



Monthly Program Staff Meeting - Training Record

Program: Spruce Date: 1/4/24

Trainer / Facilitator(s): Jana Schweitzer

Begin: 12:30 pm End: 2:00pm Training Hours: 1.5

SUBJECT / TOPICS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employees Attending:

Rich Daurie \_\_\_\_\_  
Lina Brown \_\_\_\_\_  
Jeri Waler \_\_\_\_\_  
Sandra Phillips \_\_\_\_\_  
Ashley Lippert \_\_\_\_\_  
Ellen Albee \_\_\_\_\_

Employees not Attending:

Reason:

Jen Volk \_\_\_\_\_ other job \_\_\_\_\_ Excused  Not Excused \_\_\_\_\_  
Shelly Worcester \_\_\_\_\_ other job \_\_\_\_\_ Excused  Not Excused \_\_\_\_\_  
 \_\_\_\_\_ Excused \_\_\_\_\_ Not Excused \_\_\_\_\_

Jana Schweitzer \_\_\_\_\_ Jana Schweitzer \_\_\_\_\_  
 Print Name Signature

Designated Coordinator / DSSC / CSSC

Staff please read + initial



**COPY**

EA

AL

FW

AB

MW

## Spruce Staff Meeting

January 4<sup>th</sup> 2024 12:30-2:00 pm

### Spruce:

- Next meeting is scheduled for 1/25/2024 at 12:30 pm.
- Schedule was done thru February 1st.
- Med errors- will be redoing task sheets to require an initial after med administration, slow down, administer at table with MAR.
- Will be adding locks to med cupboards, and relocating weekly meds to money box closet.
- Charting- each client needs one charted communication per day via Rtasks unless additional activities/behaviors/occurrences/appointments in which case additional charting is needed. If staff is the one who does an out of house activity with client, that staff needs to chart for that day.
- Mandatory in-service scheduled for 1-18-2024 11-2 at Calvary Lutheran Church

### GC:

- Chiropractor scheduled
- Look into birthday party options for 70<sup>th</sup>, possibly Calvary between services if possible.
- Look into RSV, shingles vaccines at Walgreens, will verify what is needed.

### GS:

- Prune juice in mornings per Mom's request, also PRN for constipation as needed.
- Will be going to Florida first part of February exact dates are unknown at this time.
- Portal has been updated to not allow outgoing calls from the hours of 10 pm-7am, Dad will be looking into how to do the same for the Ipad.

### LT:

- Has upcoming eye recheck for swelling/drainage.
- Would like to schedule an activity with TL to celebrate her birthday. Possibly invite over when GS is on his trip.
- Has been noted getting disorientated to time in the middle of the

GA

MW

night, possibly look into digital clock for her bedroom.

- Annual visit is scheduled for 1/23, need to address possible prescription for pull up briefs, UTI standing orders, and any necessary vaccines.

**VM:**

- Was notified by Diana after family visit that Mom would like to re-enter the picture. Will find out more history and details.
- Appropriate clothing choices for home? It was decided that PJ pants are acceptable if not going out of the house, nightgowns are for bedtime or in her room.

# Staff Meeting Agenda

January 2024

GC- ~~coffee~~

Birthday - possible church - Sunday?

-c RSV, shingles vaccine walgreens

LT- eye - Digital clock

pull UPS

JTI - standing order;

Joyce - invite over while GS gone  
Tracy L Birthday Jan 31st

VM- Refusals?

Mom? -

Appropriate - PLS

GS- Prune Juice

Florida

Portal

General- End of month

Charting

meds

meeting paperwork

Schedule

Next meeting