HEARTLAND HOMES INC.

Monthly Program Staff Meeting - Training Record

Program: Double H **Date:** 7/8/24

Trainer / Facilitator(s): Loni

Begin: 10:30A **End:** 12:30pm **Training Hours:** 2 hrs.

SUBJECT / TOPICS:

Client's Appt's. / Charting - Resider
MARS: documentation = follow instructions.
schedule - client's activities, client's equipment

Employees Attending:

LaTonya Dillon, DSP
[illegible] DSP
Tammy Mclaston DSP
[illegible] DSP
Stephen Ramirez

Employees not Attending: **Reason:**

Eric Beruig	work	Excused X	Not Excused
Megan Hafner	work	Excused X	Not Excused
Sharon Dobson	Appointment	Excused X	Not Excused

rydin, Tomperi, personal Appt.

LaTonya Dillon
Print Name

LaTonya Dillon
Signature

Designated Coordinator / DSSC / CSSC

Posted to: ____ Database ____ Spreadsheet ____ Meeting Log Filed: ____ Original

Double h staff meeting

July 8th, 2024

BC- Staff talked about plans/scheduling for Brian's summer activities. Staff will be taking Brian and a friend to Mall of America July 15th for overnight hotel stay through July 16th where they will see the Aquarium, shop, ote and possible plans to meet family there to go out for supper. DSPC will communicate with Brian's family for plan/schedule for staff to meet them at MOA. Brian will be supported by staff to go to a zoo in Brainerd August 1st. Two staff planned a swimming trip with Brian July 18th at Wadena community center to help Brian meet his goal of the minimum swimming within three months. He can go more often, any staff who would like to help with Brian's swimming so he can go more often let DSPC know that you are available and we can schedule.

DC reviewed Brian's weight restrictions to follow Brian's diet. Brian should not go over 135 lbs.

If Brian weights less than 130 lbs. Staff should follow 1500 calorie serving size diet.

I Brian is over 130 lbs. Staff should follow 1200 calorie serving size diet.

DC explained the importance of following Brian's weight program due to if his weights too much or too little than his wheel chair/equipment does not work properly for him.

This is why it is important for staff to complete monthly weighting for Brian that is printed on the "End of the Month" book directions for staff to have done for each client every month and chart in their MAR book.

TG- Staff continue to share concerns about Travis' behaviors, "yelling at or for staff in the main area of the house during housemate's cares when staff have given him notice that they would be "busy with housemates". DC and DSPC has informed staff that Travis could be frustrated "acting out" when he has no money and having difficulty receiving any funds or has been given no information from his current re-payee. This makes it almost impossible for Travis to be able to go out and do things that he enjoys when he has no money or can't budget to make plans for activities. Today staff were reminded to redirect Travis' inappropriate behaviors, Staff are to present with calm body language, speaking slowly and kindly to remind Travis "the yelling is inappropriate outside your apartment, if you need to let out some frustrations shut your door and do not disturb your housemates per the "house rules".

DC and ED are working on changing Travis' rep payee to Heartland Homes that is estimated to change over in August 2024.

Staff shared concerns on a sore on the ball of Travis' right ankle. Dr. Bauer put a pad on Travis' AFO, Travis reported to DSPC that it is getting better. DSPC will contact Hanger to make an appointment to get it readjusted.

OO- Staff were updated with Oscar's new community program that he needs to go outside of his home out into the community at least once a week. Staff are not to do his errands for him. If Oscar declines an outing/activity then staff document on Residex and monthly data charting. As Oscar does his own errands on his own or with staff support, he is not to declined things like Rx pick up, if it is an option to go a different day he still needs to plan and agreed to go within the week.

DSPC shared last few experiences on the poor communication and lack of follow through with plans from Oscar's brother and sister-in-law. To avoid experiences that staff had taking Oscar to Menahga to visit his brother to find his family not at home when plans were made for Oscar to visit. Staff will from now on communicate directly with Oscar's brother at the time that Oscar is on the phone with his brother to confirm the plans. Oscar should inform staff that he is making plans with his brother then should hand staff his phone for staff to directly communicate with the brother. Staff need to be straight forward and direct with Oscar's brother and to say the words, "yes, plans are confirmed and staff will be bringing Oscar there at scheduled date and time".

MW- Staff noticed that Mike has a friction sore on top of his foot. Staff has been putting a bandage on it, Mike continued to wear his sandals until DSPC talked to Mike to wear socks with his sandals or wear his socks and shoes while he wears a bandage and his sore heals. Staff continue to bandage and keep clean. Staff figured out that Mike was tightening his sandals too tight. DSPC will go over with Mike today how to appropriately wear his sandals to avoid getting sores. Staff continue to remind Mike to not tie his sandals to tight, to avoid this in the future and also getting Mike in the practice of keeping them fitted appropriately.

Staff noticed Mike taking and eating more snacks, (it seems to happen more often when he is bored) Staff are to continue to monitor Mike and give him reminders about his diabetic diet, watching carbs and sugars. Staff noticed on the weekends that Mike has not followed his blood sugar schedule to have breakfast in the morning then wait 2 hours without eating. After the 2 hours staff then take his blood sugar. Having those snacks in between has shown in the charting that Mike's blood sugar is higher than it should be due to eating and not waiting the 2 hours. DSPC will talk to Mike today to inform him what he is doing incorrectly by eating in between the 2 hours before getting blood sugar would give the doctor incorrect information. DSPC will direct Mike not to eat anymore after breakfast, wait 2hours, take blood sugar then he is ok to have a snack.

DC shared plans made with ED that Mike agreed to go overnight with ED and a friend to the resort that Heartland Homes rents cabins, this will be in August, more details to follow.

Mike and staff made plans to take a friend to go tubing down the river in August when friend is available.

Dblh- Staff informed DSPC that the push button start on the current grill does not work, inquired about getting a new one. DPSC will look into that.

Condiments it the fridge, please only have one open at a time, there should only be one in there at a time, staff can put new one in the fridge when the old one is empty. EX: don't have two ketchups in the fridge and both open. When condiments are purchase and not needed in the fridge then they are to be kept sealed in the pantry. Please don't buy anything we are not going to use for the week as we do have a fixed budget.

Staff **Please** every shift complete your charting in Residex the dailies, Medical notes: details like clients getting new equipment. Client's MARS and monthly data sheets and to do it correctly. DSPC shown examples of mistakes found last month at today's meeting and highlighted what was found too many missed MARS staff did not initial.

Next staff meeting is Monday August 5th, 2024 at 10:30 am.

It is becoming to be a really great summer this year, Staff has been doing great getting our guys out to have fun!

Thank You all!

L. Dillon, DSPC

DSPC L. Dillon