten signature in black ink that reads "Leisha Schweitzer DSPC". The signature is written in a cursive style with some capital letters.

What is our mission statement?

What year did Pine open the doors?

When is Tim's birthday?

Joyce's birthday?

Verna's birthday?

Laura's birthday?

What is Tim's favorite food?

Joyce's?

Verna's?

Laura's?

When are laundry days? Tim, Joyce, Verna, Laura

What are diet restrictions or needs and what is their least favorite food?

Tim

Joyce

Verna

Laura

What is something that you would like to see changed or done differently?

Suggestions on ways to resolve/solve problem areas?

What do you think is working as far as the functioning of the house with clients?

Any ideas to simplify areas that you feel need improvement?

What happens if we change the structure or the routine sometimes?

What are some different menu ideas you can make?

1:

2:

3:

4:

What should be the first 5 things you do when you start your shift in the afternoon

1:

2:

3:

4:

5:

What are the 5 things we should always do before leaving Pine after our shift?

1:

2:

3:

4:

5:

PINE STAFF MEETING 1-4-24 QUESTIONNAIRE

STAFF: _____

The holidays that Heartland homes recognizes are; New Year's Day, President's Day, Easter day, Memorial Day, 4th of July, Labor day, Columbus day, Thanksgiving day, Christmas day.

If you could choose 3 holidays to be scheduled which 3, would you pick?

1:

2:

3:

Are there any days/times in 2024 that do not work for you to be scheduled? Please write down.

Remember that if you know you need time off a personal need slip needs to be filled out and signed before it is a guarantee that you have that shift off, best to put down any known time off even if it is not necessarily your scheduled time to work so it is not overlooked.

Which client are you advocating for? _____

What are 4 topics that you would like to see reviewed during our staff meetings?

1:

2:

3:

4:

Fired drill schedule:

January: _____

February: _____

March: _____

April: _____

May: _____

June: _____

July: _____

August: _____

September: _____

October: _____

November: _____

December: _____

Anything you need from Sandy or I moving forward into 2024 that would make your job easier, more enjoyable or just suggestions on what we need to do differently?