



Monthly Program Staff Meeting - Training Record

Program: Double H

Date: 2/12/24

Trainer / Facilitator(s): Loni

Begin: 10:30A End: 12:15pm

Training Hours: 1.75

SUBJECT / TOPICS:

Client's medical Appts, outings, activities
staff: MARS, documenting, charting.
client's therapies, treatments,

Employees Attending:

α Ditha, DSPC
Albert Sanchez DSP
Tammy M. G. DSP
Maria M. DSP
an b. DSP
Kelly Dudley DC

Employees not Attending:

Reason:

Carol ~~stach~~ stachowski work Excused Not Excused
Eric Bervig work Excused Not Excused
Megan Hafner work Excused Not Excused

Latonya Dillon
 Print Name

Latonya Dillon
 Signature

Designated Coordinator / DSSC / CSSC

Double H Staff Meeting

February 12, 2024

BC- DSPC has been scheduling training with staff to take Brian swimming. It is also important for Brian as he enjoys this. As staff are trained with this, they can also initiate plans to take Brian swimming when DSPC or DC have an overloaded or difficult schedule. Brian enjoys going out to eat, this doesn't need to be just for supper, DSPC has mentioned many times that plans could be made for going out for lunch during the weekends. Staff can be creative and take Brian out for breakfast. He loves French toast.

Staff are required to take Brian to church per his program, DSPC gave options to Brian to share with staff that he can be supported by staff either Saturday night or Sunday morning service. Staff communicate with DSPC if there is a schedule change.

TG- Travis was seen by the dermatologist for the rash on his legs, given Rx ointment to treat, Next appointment is in March. DSSC will be taking Travis to Hanger appointment this month and advocate Travis' next AFO's be plastic material so it is easier to sanitize.

Travis' guardian communicated with DC to set up a payment plan to be reimbursed from Travis as guardian bought Travis a carton of cigarettes. Carton of cigarettes are kept in staff's closet. Travis is to give Staff \$10 per pack of cigarettes when he wants a pack. There is an envelope with the carton of cigarettes for staff to put the money into to pay back Travis' guardian. DC or DSSC will contact guardian when Travis has reimbursed for all packs of cigarettes.

OO- DSPC communicated Oscar's Rx of "sterile water" to both local pharmacies to inform DSPC that neither had none on hand, also unable to order more due to lack of supply. Urology was contacted to make a new prescription for "Saline Solution" to replace the sterile water for Oscar's catheter irrigations. Staff are to follow same recipe for Oscar's "irrigation mix" using Saline solution and acetic acid (vinegar).

Plan was reviewed with staff from January's staff meeting steps to take for Oscar's "clogged cath". Plan was typed up for all staff to read and follow through before calling DSPC, DC or going to the clinic. (If staff don't remember the plan it is typed up for staff to review copies are kept in Client book under "special protocols" tab and in his Red book. Oscar needs to drink his daily amount of water if he doesn't or staff not reinforcing this causes the clogging.

Reviewed with staff again from last month going over Oscar's therapies, two staff for flip and two staff using Hoyer for transfers that is scheduled to complete Monday's Wednesday's and Friday's. DC had conversation with Oscar if he declines or refuses therapies then DC will contact county worker to begin finding new placement. It is not an option for staff to not follow through on Oscar's therapies either as it is our job. Expectations can be made if an emergency then staff are to document the reason.

MW- Mike plans to attend "Ash Wednesday" for Church to be supported by staff. Mike will practice Lent having giving up Meat on Fridays.

Plans have been arranged for Mike to go swimming, OTE with staff and his friend weekly.

Dblh- Staff need to continue to practice signing MARS immediately after giving meds, treatments, therapies, still finding empty spaces. Documenting the client's Monthly data sheets (on the computer).

Continue two staff to check pill grids and MARS at the end of shift to avoid or lessen chances of mistakes.

Documenting on Residex every time when taking a phone call to schedule or an appointment is being cancelled then Document rescheduled appointment. When scheduling appointments look at the desk calendar when scheduling to avoid overlapping appointments with clients: One staff cannot be in two places at once.

Heartland Homes Annual Board Meeting is February 29th at 5:15 pm, See Flyer.

Next Inservice is March 14th 2024 at 11a-2p

Meeting is done at 12:15 pm.

March staff meeting cancelled, if needed we can visit 15 minutes after Inservice.

Next staff meeting is April 8th at 10:30 am.

L. Dillon, DSPC

Thank You all! DSPC, L. Dillon