

September 16th, 2025 Staff Meeting - Customized Services

Northland Wi-Fi Options: LivingWell – password is 8642864286 or LW Guest – password is 6516888808

Before you leave tonight...

1. Sign in on our Staff Meeting Sheet
2. Clock in and out on MITC for 409/011 (Customized Services/Training) *Just remember that you need to change this default back to your direct care people on your first direct care shift! Otherwise, you will keep clocking in under training when working with people and you'll need to edit your punches.

*Note on MITC view: If it displays too small on your phone, make sure the Mobile Layout is On.

Staff Meeting Agenda:

Introductions – new Program Managers – Ryan and Lydia and general introductions

Direct Support Professionals (DSP) Week Gifts

On-line Lessons & Training Dept Update – STARS review of over-due lessons, review of how access

Check-Ins on MITC/Therap – reminder on matching times of MITC and Therap

Documentation Review – Person centered approaches and documentation

Vulnerable Adult (VA)/Maltreatment of Minors Act (MOMA) Updates & Test

Wellness Break

Positive Behavior Supports - Side Body Hug review

Other Questions?

Quarterly Gift Card recipients!

General Reminders:

DSP-Employee expectations:

- *Communication:* Check emails weekly at a minimum. Respond to all communication within 24 business hours.
- *Implement Person Centered Philosophy*
- *Plan for opportunities during each shift for individuals to reach their goals!*
- *Maintain a consistent schedule and professional boundaries.*

Winter Safety Ombudsman: (<https://mn.gov/omhdd/documents/medical-alerts.jsp>) Remember to help people keep their sidewalks clear of ice, dress for winter, plan for bad driving conditions, and keep people safe with your attention to detail and encouragement/training on doing the same.

Account Information:

- Everyone has a *Green Quick Reference Card* – this includes information on password resets, websites, logins, etc. If you need a new one, let your supervisor know.
- *Computer Labs: 651-209-2609* - To change your Email/SharePoint password every 90 days. To protect your personal information, PM's do not have access to your email password. If you're having trouble logging into any account other than STAR Services, computer labs is a helpful resource.
- *Moving/Address Change:* moving or needing to update so you can get your tax documents and work-related letters? 1. Update on the ADP website. 2. Let your supervisor know you updated it. PM's cannot update personal information on ADP

Have you read the most recent? DSP week, GALA, Employee Appreciation, kudos and shout outs etc.!