HEARTLAND HOMES INC.

Monthly Program Staff Meeting - Training Record

Program: Trail View **Date:** 10-7-24

Trainer / Facilitator(s): Shanette Hemenway / Kelly Dudley

Begin: 12:30 **End:** 2:00 **Training Hours:** 1.5

SUBJECT / TOPICS:

MC Bowel/bleeding clothing bedding KE Manners

Supper time/separate MC medication monitoring

Employees Attending:

Shanette Hemenway

Pam Martin

Ardin Tempesi

Anthony Thompson

Jill Hartley

Lynn Eschen

Kelly Dudley

Employees not Attending: **Reason:**

Roberta Malm appointment Excused X Not Excused ____

Excused ____ Not Excused ____

Excused ____ Not Excused ____

Shanette Hemenway DSPC

Print Name **Signature**

Designated Coordinator / DSSC / CSSC

Posted to: ____ Database ____ Spreadsheet ____ Meeting Log Filed: ____ Original in book ____ Copy in drawer

Staff Mtg Notes 10/7/24 12:30-2:00

Continue bathroom checks in gals bathroom!!!!

Thank you all for the help with the Heartland Homes dinner! Making of bars & desserts was appreciated!
Thank you all for organizing summer/winter clothes to totes.

Flu shots are done & some clients chose covid shot, some didn't.

MC started her new lowered Linzess dosage. Reminder to have Maja come downstairs, take meds then back up stairs to get dressed, Linzess needs a half hour prior to eating.

Next apt with GI specialist in Brainerd KD taking MC 2:15

NL "fighting" please interrupt this behavior and ask Norman whats going on. "shooting" ect should we document this on a chart?

Weekend vacuuming & dusting of living rooms.

Clients may start eating separately, if it seems there is troubles at the dinner table. Or just to keep people more separate like we did in the past.

Remind KE of manners in public, eating off table, pants properly up ect. Church looking nice and shirts tucked in. He really could use some new clothing that fits well. He is not up on out of town shopping but locally or online he seems favorable to that.

KE needs a new McD uniform. Someone will have to go physically into his work with him, and order an appropriate size. Really getting bad, worn out.

Mc birthday coming up Nov 12th wants a party at home with her friends and housemates.

Norman needs a hand getting off his bike somedays, please stay in garage till he is back safe on his feet. His brake is not sticking so it rolls when he puts his feet down.

Thank you all for the wonderful job you all do & your flexibility when needed changes arise!

Medical appointments please print out a medical apt also MED LIST and take it with you to the Dr appointment & **staff sign**, write a detailed Residex note about the appointment & also follow up apt. this is important. And mark calendar for next appointment.

Positive reinforcement goes a long ways. We are role models, so please praise clients for the good they do, also guys on mowing sweeping ect.

Use one word for Lindsay when being inappropriate, "independence" and she will know what this means.

Next staff mtg Nov 4th 12:30-2

Happy Fall ya'll

Our Mission "Is to provide residential services to people with developmental disabilities & help them live the best possible life."