



Monthly Program Staff Meeting - Training Record

Program: Deport

Date: 7/31/24

Trainer / Facilitator(s): \_\_\_\_\_

Begin: 9 Am End: \_\_\_\_\_ Training Hours: 1.5

SUBJECT / TOPICS: Im Check book, Cleaning Check list,  
head count for picnic, TH behaviors, MK-behaviors  
MK protocol & TH protocol

Employees Attending:

Bianna  
Cyrdi  
Isaiah  
Rachel  
Stephen

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employees not Attending:

Reason:

Sharon  
 \_\_\_\_\_  
 \_\_\_\_\_

Excused \_\_\_\_\_ Not Excused \_\_\_\_\_  
 Excused \_\_\_\_\_ Not Excused \_\_\_\_\_  
 Excused \_\_\_\_\_ Not Excused \_\_\_\_\_

Bianna Phillips  
 Print Name

Bowen Phillips  
 Signature

Designated Coordinator / DSSC / CSSC

## Staff meeting July 31<sup>st</sup>, 2024

There is a new cleaning check list posted on the refrigerator. It is a little more detailed than the previous one. Please make sure all daily tasks are getting completed on your shift. The HH picnic is coming up. HH is asking for a head count for food. BP will get ahold of family members to get a count. Staff and their families are also invited. Let BP know ASAP if you will be attending.

JMs checking account was overdrawn. We all need to be better with keeping track of clients checking account registers. Please make sure to write in deposits and withdraws. Staff will also need to look at bank statements at the end of the month to balance the checkbooks.

Staff reviews TH and MK behavioral protocols. We are thinking that MKs may need to be revised a little bit. This will need to be discussed with her Dr. and team. TH-PRNs should be given when there is selfharm or any hitting.

IM is planning on camping with TH Aug. 13<sup>th</sup>. TH and staff also have the cabin at R&D resort on Aug. 21<sup>st</sup>. BP is planning on staying with TH at the resort.

Staff will make a MAR sheet for staff to sign off when JM extender tube is changed. It should be changed Wednesday and Sunday mornings.

We are going to change filling pill grid days to Wednesdays. Pick up days will be Friday.