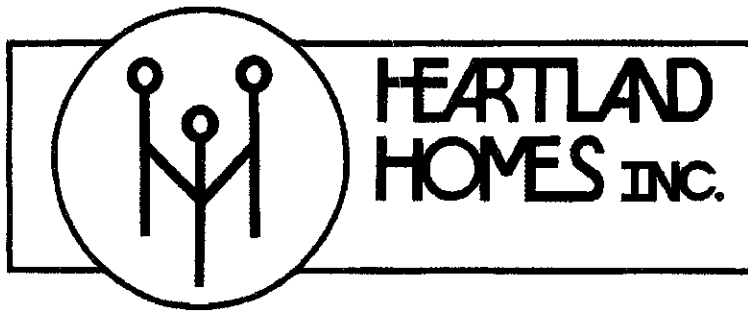




Monthly Program Staff Meeting - Training Record

Program: Pineview Date: 5-2-24

Trainer / Facilitator(s): Leisha Schwertzer

Begin: 11:30 End: 1:15 Training Hours: 1.75

SUBJECT / TOPICS: Important dates PC receipts
menus for weekends, Tim PT progress/exercises
>12 personal cares VA med changes - Twins
game LK B+B voice = solutions

Employees Attending:

UZ Conant
Rebecca Ashah
Margaret Rairdon
Pam Wilkinson
Cory Dept
Brook Peto
Gandra Phillips

Employees not Attending:

Reason:

Larry Novak working Excused X Not Excused
Excused Not Excused
Excused Not Excused

Leisha Schwertzer
Print Name

Leisha Schwertzer DSPC
Signature

Designated Coordinator / DSSC / CSSC

5-2-24

Pine staff meeting

OUR MISSION: Our mission is to provide services which will empower persons with disabilities to live the best life possible.

May 16th is road side clean up. Someone will be taking Laura, who ever is scheduled that day can figure it out. (Rebecca or Liz) After it is done there will be pizza afterwards for those who show up.

Use the one ply tp in Laura's and Verna's bathroom, they clog the toilets by using too much tp.

Because last summer the garage was broken into do not unlock the garage windows.

When the computer is not working then staff need to back date a progress note, if you forgot to chart on your shift then you need to do a late entry.

Petty cash: Remember that every time staff handles any money from anywhere there needs to be a paper trail, you will need to ask places for receipts even the \$1.00 or less items need to be accounted for, if a receipt is not available then you will need to create one for the clients or your pines house money or petty cash. Don't put in even a penny, leave it in the drawer, it makes the money count incorrect and paper work is off.

Menu's: To simplify on the weekends, Saturday and Sunday's the overnight staff will put left overs of client's choice on the cookie sheet in Tim's fridge. They do not need a 5-course meal, they have snacks and only need a light lunch since their breakfast was between 9 and 10. Staff should never be eating more than the client or different food than the client, this is their house, their food. If staff is on a different diet, then client then we as staff need to bring in our own packed lunch. If we are drinking soda and they are not, leave it in the office, if they are not drinking milk then we don't drink milk etc.

TIM: When he has therapy call the DAC when you arrive to take him to appointment so they can have him ready to go. Remember to do peri care for Tim when needed. He can walk without walker; staff walk beside if he is tired at the end of the day. It is very important that we complete all of his therapies, if he is tired then you lift his leg and assist him more, but therapy is what is going to make him stronger. Make sure that when we get him ready for an outing with family; church, out to eat, family visit, appointments, even work that we are making sure he is presentable, don't send him to church with a skull shirt on or high-water pants, clothing that is ill fitting or stained please, it looks bad on staff. Also wash his face before he leaves Pine to go anywhere

JOYC: Do not leave her sitting on the toilet for a long period of time, she passed out once on Rebecca when she was only left alone for a minute and had an ambulance ride to CHI. Please make sure that each time you assist her with changing in the am and pm and bathroom times during the day that **ALL STAFF** are washing her peri area up. She has the foam peri wash in the closet and wet wipes, wear gloves, all staff need to start doing this daily through out the day, Joyce is getting to that stage where we need to make sure that she is not foul smelling and also the skin break down, when cleaning her up at night it is clear that not all of the staff are cleaning her each time, she uses the bathroom. When assisting her to bed, scoot her closer to the wall so she does not fall out of bed. Joyce can have cookies always for a snack, she can afford to gain weight.

VERNA: Her Twins game is scheduled for June 14th; she wants Norman to go and Cary to take them for their overnight. Cary will work out details with Trail and Shannette. Verna is doing better since her Sertraline was increased from 150 mg to 200 mg daily, she has been calmer and not as obsessed with food. Remind her when she complains about Laura or others, "who does Verna worry about?" Also,

staff need to remind her that we do not need to be friends with everyone but we need to treat people nicely.

LAURA: June 3rd horseback riding lessons start at 9:00 am. Because of her attitude and behaviors the past few months I feel like maybe the negative attention for her has been better than little or no attention. The staff are going to start having dinner at the dining room table on the other side every night except pizza party nights (on TV trays) Laura will join them, only exception is if she is having a bad day and it is documented as such then she will need to eat at her station and housemates can choose where they are eating that day. On movie nights Laura can be invited over to other side of the house and staff can sit next to her on the couch for the movie. When it is nice out and there are two staff scheduled Laura will bike ride or walk her choice with a staff that day, really should not be any exceptions to this either, give Laura a choice, do you want to walk now or in a half an hour. Laura can have healthy snack before bed, her mom told us no when she moved in but Laura has lost over 15 pounds and maybe she will sleep better with a healthy snack before bed. Staff need to rethink the way we redirect her instead of saying, "this is your first warning" try a positive approach, remember you want Laura time so we should work on having a good morning, etc....

Everyone give me an idea we can you to assist Laura with not talking, roaring in the beast voice.

Staff can think of a sticker chart for Laura

Marker rewards for outings

What would princess _____ do? Or say?

Can you share a happy thought?

Count to 10. If that doesn't work count backwards from 10.

Shall we dance?

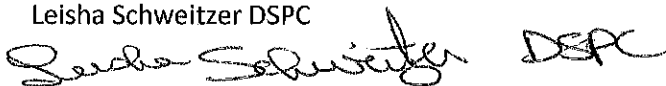
Go for a walk.

Sit in swing.

Staff scheduling issues.

Thank you all for stepping up and picking up shifts, switching shifts and making our team work so amazingly for the people we support. PINE VIEW STAFF ARE THE BEST!!!!!!!!!!!!!!

Leisha Schweitzer DSPC

Handwritten signature of Leisha Schweitzer in cursive, followed by the acronym "DSPC" in a stylized, blocky font.