



Monthly Program Staff Meeting - Training Record

Program: Double H Date: 4/8/24

Trainer / Facilitator(s): Loni

Begin: 10:30A End: 12:00pm Training Hours: 1.5

SUBJECT / TOPICS: _____

Client's medical, therapeutic activities.
Finances. Staff communication
PAPP 2024

Employees Attending:

<u>A. Dillon, DSPC</u>	<u>[Signature]</u> DSP
<u>[Signature] DSP</u>	
<u>SR DSP [Signature]</u>	
<u>Astoria DSP</u>	
<u>Natalie [Signature] DSP</u>	
<u>Tammy M. [Signature] DSP</u>	
<u>[Signature] DC</u>	

Employees not Attending:

Reason:

<u>Aly Semmler</u>	<u>ill-medical</u>	Excused <input checked="" type="checkbox"/>	Not Excused <input type="checkbox"/>
<u>Megan Hafner</u>	<u>work</u>	Excused <input checked="" type="checkbox"/>	Not Excused <input type="checkbox"/>
_____	_____	Excused <input type="checkbox"/>	Not Excused <input type="checkbox"/>

LaTonya Dillon
 Print Name

[Signature]
 Signature

Designated Coordinator / (DSSC) / (CSSC)

Double H Staff meeting

April 8, 2024

BC- Staff need to watch Brian's toileting more closely. This month staff documented in the MAR that Brian had six days without a BM. MOM was given two out of the six days. DSPC reminded staff to remember to give Brian his Miralax and prune juice every morning. Document in Residex and report to DSPC when it is over four days who will look closely into if a doctor's follow up is needed.

Staff EB is making plans with staff AT to assist Brian and friend to attend Twins game at the stadium in August.

TG- DC is assisting Travis with changing from his current rep payee to Heartland Homes. The goal is for Travis to be able to receive his money to meet his needs.

Travis informed staff that his brother plans to visit this month to park rapids and pick Travis up to go to a movie. Reminder to staff: That Travis' brother is not on the "approved remove client from residence" list which is found in all the client's "Admission form and data sheet". This means staff cannot allow Travis' brother to take him out of the home. If staff is available then staff can take Travis to meeting place and watch close by.

Staff agree that Travis' feet and legs look healthy. No signs of rash.

OO- Staff need to communicate and plan when there are two staff Oscar's stander needs to get done on assigned days, before day staff shift is over. There are a few staff that have transferred Oscar with Hoyer into stander alone. DSPC recommends not to attempt until trained to do alone. If stander does not get done on assigned days staff need to document in MARS. It looks like documentation with this is being ignored. Still needs to be documented.

From Oscar's last cath change appointment, Ancillary nurse will be working on getting orders from the Doctor to schedule Oscar cath change to every three weeks instead of current orders are every four weeks.

MW- Mike needs to spend down. DSPC will make a list for Mike to follow to go shopping. Ideas for spending money on activities. Community education bus for Twins game was mentioned. DSPC looked into it and all spots are full.

Dblh- (PAPP) Program Abuse Prevention Plan for 2024 was review with Double H staff present at meeting today. Those who did not attend today's meeting, DPSC will review and sign at a later date with those staff.

All Staff need to be more attentive when answering the phone and taking messages. There has been a lot of missed messages due to staff not writing appointments or plans on the desk calendar and/or staff communication and residex. These details of information are important and cannot be missed or not documented as it could cause missed medical appointments, or planned outings with friends or family.

DPSC directed staff when taking a phone call write information down during time of phone call then immediately document information in residex for appointment schedule or rescheduling, write it down on the desk calendar for everyone can see. And note in staff communication, "staff read client's residex for today".

Next Inservice will be April, 18th, 2024 at 11am-2pm at Calvary Lutheran Church

Next staff meeting will be May 2024

Today's staff meeting began at 10:30 am and ended at 12:00 pm.

Thank You Everyone!

L. Dillon, DPSC