



Monthly Program Staff Meeting - Training Record

Program: Depot

Date: 4/23/24

Trainer / Facilitator(s): _____

Begin: 9:00 End: 10:30 Training Hours: 1.5

SUBJECT / TOPICS: Review 2024 DAPP, TH ~~2024~~ protocols
Notes/charting match, Cant petty cash, TH, MK OTEs
#1's msp/budget

Employees Attending:

Brianna Phillips _____
Cyndi B. _____
Rachel G. _____
Isaiah M. _____
Stephen R. _____
Kelly D. _____

Employees not Attending:

Reason:

 _____ Excused _____ Not Excused _____
 _____ Excused _____ Not Excused _____
 _____ Excused _____ Not Excused _____

Brianna Phillips
 Print Name

Brianna Phillips
 Signature

Designated Coordinator / DSSC / CSSC

Staff Meeting April 23rd, 2024

All staff reviewed the 2024 PAPP for house and signed the paper. TH has been coming home from the DAC wet or with BM in pill up. Staff came up with a protocol for when this happens. A copy of the protocol will be put in his personal book for reference. Protocol being that staff is to check TH pull up after everyone is safe in the house. If wet or BM help assist him in clean up right away. Also check brief before going to DAC in the mornings. TH mom is wanting to HH to start taking TH out to eat weekly. She is also wanting staff to assisted TH with pop money for DAC. It was discussed that we will do one transition at a time. We will start with the OTEs. His out to eats will be planned for Wednesday nights. TH has brought up wanting curtains in his bedroom. Staff is to assisted him with purchasing some that he likes. HH will buy the curtain rods and hang them up for time. Staff did discuss TH maybe sending his brother Eric a post card or picture with a small note from time to time. This would get TH to interact with more family members. TH mop bucket and mop need to be soaked and cleaned as they can get smelly. Please assist him if you notice urine in the bucket or on Saturday mornings after he does his normal cleaning.

MKs OTEs with be Mondays. As we always have 2 staff on for sure that day.

Please make sure to always count petty cash, both client and house, after returning money. Make sure the count matches the petty cash reports or registers. A mistake was found but fixed.

When charting, please make sure there is also a note in residex to match what you have charted. A more detailed note in residex is helpful at times. For example, if TH or MK had a behavior that day. Or if MK had a seizure.