



Monthly Program Staff Meeting - Training Record

Program: Trail View Date: 1-27-25

Trainer / Facilitator(s): Shanette Hemenway / Jana Schweitzer

Begin: 1:00 End: _____ Training Hours: _____

SUBJECT / TOPICS: _____
KE Finances / debit card not to be activated - Internet KE
MC - Finances - rent - KE Med Cup
Count of Boxes Med error + Med administration

Employees Attending:

<u>Shanette Hemenway</u>	<u>am + m</u>
<u>JW Hart</u>	<u>Pam Martin</u>
<u>Lynn Eschen</u>	_____
<u>Anthony Thompson</u>	_____
<u>Robert Malin</u>	_____
<u>Jana Schweitzer</u>	_____

Employees not Attending:

Reason:

_____	_____	Excused _____	Not Excused _____
_____	_____	Excused _____	Not Excused _____
_____	_____	Excused _____	Not Excused _____

Shanette Hemenway _____
 Print Name Signature
 Designated Coordinator / DSSC / CSSC

Staff Mtg Notes 1/27/25 1:00-2:15

Welcome Janakaye Schweitzer!! We are all excited to get to know you as a team!

Kens birthday party lets plan it~ He wanted Autumn & Lynn to be working on his birthday on the weekend of his choice. 😊

Kens debit card is stored in his permanent file and will stay there until further notice. Along with his pin #. Will NOT be activated. No online banking as well until further notice.

Ken will give staff 2 tv remotes at the end of the day after meds or later if Ken chooses, Ken may have them back in the morning as long as staff are on duty. When Ken is home alone nights or daytime before McD job, the fire sticks will remain locked in the office. Staff remember!

Lindsay needs to respect other housemates property. Dad & Loann will get an 8x10 for Maja of the picture Lindsay threw away, Lindsay's mom was notified of the incident. Lindsay will reimburse for this. Apologies go a long ways. Remind Lindsay her when she is INDEPENDENT for instance at the upcoming bday for TV at court apts, she needs to be doing well mentally & nice to housemates or staff will be accompanying her. Feb 1.

As far as Lindsay and her mornings, breakfast to go and not being late to work unless a serious sleepless night. As prior DC had said those tickets to Chanhassen can go to someone else if she can not respect others & abide by general house rules. As far as being kind to others & minding her own business.

Keep reminding Lindsay the living area is a COMMON AREA living room not just for her things. We will assist with that when the time comes.

Lindsay's Lunesta is a narcotic so the pharmacy may require an ID upon picking it up.

Please get people motivated for exercising right away before the dark evening comes. Take advantage of weather, school walking and or Walmart. Norman needs to keep moving and loves to dance with Maja in the living room to music. 20 min is something!! Weekends preferably before outings. Lindsay can be dropped off at the school and walk independently.

Weekend vacuuming & dusting of living rooms staff help ensure it gets done, menus can be made once 2nd staff arrives if it is more helpful. Also if Lindsay is cooking on the weekend she needs to get herself together, list, meat thawed ahead of time with staff assistance & reminders.

Medical appointments please chart in Residex& note about the appointment example flu shot under MEDICAL NOTES or any other medical apt. Questions ask your co worker!!

Use one word for Lindsay when being inappropriate, "independence" and she will know what this means. If Lindsay is running late for work, overnight staff will take her in by 9 am or call Shanette or Jana with further instruction as far as a ride for Lindsay.

Normans mouth rinse is a topical for his teeth, to be applied with his toothbrush, using a cup, then put on each tooth. He may swish with the remaining in the dixie cup. Please ask if you do not know how to do this. Norman must brush his teeth before putting in his partial daily. Norman seems to enjoy lotion on his feet & hands at the end of the day with his bedtime routine.

Cologuard's have arrived. Please assist. Ken can not do this one alone.

Maja seems to be telling family she will be staying home due to a housemates birthday party in Feb they know Majas obsession with AGT so we will need to intervene so she does go to family. Being proactive is helpful in this department. Dad said she should come the first weekend in Feb overnight if she wants or just for the day Sunday.

It might be a good idea NOT to have MC always going with the guys on Fridays but these Fridays do get very manipulative esp with LG we can just do our best.

Lynn will be taking Norman to his Eye Dr on Feb 12th please pick him up at the DAC 2:30

Jana will be taking MC to her apt Feb 4th at 9:20 am with family.

Roberta will take MC to her physical & mammogram Feb 18th.

Keep doing bathroom checks!

We can get a lock for mens bathroom door if we want to. Or the gals bathroom.

Snow removal: if 4 inches or more plow comes, please shovel all sidewalks either way, have clients involved and proper warm snow pants boots, facemasks on and have fun with it. Please staff do the salting with Ken not having him waste it thank you.

We appreciate all you do here at heartland homes & we also appreciate what each person contributes to her role in a DSP here at Trail View. Thank you all for what you do ! Keep up the great teamwork!!!!



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

Monday Feb 24th next staff meeting 1:00