



Monthly Program Staff Meeting - Training Record

Program: Double H

Date: September 16, 2024

Trainer / Facilitator(s): Loni

Begin: 10:30 A End: 12:00 pm Training Hours: 1.5 hrs.

SUBJECT/TOPICS: STARS training video "Crisis response and Behavioral Intervention" = 45 mins.  
Client activities planned details, client's Rx/  
prescriptions; reorders, staff documents.

Employees Attending:

Tammy M. Gault DSP

Stephen Remond DSP

Ann Lee DSP

X. Dillon, DSP

[Signature] DSP

Kelly Dudley DC

Employees not Attending:

Reason:

Sharon Dobson Appts. Excused  Not Excused

Megan Hafner work Excused  Not Excused

Eric Bervig Excused  Not Excused

Latonya Allen

[Signature]

Print Name

Signature

Designated Coordinator (DSSC / CSSC)

September 16<sup>th</sup> 2024

### **Double H Staff Meeting**

**BC-** We need to get Brian back into swimming, any staff interested to go along to support Brian at Wadena community center, swimming hours are in the evening 6p-8p, let DSPC know so I can look at the schedule.

Overnight staff please complete Brian's morning list hygiene before ending your shift, specifically teeth brushing and shaving. Brian's facial hair grows too long then it is too difficult for the electric shaver. Teeth brushing obviously needs to get done to avoid cavities and sores. If overnight staff need to end their shift early then leaving the unfinished tasks for day staff it doesn't work out as day staff is suppose to be designated for other housemate (OO). Overnight staff if you need to leave early then you need to begin the routine early to not overwhelm one person to get unfinished tasks done before the bus comes.

**TG-** DSPC reviewed with staff on Travis' Person-Centered Action Plan for his program "participate in the life of the community", this was updated and implemented 7/9/24. In July 2024 all current staff has dated and signed off that they read Travis' updated community participation program. There was an incident in August 2024 that this was not followed. Travis convinced staff to take him to an activity during the weekend where he was left at a building that he is not familiar with for two hours without HH staff. Travis was invited by a DAC staff but this DAC staff is not Heartland Homes staff, therefore DSP's do not have to follow through on a plan made by anyone that is not Heartland Homes staff (unless there is prior approval from guardian). DSPC physically pointed out to staff where staff can look at "Authorized to Remove Client from Residence" this is the list of people who can take clients out of the house, or clients could be in the community alone with these people- (depends on their program). DSPC reviewed with staff that DAC staff person was not on the list. In order for Travis to be Ok'd to go the staff needed to contact guardian for prior approval to allow Travis to be alone with DAC staff person for activity when HH staff can't. Staff do not just write activities or plans on the calendar because Travis wants to go, especially when we're short staffed. Check with DSPC first if arrangements can be made with staff to attend.

DSPC reminded staff that if they have questions or not sure on something then they need to call DSPC or DC to avoid these types of incidents in the future. Travis' current 7/9/24 "Community participation" program time guidelines state that Travis can be independent in his community for half an hour. Travis needs a working cell phone with minutes to be able to contact staff for emergencies before he can go out in the community without staff. If Travis informed staff about an activity that he wants to attend but the program and policies can't be followed, then staff need to tell him that Heartland Homes staff cannot support him in that activity. Staff supporting Travis during their shift can offer ideas of activities that Travis can do but then that staff need to be prepared to follow through to make sure Travis attends activity if no other staff person is able to alter their schedules.

But this should NOT have happened when all current staff signed off and dated that they read client's programs. DSPC reminded staff that all current Client's programs, health information, directions for cares and therapies are kept in their MAR books for staff to review information at any time.

We can not afford in our budget Microwavable bacon for Travis. On Travis' Friday grocery shopping list is updated for staff to purchase "regular bacon" preferable on sale.

Staff will cook a pound of bacon on Sunday's and put in Tupperware in his fridge for the week when Travis would like some bacon to eat, he can be given three pieces at a time along with another side for his meals.

Travis Walgreens "Express Pay" account is deactivated due to change in Rep-Payee. DSPC will get Travis new account activated for Travis to get his co-pays paid for using "express pay". DSPC will inform staff when it is active again.

**OO-** Staff remember to prompt Oscar, give reminders when needed: DSPC worked overnight shift to find Oscar did not fill his pill grid that is supposed to be done weekly every Thursday and staff need to sign off on it to make sure it is done along with medication refill orders. It was not done Thursday, Friday or Saturday. Saturday night DSPC reviewed plan with Oscar going to bed early beginning routine at 9:30 pm to be in bed at 10 pm as Sunday he needed staff to get him up to begin routine at 5am as he was going to Viking's game. DSPC did not discover pill grid was not done until checking pill grid at 9:30 pm but before that time there was two staff on Thursday, two staff on Friday and two staff Saturday during the day. Since we needed to go to bed early DSPC filled Oscar's pill grid at 10 pm at night, Oscar was in bed at 10:30 pm and we got up 5 am on Sunday. Staff, please remember to complete tasks with clients that are designated on the assigned days. DO NOT let the unfished tasks fall on one or two people they get burnt out. Staff are to support Oscar in getting his own tasks done and not for him, Staff's job is to make sure he gets it done. That's why he is here.

Oscar plans to attend a Comedy show at Walker event center with staff October 5<sup>th</sup>.

**MW-** Mike is excited to go with staff and friend in October to attend a Vikings game riding the community bus.

**Dblh**- DC brought in a training video for staff to watch during today's meeting:

"Crisis response and Behavioral Intervention".

DSPC explained to staff program finances. Office management talked to DSPC that there have been too many "bounced checks" coming from our program. Each time a check bounce it is a \$35.00 fee. This makes us look irresponsible. I was informed by the office that it has happened a lot. When there is a bounced check, it comes out of our budget then that money is wasted, gone, and double h then has no additional funds to add for extra spending or activities.

Staff remember to look at the check register to see what the current balance is in the checking account before going shopping and not to over spend in case a costly but fun activity staff and clients want to participate in.

It was inquired if we could get a higher weekly deposit. The answer is "No". Double h would not be approved when staff have been spending in the negative.

I was informed by the office that our weekly deposits are not deposited in the bank until 5 pm Fridays.

Staff just writing in register our weekly deposits before Fridays does not mean Money is actually deposited into the account, it is not. Writing in a deposit in the middle of the week does not mean the money is in our account before Friday. Staff only enter in checking account register Friday deposits on Friday.

I attached a copy of the check register with Staff meeting notes for staff to use as an example what is not allowed. Staff are not allowed to spend money we don't have then write a negative balance. Staff can either get prior approval for funds needed to be deposited into our account to keep balance in the positive, but if there are not enough funds and denied additional funds then we need to wait to build funds until we can afford it.

Heartland Homes Turkey/Ham Dinner silent Auction is Friday October 11<sup>th</sup>, 2024 4:30 pm-7pm At Park Rapids American Legion

Our Next staff meeting is scheduled for Monday October 7<sup>th</sup> at 10:30 am.

thank you!

A. Dillon, DSPC

COPY

HEARTLAND HOMES PERSON CENTERED ACTION PLAN

Name: Travis Goose

Date Written: 7-9-24

Implementation Date: 7-9-24

Review Date: Monthly by Direct Support Staff Coordinator  
Designated Coordinator

Raylan's Not Approved by guardian  
bd day party  
Sunday @  
The Event Room  
3-5 old J+B

participate in the life of the community.

lize his community including the activities and businesses it  
es arise.

asurement): Travis will be given a minimum of two  
ies weekly. Travis may be in the community independently  
frequency count will be maintained of community use.

STEPS TO OBTAIN GOAL

WITH STAFF:

1. Travis will be given the opportunity to grocery and snack shop a minimum of one day weekly. Travis has a sample grocery list to work from which includes his likes and meets his dietary guidelines.
2. Travis will be provided transportation and support to pick up any needed personal items and/or medication refills as needed.
3. Travis will be offered additional community activities as opportunities arise at a minimum of once weekly and be encouraged to inform staff if he learns of an activity he would like to plan and/or be involved in. This may include special events such as cage fights at the casino to simple errands such as a Hugo's run to pick up an energy drink.
4. Travis will be encouraged to invite a friend when planning an activity, but frequently will choses one to one time with staff.
5. Travis has demonstrated the ability to arrange and utilize the Heartland Express for transportation as an option if he so chooses, but this is happening infrequently as he is relying on staff for more physical support as his PDCD progresses.
6. Travis plans special one to one time with staff weekly.

INDEPENDENTLY:

1. Travis may utilize the community independently for up to .5 hours following the stated guidelines:
  - A. Inform staff that he is leaving and where he is going
  - B. Dress appropriately for the weather
  - C. Bring his cell phone with minutes
  - D. Return on time

Physical Environment: Travis lives in a residential area on the outskirts of town. Park Rapids has a population of approximately 3,500. There is a down town area 1.5 miles from Travis'

Name: Travis Goose

Program: Community Participation

**HEARTLAND HOMES INC.**

	218-983-6325
Neurologist: University of Minnesota Clinic, Dr. Fiola Not currently seeing	909 Fulton St. SE Minneapolis, MN 55455 612-273-8383
Dentist: Northern Dental Access	205 Pleasant Ave. Park Rapids, MN 56470 218-732-4436
Optometrist/Ophthalmologist: Vision Source	100 Huntsinger Ave. Park Rapids, MN 56470 218-732-3389
Audiologist: N/A	
Pharmacy: Walgreens	101 Main Ave. N Park Rapids, MN 56470 218-732-3342
Hospital of preference: CHI ST. Joseph's	600 Pleasant Ave. Park Rapids, MN 56470 218-732-3311
Other health professional: University of MN Metabolism Clinic, Dr. Susan Berry	909 Fulton St. SE Minneapolis, MN 55455 612-273-8383 – metabolic scheduling 844-273-8383 – toll free 612-273-3000 - emergency on call
Other health professional: Sanford Healthcare Accessories	1705 Anne St. NW, Suite 1 Bemidji, MN 56601 218-444-8036
Other health professional: Hanger Clinic, Rachel Barness, CPO	4706 Wilderness Ct #102 Brainerd, MN 56401 218-825-7255

**AUTHORIZED VISITORS**

The following list of people is authorized to visit the client at the residence without prior approval from the legal guardian or representative for each visit. **No restrictions**

**AUTHORIZED TO REMOVE CLIENT FROM RESIDENCE**

The following list of people is authorized to take the client from the residence without prior approval from the legal guardian or representative for each visit. Please specify what kind of visit.

Name: Tim Goose	Relationship: Father	Day Visit or Overnight: Day
Name: Connie Onefeather	Relationship: Mother	Day Visit or Overnight: Day
Name: Marlene Smith	Relationship: Grandmother	Day Visit or Overnight: Day
Name:	Relationship:	Day Visit or Overnight:

\_\_\_\_\_  
Person served and/or legal representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Person served and/or legal representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Person served and/or legal representative

\_\_\_\_\_  
Date

COF

DDI. H check register

Number	Date	Transaction	Withdrawal	✓	Deposit	\$	
-	9/1	Beginning Balance September 10	-		-	252	56
Debit	9/1	Yapsody - Josh Blue (oo activity) 10	32	50		200	04
Debit	9/1	wal Sunday shop CS	98	58		101	76
	9/3	<del>deposit</del> transf from savings			300	506	76
11068	9/4	Carol Stachowski Groceries reimbursement 78	129	41		378	35
	9/5	office adjustment			2	379	75
11069	9/5	Polly Blumberg Vikings ticket	400			-2525	

Staff  
don't  
Do this

**OSCAR**

**MEDS: AM (MAR)** \_\_\_\_\_  
AGENDA \_\_\_\_\_  
LAUNDRY \_\_\_\_\_  
Commode: (THERAPIES) \_\_\_\_\_  
(BM) \_\_\_\_\_  
**SHOWER** \_\_\_\_\_  
AFO'S - \_\_\_\_\_  
(THERAPIES)(times) \_\_\_\_\_  
**BRACES- (THERAPIES)** \_\_\_\_\_  
minutes \_\_\_\_\_  
FLIP-(therapies) \_\_\_\_\_  
minutes \_\_\_\_\_  
**MEDS: PM (MAR)** \_\_\_\_\_  
Any notable skin \_\_\_\_\_  
breakdown? \_\_\_\_\_ Y/N \_\_\_\_\_  
(CHART IN RESIDEX IF ANY NOTED) \_\_\_\_\_  
STANDER- (therapies) \_\_\_\_\_  
minutes \_\_\_\_\_  
**MEDS: HS (MAR)** \_\_\_\_\_  
COMMUNITY- (COMPUTER) \_\_\_\_\_  
Y/N \_\_\_\_\_  
WHERE? \_\_\_\_\_  
WHAT? \_\_\_\_\_  
Heartland Express Used? \_\_\_\_\_  
**PILL GRIDS (MAR)** \_\_\_\_\_  
TEETH \_\_\_\_\_  
FLUID INTAKE- (THERAPIES) \_\_\_\_\_  
oz. \_\_\_\_\_

**BRIAN**

**MEDS: 8 AM (MAR)** \_\_\_\_\_  
STANDER- (THERAPIES) \_\_\_\_\_  
MINUTES \_\_\_\_\_  
W.C. RECLINE: (THERAPIES) \_\_\_\_\_  
MINUTES \_\_\_\_\_  
SHIRT ON \_\_\_\_\_  
TEETH \_\_\_\_\_  
SHAVE \_\_\_\_\_  
BRUSH HAIR \_\_\_\_\_  
DONE \_\_\_\_\_  
AFO'S ON \_\_\_\_\_  
BRACES ON \_\_\_\_\_  
**BM** \_\_\_\_\_  
Size \_\_\_\_\_  
PM \_\_\_\_\_  
**MEDS: 3 PM (MAR)** \_\_\_\_\_  
**BM** \_\_\_\_\_  
Size \_\_\_\_\_ (MAR) \_\_\_\_\_  
STANDER: (THERAPIES) \_\_\_\_\_  
MINUTES \_\_\_\_\_  
W.C. RECLINE: (THERAPIES) \_\_\_\_\_  
MINUTES \_\_\_\_\_  
**Pill Grid (MAR)** \_\_\_\_\_  
COMMUNITY- (COMPUTER) \_\_\_\_\_  
Y/N \_\_\_\_\_  
WHERE? \_\_\_\_\_  
WHAT? \_\_\_\_\_  
CONVERSATION-(COMPUTER) \_\_\_\_\_  
READ? \_\_\_\_\_ RELAY INFO? \_\_\_\_\_  
USE FOR REDIRECTION? \_\_\_\_\_  
ORAL (THERAPIES) \_\_\_\_\_  
ROM (THERAPIES) \_\_\_\_\_  
OVERHAND (THERAPIES) \_\_\_\_\_  
P.O. CLOTHES \_\_\_\_\_  
**MEDS: 8PM (MAR)** \_\_\_\_\_  
MUSIC \_\_\_\_\_  
READ \_\_\_\_\_  
GAME \_\_\_\_\_  
DONE \_\_\_\_\_  
TEETH \_\_\_\_\_  
WASH BRACES \_\_\_\_\_  
RECLINER \_\_\_\_\_  
SHIRT OFF \_\_\_\_\_  
LIGHTS \_\_\_\_\_  
DUST ROOM \_\_\_\_\_  
Left brace on at \_\_\_\_\_  
night \_\_\_\_\_

**MIKE**

**MEDS: AM (MAR)** \_\_\_\_\_  
AM MOOD \_\_\_\_\_  
RECYCLING \_\_\_\_\_  
GARBAGES \_\_\_\_\_  
DISHES \_\_\_\_\_  
CHECK FEEDERS \_\_\_\_\_  
**Glucose check before breakfast** \_\_\_\_\_  
PM MOOD \_\_\_\_\_  
COMMUNITY- (DESKTOP) \_\_\_\_\_  
OFFERED? Y/N \_\_\_\_\_  
WHERE? \_\_\_\_\_  
WHAT? \_\_\_\_\_  
**CHART BM- (THERAPIES)** \_\_\_\_\_  
Y/N \_\_\_\_\_  
LAUNDRY \_\_\_\_\_  
BEDDING \_\_\_\_\_  
CL ROOM \_\_\_\_\_  
SWIM OR WALK \_\_\_\_\_  
DISHES \_\_\_\_\_  
HAIRCUT \_\_\_\_\_  
**PILL GRID(MAR)** \_\_\_\_\_  
**MEDS: PM (MAR)** \_\_\_\_\_

**TRAVIS**

**MEDS: AM (MAR)** \_\_\_\_\_  
MENU CHECK- \_\_\_\_\_  
TONIGHTS DINNER - \_\_\_\_\_  
TOMOR. BREAKFAST - \_\_\_\_\_  
TOMOR. LUNCH- \_\_\_\_\_  
P.M. \_\_\_\_\_  
**3 PM OIL SNACK (MAR)** \_\_\_\_\_  
Make Bed \_\_\_\_\_  
Cook? \_\_\_\_\_  
Staff assist? \_\_\_\_\_  
What was made? \_\_\_\_\_  
**MEDS: PM (MAR)** \_\_\_\_\_  
**Pill Grid (MAR)** \_\_\_\_\_  
COMMUNITY - (COMPUTER) \_\_\_\_\_  
FRIEND INVOLVED? \_\_\_\_\_  
Where? \_\_\_\_\_  
WHAT? \_\_\_\_\_  
INAPPROPRIATE FOOD PURCHASED? \_\_\_\_\_  
CSSPA FOLLOWED? \_\_\_\_\_  
Heartland Express used? \_\_\_\_\_  
BEHAVIORS? - (CHART IN RESIDEX IF ANY NOTED) \_\_\_\_\_  
FALLS? - (CHART IN RESIDEX IF ANY NOTED) \_\_\_\_\_  
TAKE OUT TRASH \_\_\_\_\_  
**SHOWER(EVENING)** \_\_\_\_\_  
Clean & sanitize \_\_\_\_\_  
AFO'S \_\_\_\_\_  
Check Bedding \_\_\_\_\_

**DATE-**

**THURSDAY**

**AM**-(Wed. overnight staff)  
KIT. CL UP  
SPRAY SHOWER  
V/CALENDAR  
CLEAN BC SHAVER

**PM**-(Day shift and Today's overnight)  
V/ MENU- pull out meat from freezer for tomorrow  
Lunches-BC/MW

**\*MED ORDER AND REFILLS CALLED IN\***

STAFF ROOM CLEANED  
V/PLANTS  
P.U. MAIL  
PM KIT. CL. UP  
START DISHWASHER  
EMPTY GARBAGES-  
OO - HH  
SPRAY SHOWER-PM  
OO DISHES (overnights)  
TG DISHES (overnights)

CHARTING AND DOCUMENTS

*NEW*

~KEY~

BLUE- THERAPY SHEET- (BEHIND MARS)

RED-MAR

GREEN-RESIDEX

PINK-COMPUTER

\*To be completed by 2 staff\*

~NOTES~

OO SHOWER MORNING  
TG SHOWER EVENING

**AM/PM staff**  
**Check all pill grid Filled correctly.**  
**AM staff initials:** \_\_\_\_\_  
**PM staff initials:** \_\_\_\_\_

*updated*  
*9/16/24*