



Monthly Program Staff Meeting - Training Record

Program: Trail View

Date: 3-20-24

Trainer / Facilitator(s): Shanette Hemenway / Dudley, Kelly

Begin: 12:30 End: 1:15

Training Hours: Star Services 1:15-2:30 2 HRS

SUBJECT / TOPICS:

Family-client time/ MN Choice
Star services 1 Hour 15 min

Employees Attending:

Autumn Thompson
Ayda Tomperi
Roberta Malin
Kelly Dudley
Jill Harris

Lynn Eischaus
Pam Martin
Shanette Hemenway

Employees not Attending:

Reason:

 Excused ___ Not Excused ___

 Excused ___ Not Excused ___

 Excused ___ Not Excused ___

Shanette Hemenway
 Print Name

Shanette Hemenway
 Signature

Designated Coordinator / DSSC / CSSC DSPC

Staff Mtg Notes 3/20/24 12:30-1:15

MN choice assessments just ignore as we have no business with that if we receive a call ect.

Continue bathroom checks in gals bathroom!!!!

Every hour or every time MC is in the bathroom.

Ken will be swimming with MW Thursdays every week.

Sharon will be gone 2 weeks, so Aydin will take MW & KE on March 28th Aydin bring your swim trunks! 😊

Ken is planning to see his son graduate in Northfield Lynn and ke are going June 8 &9 Motel is booked! 😊 Ken is so happy! Card & \$100

When you come to work, check calendar and also daily lists of what needs to be done. DAILY. Think of extra things you can do or extra things to make the day fun & go smoothly. Chores first, fun later!

Residex: Notes are getting better!! Keep the details of new events or injuries or incidents and please note which hand leg foot or finger ect example, right hand burned, and where and when it happened.

Menus make them Saturdays have overnight staff check them over before going to the store, also check calendar to see if certain days are busier than others and do a simple meal those days- with a vegetable. Or a crock pot meal. Keep an eye on meats on sale and buy in bulk when necessary and watch sale ads.

Pam plans to go with LG & SB for Lion King April 25th! Thanks pam that sounds like fun!! Take pictures!!

When families come to visit just let client have time with them and the rest of us exit or do a game on the other apartment. Or bake a cake
Kelly suggested.

Please rinse recycling jars and cans out. PB jars just throw it out.

Normans niece address in his address book. Norman should buy some easter cards and mail out. He would like that. And use his stamper for his return address. Also he has an assortment of rubber stamps like MC does. Should start using those again. MC too.

Actively teaching Mc to speak for herself. Pause and LET her talk. Try practicing this. Maja can do coffee independently and does a great job and that and dishes. Praise praise praise.

Praise goes along ways with clients!

Also with medical appointments please print out a medical apt and take it with you to the Dr appointment & staff sign, write a detailed Residex note about the appointment & also follow up apt. this is important. And mark calendar for next appointment.

Reminder of our mission at Heartland Homes, why we are here. This is your JOB. Please respect your time working at HH.

Our Mission is to provide residential services to people with developmental disabilities & help them live the best possible life.



Kelly Dudley <kdudley@hhomesinc.org>

4+1 from today

1 message

Jennifer Billington <jbillington@starsvcs.com>
To: Kelly Dudley <kdudley@hhomesinc.org>

Wed, Mar 20, 2024 at 4:25 PM

Kelly,

Let me know if you have any questions about either of these.

Jen Billington (she/her)
Person Centered Services Director

Mobile: 651-364-0760

Main: 651-644-3140

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2 attachments

Heartland Homes 4 plus 1 Maja.docx
25K

Four Plus One Lindsay separation.docx
26K

Four Plus One

Question Area of Focus for 4 plus one: Lindsay's interactions with Maja

What have you tried?	What have you learned	What are you pleased about?	What are you concerned about?
Kitchen in the morning together without staff – Lindsey will tell Maja what to do		Maja will occasionally stand up for herself	Maja is concerned that she will have to move – Maja is very anxious Lindsay may increase her interactions with Maja
Lindsay tells people what to do whenever (Bossy)	Need to control what we say to others – staff response to Lindsay	Will apologize sometimes to staff	Does not apologize to Maja ever
Lindsay tells people what to do whenever (nitpicky)			Does not appear to take ownership for when she makes mistakes
Lindsay tells people what to do whenever (just mean)			Housemates don't really want to do things with her
Pushes past Maja when getting on the bus			
Lindsay out of the room when others are doing (tasks)			Lindsay doesn't always want to leave the area
Lindsay is much better on her own and with her friends			
Being very firm with boundaries			
Lindsay having something to look forward to - something to work towards			
Did try to have an altered work schedule			Mixed messages from Mom about money

Four Plus One

Question Area of Focus for 4 plus one: Advocating and supporting Maja's Rights

What have you tried?	What have you learned	What are you pleased about?	What are you concerned about?
Feels safer with staff present to speak up to Lindsay			
Redirect Lindsay and encourage Maja to share what she wants			
Ask Maja to choose a different friend to attend the activity with her	Let's stick to the plan		
Make plans in private			
Tell her that she can do things in a positive manner			

+1 – Given your learning what will you do next? Brainstorm ideas on how technology or not a person can provide support to Maja – pictures, recordings, marks on washer for what to set it to, number the items in the laundry room for steps (#1 clothes in washer, #2 detergent pod, #3 turn dial, etc.)