



COPY

Monthly Program Staff Meeting - Training Record

Program: Spruce

Date: 2/29/2024

Trainer / Facilitator(s): Jana Schweitzer

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

SUBJECT / TOPICS: _____

Employees Attending:

Jeri Walen _____
Ana Brown _____
Jandra Phillips _____
Ellen Albee _____
Amel Mippert _____
Rick Rose _____

Employees not Attending:

Reason:

Jen Volk _____ other job _____ Excused Not Excused _____
Shelly Worcester _____ Other job _____ Excused Not Excused _____
 _____ Excused _____ Not Excused _____

Jana Schweitzer
 Print Name

Jana Schweitzer DSPC
 Signature

Designated Coordinator / DSSC / CSSC

Posted to: Database Spreadsheet Meeting Log Filed: Original to Office Copy in Book

Staff - Please Read + Initial

MW
EA
RR
CB
AL
JV
TW

Spruce Staff Meeting

February 29th 2024 12:30-2:00 pm

Spruce:

- Next meeting is scheduled for 3/28/24 at 12:30 pm.
- Schedule was done thru March 29th.
- Basement will be under construction for the foreseeable future as it will be getting sheet-rocked.
- Need to lock office and med cupboard when there will be non staff within the home. The keys for the office will be moved to the dish in the cupboard above the meds.
- Fire alarm is missing in dining area, DC will look into further.
- Easter plans will be developing in the upcoming weeks, will continue to update as we find out more.
- Mandatory in-service scheduled for 3-14-24 from 11-2 at Calvary Lutheran Church.
- Outing days seem to be going well, clients enjoy the one on one. LT does struggle when it is not her days. Will add getting a treat to have on hand for the week to her outing day to see if that helps her adjust.
- Client banking days will move to their outing day to simplify the banking process.

GC:

- Birthday party is scheduled at Calvary for April 28th at 11:30 following the 10:30 service. Will contact family to get their input and let them know. Will contact paper and church bulletin.
- Starting a picture book for her to utilize when making certain choices; dinner, outings... Will have it laminated and see how she responds.
- Annual paperwork needs to be found from November.

GS:

- Mom and Dad will be picking him up for an overnight on the 9th and bringing him back on the 10th.
 - Abilify dosage increased from 20 to 30 mgs per his annual physical.
 - His shoes need to be checked to make sure his heels are all the way in, this has been a concern of Mom's in the past but still is occurring.
- LT:

- Eye does seem to be showing signs of improvement but appears to flare up at various parts of the day. Will contact eye doctor for further instructions/appt/test results.
- Keeping briefs in office does seem to help how quickly she changes them but when she requests one, check to ensure that she needs a new one (she is dry most of the time)
- Has been taking out her own hearing aid, needs to be reminded not to touch it. Will look at it closely to ensure it is still properly functioning and intact.

M:

- Will look into new chair for her bedroom.
- Will contact primary doctor to see if we can start weening her off seizure meds.
- Depo shot is scheduled for 3/4/24 R.R. will pick her up from work and take her to Cass Lake for her appt.
- DAC contacted DC and requested that she take nothing with her to work, we need to do our best to support this request.
- Has bathroom items spread out, will talk to her about localized placement and utilizing her shower caddy.