



Monthly Program Staff Meeting - Training Record

Program: Spruce

Date: 4/8/2024

Trainer / Facilitator(s): Jana Schweitzer

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

SUBJECT / TOPICS: _____

Employees Attending:

Wally Missett _____
Rick Rouse _____
Ellen Albee _____
Danda Phillips _____
Aina Brown _____

Employees not Attending:

Reason:

Jen Volk other job Excused Not Excused _____
Shelly Worcester Other job Excused Not Excused _____
Terril Waler Drappt Excused Not Excused _____

Jana Schweitzer _____
 Print Name Signature
 Designated Coordinator / DSSC / CSSC Jana Schweitzer DSFC

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

Staff please read + initial

SW TW EA
QR AL AB
JK
5/1 4/21

Spruce March Staff Meeting

March 28th, 2024

Rescheduled to April 8th, 2024 due to inclement weather

Spruce:

- Next meeting is scheduled for 4/25/24 at 12:30 pm.
- Schedule was done thru April 30th.
- Exercise bike is not fixed DC will talk to ED about it and DSPC will put in a repair slip.
- Meals do not have to be accepted by clients; they can decide to eat at any point. We as staff do not have the right to make them wait if they choose not to eat when a meal is served.
- We need to attempt to work as a team, if one staff gives a client a response whoever is also working needs to reinforce that staff's answer to ensure the clients are getting structured responses and stability and that the clients do not play staff against each other.
- Will work on a troubleshooting binder, if something comes up (internet/t.v. issues, blown fuses, client related insights, etc...) please write up how it was solved (a note, a text, etc) and forward it to DSPC who will put a binder together for future reference if the problem arises again.
- Mandatory in-service scheduled for 4/18/24 from 11-2 at Calvary Lutheran Church.
- It is okay to be flexible with outing days- if someone has a birthday or appt swap days in a way that is most beneficial to clients making sure to communicate with both clients that are affected ahead of time.
- Med errors, use the MAR, INITIAL the task sheet after double checking your meds, check again at the end of the night and the end of your shift, will start utilizing a different med box for GS to ensure we can properly see the times of administration.
- PTO requests- please see to it that when a slip gets filled out the DSPC is also notified either verbally or via text message to ensure nothing gets missed in the folder, if something isn't brought up or addressed it is likely that it got missed.
- The client information sheets need to get filled out. If each staff would add some notes for each client we will get a way more thorough

put note on communications log, so staff knows

COPY

picture. Each staff picks up on certain things that not everyone necessarily sees so it is really useful to hear what additions each staff has to offer. These will remain on the desk until completion.

- End of the month- the new MARS for the upcoming month will be located in the special procedures section at the back of the Medication binder.

GC:

- Birthday party is scheduled at Calvary for April 28th at 11:30 following the 10:30 service.
- Ellen will ensure an announcement is in the Park Rapids paper, Jana will confirm with Calvary, make sure there is an announcement in the church bulletin, and order a sheetcake from Costco.
- Filers/invites will be given to the other Heartland Homes programs. # DAC?
- Her gift from Spruce will be a new watch.
- Chiropractor costs are unclear at this point. Will follow up with more information when it becomes available.

GS:

- Was seen in ER for an abrasion in the ear, likely from inserting an object, monitor closely for that behavior and notify DSPC if it is witnessed.
- Make sure we are doing detailed documenting of programming, when swimming is offered, if he gets to the pool but won't go in, if he isn't willing to go, and when he does decide to swim all need to be detailed. Now that the weather is improving if he declines swimming, offer a walk as an alternative.
- If shower refusals occur document them in his charting and on task sheets so following shift is aware.
- Mom and Dad would like to see the alarms utilized again with factor. summer approaching. They would also like to see him being as active as possible(walks, yard work, etc...)

LT:

- Eye does seem to be showing signs of improvement after 30 day antibiotic treatment, if flare up occurs again eye doctor needs to be consulted about a potential biopsy.
- Allergies continue to be an intermittent issue, waiting on a call back from her primary on how to proceed, possible prescription for a PRN instead of daily medication. Will also look into ceramic pottery schedule with DAC to see if clay dust could be a contributing factor.
- Will start slowly spring cleaning her room/possessions with her.

VM:

- Is very proud of the progress she has made in her bedroom and her new décor.
- Has plans to go out for Chinese with Ashley on her birthday.
- A Clifford coffee mug has been ordered for her birthday gift.