



Monthly Program Staff Meeting - Training Record

Program: Double H Date: 8/5/24

Trainer / Facilitator(s): Loni

Begin: 10:30A End: 12:30pm Training Hours: 2

SUBJECT / TOPICS: _____

Client activities, programs = current/new.
client health, client finances, house budget.
Star Services training - attached

Employees Attending:

<u>a. Dillon, DSPC</u>	_____
<u>[Signature] DSP</u>	_____
<u>Tanner M. [Signature] DSP</u>	_____
<u>[Signature] DSP</u>	_____
<u>[Signature] DSP</u>	_____
<u>[Signature] DSP</u>	_____
<u>[Signature] DSP</u>	_____

Employees not Attending:

Reason:

<u>Megan Hafner</u>	<u>work</u>	Excused <input checked="" type="checkbox"/>	Not Excused _____
<u>Sharon Dobson</u>	<u>vacation</u>	Excused <input checked="" type="checkbox"/>	Not Excused _____
_____	_____	Excused _____	Not Excused _____

LaTonya Dillon _____
 Print Name Designated Coordinator (DSSC/CSSC)

 Signature

August 5th, 2024

Double H Staff Meeting

BC- DC informed staff that it was discussed at his annual meeting that DAC is pureeing his lunches. DC and DSPC discussed with staff that when (swallowing) muscles could decline with these changes. Staff, please watch Brian while eating at home for signs if there appears to be more coughing, or swallowing issues. Staff were informed that Brian's guardian did not approve of DAC pureeing food, Guardians were informed that this will continue at the DAC. Staff at home will continue to follow Brian's diet and meal plan: regular food, cut up bite size, reminders to chew and drink liquids between bites.

DAC informed DC that BC and housemates working at the DAC do not need ice packs in their lunch boxes. Please don't bring them as they have been losing them at the DAC.

This month Brian will be supported by two staff to attend Twins game at stadium along with peer. Staff will drive to Big Lake to ride the light rail to the stadium and back. Thank You!

TG- hearing staff's concern with Travis' continued inappropriate social behavior that are affecting housemates in the home, DC will present to Travis' team to be approved that would be a new program, the idea would be rewards given when he has socially appropriate behaviors. Based on past experiences with Travis' inappropriate behaviors staff all agreed that the new program would be beneficial.

Travis had his semiannual meeting with his team, what has been updated that all staff should have read by now. Travis' new person-centered action plan, community goal "Travis can utilize the community independently for up to .5 hours"

OO- DSPC assisted Oscar with getting tickets to attend "Larry the cable guy" comedy show in Walker casino in September with a staff of his choosing, Oscar appears to be excited for it. Also, his Birthday is early in September staff please remember to wish him a happy birthday. DSPC assisted Oscar with making a plan to see a movie he really wants to see, "Beetlejuice 2" DSPC ordered seating online at Bemidji movie theatre as they have more appropriate wheel chair space.

Staff remember in Oscar's program community outings once a week either to be staff supported or he make arrangements with Heartland Express, Oscar has not been reaching this requirement, staff need to continue to give reminders or prompting to Oscar for this. It has been discovered a few times that Oscar has not been picking up his own prescriptions from the pharmacy. it is not acceptable on Oscar's end or from staff to let this happen, if Oscar refuses to go and pick up his prescriptions then staff need to document,

this will lead to DC informing Oscar if he continues to not follow his only program for the community outings, he would then need to think about finding a different place to live. To note, Oscar usually doesn't "refuse", he is just trying to make excuses to get out of his responsibilities. It is Staff's job is to continue to prompt him to follow his program and take him out to do his errands.

It was suggested today if DC is able to add in the program it is designated an idea for Oscar to go out to eat for supper or go to the store to buy his takeout meals on Mondays as it is known by staff that Oscar prefers not to eat housemate's cooking on Mondays.

MW- DC assisted Mike to make plans with ED to be invited for overnight resort stay with peers. Mike agreed to go overnight for a few days.

Staff SD planned with Mike and peers to go attend a Vikings game at the MN stadium later this month.

DC assisted Mike with planning another trip to spend some of his money. Mike will be going to a Vikings game at MN stadium with staff and a friend traveling by the Community bus scheduled for October 20th, to meet at the Park Rapids high school leaving at 7am.

Staff has shared concerns recently catching Mike in the middle of the night approximately at 3:30 am going through the house fridge touching items that are not his, dragging a chair in the main area making noise, going through the house pantry touching items that are not his. DSPC will talk to Mike to inform him that it disrupts his housemates sleeping and shouldn't be touching food items that are not personally his as some of his housemates do not like their food touched by other people.

Staff talked last month that staff noticed sores on his feet and our theory was from his sandal's being too tight. After Mike was informed by DSPC that his sandals are too tight and need to avoid this by tying his sandals to keep his feet comfortable. DSPC physically tied Mike's sandals to show him the appropriate tightness. Sores have healed and since then there has been no further sores on Mike's feet at this point in time.

Dbih- *Staff reminder* Look at the check book register to see checking account balance before going shopping. There have been too many bounced checks. This would be caused by staff just taking the debit card and not looking at the check book register and knowing what the checking account balance is at before going shopping. Each time there is a bounced check there is a fee of \$35.00 that takes away from our budget. Each bounced check takes away from our budget, we do not get additional funds to cover those bounced check fees.

Staff when DAC calls or sends info about clients needing to bring money remember every time taking out money from client's finance boxes to write information on their finance sheet to keep accurate recordings and balanced funds. Finance sheets have been off, DSPC has directed staff when two staff are working together during shift for both staff to oversee client's finances and meds.

Staff reminder to call DAC when clients are not going to be at work and/or if they will be returned, dropped off at work.

Staff reminder if you forget any details in client programs current copies to read and review are kept in their (MAR) "client books" kept on the computer desk.

Heartland Homes client/staff picnic at Heartland Park is August 9th

Next staff meeting will be Wednesday September 11th at 10:30 am

Due to DSPC appreciation week September staff meeting is rescheduled to Monday September 16th at 10:30 am

Thank You Everyone in supporting our clients

L. Dillon, DSPC

DSPC, L. Dillon

Heartland Homes Inc.

Client Petty Cash Finance Sheet for the Month: July Year: 2024

Client Name: Brian Christensen

Petty Cash Balance Brought Forward: \$ 758.00

Date	Amount Spent	Amount Received	Paid To: / Received From: / For:	New Petty Cash Balance	Staff Initials
7-2-24	4-		POP outing	254-	MS
7-3-24	80 ⁰⁰		massage	174-	JMS
7-5			weekly count	174-	CS
7-5-24	10 ⁰⁰		Co Day	164	JMS
7-5-24		6 ⁰⁰	Returned ↑	170	JMS
7-6-24	20-		ote #10	150	MS
7-6-24		8-	return	158 158	MS
7/8/24		500-	cash count	158 ⁰⁰	LD
7/9/24		500-	check	658.00	SD
7/10/24	500 ⁰⁰		Deposit into checking	158 ⁰⁰	JMS
7/12/24			weekly count	158 ⁰⁰	LD
7-14	100-		MOA trip	58	CS
7-16		104	Returned ↑	122	CS
7-17	20-		Co. Fan	102	RD
7-17		9-	returned	111-	LD
7/18/24	7 ⁰⁰		swimming wadenapool	104.00	LD
7-20-24	21-		church note	83-	MS
7-20-24		6-	return change	82-	MS
7-21	40		Wal Stop	49	CS
7-21		31	Returned NINA	80	CS
7-21	80		massage	8	CS
7-22		200 ⁰⁰	from checking	200 ⁰⁰	JMS
7-22	8-		POP outing (imperial)	192-	SD
7-27	40 ⁰⁰		Car Show & OTE	152 ⁰⁰	JMS
7-27		29 ⁰⁰	Returned ↑	181	JMS
7-29		100 ⁰⁰	Cash to \$ box	281	CS
7-29	53-		wal mart	228	CS
7-30	10 ⁰⁰		DAC treat Day	218	CS
Missing info.			* return change ?		
			DAC outings 7/30		
			* End of the month		
			Box count, 7/31		

Client Signature: _____

Witness Signature: Antonia Dillon, DSAC

Kelly Dudley

of
Depot/Trailview/Double H

The person named herein has successfully completed the following course:

***MH - Crisis Reponse and Behavioral Intervention (0.75 hrs)
0.75 hours, CEU Contact Hours: 0.9 for Nurses, 0.75 for Social Workers***

Crisis Response and Behavioral Intervention - Preparing for and understanding crisis response and de-escalation techniques is important when working with individuals with mental health diagnoses. This course explores behavioral challenges and mental health crisis. Learners will receive information on the best ways to proactively respond to crisis and behaviors, while using evidence-based, person-centered supports.

Completed July 31st, 2024 10:55 am with a score of 80.

Instructor Credentials:

STAR Services is a training, education, staffing, consulting, and business development resource for social service agencies, individuals, families, social service professionals, schools, and government agencies. STAR Trainers have a combined experience of over 100 years of supporting people with various disabilities and mental health conditions in a variety of settings. All curriculum has been developed by a team of DC/DMs, mental health practitioners, and a licensed social worker, along with other experts in the field.

CEUs for Social Workers and Nurses:

STAR Services does not issue credits. It is your responsibility to review the content of a CE activity to determine if it meets the criteria of your licensing board and submit for approval.