



Monthly Program Staff Meeting - Training Record

Program: DOUBLE H Date: 1/8/2024

Trainer / Facilitator(s): Loni

Begin: 10:30A End: 12:15p Training Hours: 1.75

SUBJECT / TOPICS: _____

Client outings, Documentation, Finances
Client medical appointments.
Client's new Plan / Therapies

Employees Attending:

<u>Tammy M Gentry DSP</u>	_____
<u>Georgia Dillon, DSPC</u>	_____
<u>[Signature] DC</u>	_____
<u>[Signature] DSP</u>	_____
<u>[Signature] DSP</u>	_____
_____	_____
_____	_____

Employees not Attending:

Reason:

<u>Megan Hafner</u>	<u>work</u>	Excused <input checked="" type="checkbox"/> Not Excused _____
<u>Eric Bervig</u>	<u>work</u>	Excused <input checked="" type="checkbox"/> Not Excused _____
<u>Carol Stachowski</u>	<u>work</u>	Excused <input checked="" type="checkbox"/> Not Excused _____

Latonya Dillon
 Print Name

[Signature] DSPC
 Signature

Designated Coordinator /DSSC/ CSSC

Double H Staff Meeting

January 8th 2024

BC- Continue to plan and schedule swimming for BC. DSPC mentioned that it is fun for BC when a group of his friends and peers go then there is more staff to assist. Until there is more staff trained in it will be a more one on one with at least two staff for BC's swimming. A trip will be planned for January.

Staff need to get BC out in the community more, his pop outings, shopping 2-3 times a week so he continues to spend down his money.

TG- TG mentioned to staff that he communicated with his brother through Facebook that he plans to come to visit TG and take him out for supper. Per Guardian's wishes They are against TG's family member's that are NOT on the approved list of people to take TG out of his home alone without staff present. Plans were made that is TG's brother does come and follow through with plans today staff will take TG and meet his brother at a restaurant. TG is only to bring limited cash when going out to meet Family. It has been approved for today, if needed TG can buy his brother supper.

DC will take TG to his podiatry appointment and talk to the Doctor to send orders to Hanger for another pair of AFO's so staff can clean one pair of AFO's and let dry overnight. TG would then have a second pair to wear and continue to keep his independence at night.

OO- DC wrote up a plan for steps to take if OO has a clogged cath that staff are unable to irrigate out. DSPC went over this with present staff at meeting today. All staff will read and sign OO's "clogged catheters" plan and OO's new "therapies schedule", Two staff to put OO into his Flip and Two staff with Hoyer to put OO into Stander. Staff, please read and sign these documents so we are all on the same page.

DSPC went over OO's last medical appointment with his primary physician Dr. Sperle who talked with OO and DSPC during appointment OO's last visit with Urology at Sanford. Dr. Sperle explained to OO his new medication and if he is worried about side affects of constipation then staff can offer him some milk of magnesia. Dr. Sperle also mentioned that if unplanned catheter clogs are a problem or happen more often then Essentia is willing to train staff with doing catheter changes. OO did not approve. Sperle told OO that he needs to drink his daily water amount and avoid clogging and to avoid going to the Emergency Room since having a clogged catheter can be avoided or could be fixed at home. Dr. Sperle was trying to convince OO to have staff trained but OO still declined. DSPC and DC will communicate possible plans on this for the future.

MW- MW has a goal for swimming that needs to be met. It has been discussed before at our meetings that Trailview is willing to take MW out with his friend KE to swim if Dbh is short staffed. Staff can also plan with MW and schedule swimming in Park Rapids Americinn at least once a month, (it is on the daily sheets for Thursdays but it can be altered for a different day when going with a friend) if not swimming then the option is walking at the school during winter time.

There has been some miscounting, temporary missing funds, or written errors on MW's finance sheet. Only Staff need to handle Client's finance sheets, counting money every time taking money out and putting correct dollar amount back in and documenting at the time when withdrawing or returning cash so money isn't lost or forgotten. Documentation and money count should then match.

Dbh- Office strongly requests that when Double h or any program purchases client's gifts, Ex: for Christmas and birthdays that includes meals. Staff need to write on the receipt "Gift (and what it is)".

Staff remember to look in the "read and sign" folder daily, this is where all the information is also kept like our client programs to read are kept for staff to find and work on ASAP, please and Thank You.

To be done daily: Look in the Read and Sign folder and sign what needs to be signed-put on your TSheets under training when needed.

Sign/ initial MARS and therapy sheets (in the MAR books).

filling out Client's monthly data (on the computer).

January Inservice is January 18th at 11 am-2:00 pm

Heartland Homes Winter Formal is Sunday January 21st 1:30 pm-3:30 pm at Park Rapids American Legion

February staff meeting and Inservice is To be Determined as Inservice for February is not scheduled yet.

Thank You Everyone!

L. Dillon, DSPC

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