



Monthly Program Staff Meeting - Training Record

Program: Depot

Date: 1/26/24

Trainer / Facilitator(s): \_\_\_\_\_

Begin: 9am End: 10:30am Training Hours: \_\_\_\_\_

SUBJECT / TOPICS: Money (petty cash) X-mas movies, FH Throwing  
Walgreens phone calls, FH behaviors - ~~mod bucket~~ things away  
IA - maltreatment ~~mod bucket~~ Policy ~~mod bucket~~

Employees Attending:

Brianna Phillips \_\_\_\_\_  
Cyndi B \_\_\_\_\_  
Isaiah M. \_\_\_\_\_  
Rachel G. \_\_\_\_\_  
Crystal H. \_\_\_\_\_

Employees not Attending:

Reason:

Jess \_\_\_\_\_ Other Job \_\_\_\_\_ Excused  Not Excused \_\_\_\_\_  
 \_\_\_\_\_ Excused \_\_\_\_\_ Not Excused \_\_\_\_\_  
 \_\_\_\_\_ Excused \_\_\_\_\_ Not Excused \_\_\_\_\_

Brianna Phillips  
 Print Name

Brianna Phillips  
 Signature

Designated Coordinator / DSSC / CSSC

## Staff meeting January 26<sup>th</sup>, 2024

Staff went over our vulnerable adult and maltreatment policy during our meeting. When doing the end of the month last month petty cash was off by \$10.00. After counting money boxes staff found the mistake. The \$10 was found in a clients petty cash. Please make sure to always count money when returned and return money where it belongs. Always write the money taken out and returned into the petty cash registers. Walgreens has suggested we use their app to check med co pays as they receive so many phone calls from HH. Instead of calling each time meds need to be picked up, staff could just bring petty cash or client debit card with. Staff should be writing down med reorders in staff communication, this should give the person picking up meds an idea on how much co pays would be.

TH behaviors seem to be higher during the holiday season. It seems we are still seeing these behaviors even with the holidays now past. If staff cannot seem to redirect aggressive behaviors a PRN should be given. We do not want him hurting himself. Walking does seem to help him calm the behavior. Offer walks when able too, weather it is outside or making a few laps around Walmart. Staff will be meeting with Star Services to maybe see if we can come up with a better plan to help TH with his behaviors. It was suggested that every staff handle this behavior situation in their own way to see if this may help and so TH has a different routine with everyone. Staff has seen TH throw away some personal items such as his CD player and CDs. Staff took them out of the trash and checked to see if the CD play still worked, which it did. Staff talked with Travis about this. Staff also talked with his mom to see

what she wanted us to do about this. She suggested that if we seen things thrown away to put them in a bag and give them to her and to remind him that we should not throw away good things that work. Try your best to keep an eye on this. Barb also asked that staff help TH plug in his chat in the evening as he seems to struggles with this. Staff and TH talked about bringing his chat into the kitchen after his shower in the evening and staff would help with his chat. It was also discussed on when to talk to TH about activities, appointments, ect. TH seems to get anxious when he knows about these things to soon. Depending on the activity it seems to be better when he knows either a day before or even a few hours before. During TH cleaning day (Saturday) Lets start having him also clean his mop bucket and mop as we see him urination in the bucket at times.

MK seems to need reminders on using her breaks lately. Also talked with MK on letting staff assist her with her wheelchair belt. MK seems to be a little more confused at times. DC is going to make a place to chart on this. Make sure to write things down that seem to be different. She may be showing signs of early dementia.