



Monthly Program Staff Meeting - Training Record

Program: DOUBLE H

Date: 12/09/24

Trainer / Facilitator(s): Loni

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

SUBJECT / TOPICS: _____
DebitCard/Express pay Walgreen's co-pays,
staff documentation - ALL and everyday, doc Appts
on calendar, meals prep, house chores, client cares.

Employees Attending:

- A. Dillon, DSPC
- S. Hamrick, DSP
- Tammy M. Hutto, DSP
- Sharon Johnson, DSP
- [Signature], DSP
- [Signature], DSP
- [Signature]

Employees not Attending:

Reason:

- | | | | |
|--------------|-------------------|---|--------------------------------------|
| <u>Aydin</u> | <u>car issues</u> | Excused <input checked="" type="checkbox"/> | Not Excused <input type="checkbox"/> |
| <u>megan</u> | <u>work</u> | Excused <input checked="" type="checkbox"/> | Not Excused <input type="checkbox"/> |
| _____ | _____ | Excused <input type="checkbox"/> | Not Excused <input type="checkbox"/> |

Latonya Dillon
 Print Name

A. Dillon, DSPC
 Signature

Designated Coordinator / DSSC / CSSC

12/09/2024

Double H Staff Meeting

BC- Brian's swimming is scheduled for January 7th, 2025 in the evening at Wadena.

DSPC went over Brian's last month MARS with staff to show that there were more than a few places where it was documented Brian not have a BM for several days then staff not giving Brian Milk of Magnesia. DSPC read aloud directions on MARS that "Brian is to be given MOM after the third day of not having a recorded BM".

*Staff need to be more attentive with directions and COMPLETELY filling in MARS. OR ask questions when unsure of something.

TG- DSPC informed Staff of Travis' plans to go to his mom's house to celebrate the holidays Dec 14th.

DSPC informed staff of Travis' future appointments with Hwy 34 clinic PT working on the process of getting Travis' custom compression socks.

DSPC ordered Travis tickets to attend cage fight at Walker casino Saturday 1/25/25.

DSPC informed staff that TG's debit card assigned to the Walgreen's "express pay" account is not working, until the issue is fixed Staff will use house funds to pay for Travis' prescription co-pays. Staff need to put Co-pay receipts in assigned envelope "TG co-pay receipts" to be kept in until it gets delivered to Bill who will then reimburse Dblh funds from Travis' rep payee account.

OO- Staff have been informed that Oscar has a sore on his right side of his bottom that is not healing. For now, Staff keep area clean and dry. After showers staff put Oscar into bed to Air Dry affected area for 20-30 minutes then bandage, apply brief and pull up pants then transfer to Wheel chair. DSPC will schedule an appointment for Oscar to be seen ASAP.

MW- When Mike's Family calls to communicate with staff their plans for a scheduled time pick up/drop off that interferes with scheduled appointment Staff need to inform Mike's family of scheduled appointment but if there is NOT an option for a different pick up/drop off time Staff cannot ignore the appointment. The staff who received the call from Mike's family would need to be the person to call the place of the appointment to reschedule then Document in staff communication and Residex so all staff are aware.

OO-

Dblh- DSPC and staff went downstairs to for DSPC to give staff a tutorial using and emptying the Dehumidifier. This needs to continue to run during the winter months to prevent ice buildup on the windows and doors.

DSPC reminded staff when a provider like the Eye Clinic calls to inform staff that Client's eye glasses are ready to pick up. It is expected for staff to take the client to the eye clinic and pick up their glasses and get adjustments that day. Do Not put it on someone else with the exception of short staff. If staff are Not able to assist clients with immediate pick up *REMEMBER* to Document in Residex and staff communication then eye glasses should be able to picked up the next day.

*There have been chores forgotten to be done. An important one is running the dishwasher. Overnight staff need to remember to run the dishwasher at night before going to bed. It is in MW's program that he puts the dishes away in the morning. When Mike is not here Overnight staff still need to stay in routine to prevent adding on extra chores to the next shift. Continue to review the Daily Lists often so nothing is forgotten. When task is done initial it so you and your partner are aware that it is completed and done correctly.

Kelly's Last Day 1/15/25 get together at Bella Café 2:30p-4p. Congrats Kelly!

Heartland Homes Winter Formal Sunday January 19th, 2025

In-services: January 16th, 2025

February 6th, 2025

March 20th, 2025

April 8th, 2025 All at Calvary Lutheran Church

Thank You Everyone! Happy Holiday! See you next year!

Next Double H staff meeting is Monday January 6th, 2025 at 10:30 am.

DSPC, L. Dillon