

IN-HOME FAMILY SUPPORT STAFF MEETING SUMMARY

Subject: May Staff Meeting

Date: June 5, 2024

Time: 1:00p-3:30p

Meeting Review:

Prioritize In-Home Needs: For the next few months In-Home Individuals needs are to be prioritized as staff is needed to help cover at Cedar South and Cedar North. A list was worked on during the meeting – Sabrina will type it up and route it to all in-home staff.

Summer Schedule: Master schedules to be maintained on Share Point.

Outings: *Monster Trucks, CDA Salad Bar Luncheon, Memorial Day Services*

Upcoming Events: *Park River Bible Camp June 24-27. (Liz to transport to camp and Janelle will pick them up). MCGH Annual Picnic to be determined by the MCGH Planning Committee*

IHS Timecard: Sabrina made a sample timecard for staff to utilize. She explained the timecard in detail and gave each staff member a copy of the sample timecard (see attached).

Mileage: Kristal created a mileage sheet that is to be used for all mileage, with the exception of when it is medical mileage (continue to use the medical mileage form). Mileage sheets are to be turned in WEEKLY. (see attached) The Tri-Valley Transportation is also an option for in-home individuals. The BUS schedule is as follows: Monday-Friday 8a-2:30p, To Grand Forks every first, third and fifth Tuesday; Every second Tuesday within Marshall County from 9a-2:30p; Every third Wednesday to Thief River Falls. Call dispatch for more information 800.201.3432

Individual Reports:

RD – Dental appt on 5/15 - no cavities, to be seen again in 6 months. Taken to Grand Forks shopping; went to the Dairy Queen with 2 other peers. He made breakfast muffins to freeze rather than purchasing breakfast sandwiches daily. He went to the foot care clinic on 6/4. He attended the Memorial Day Services at the Argyle School. He needs to shop out of town x1/month in order to purchase items that are not available in Warren or Argyle.

- **Outcomes:** Weekly, Robert will independently prepare a nutritious, main entrée of his choice using a simple recipe.
Robert will explore a variety of leisure activities he can do at home by monthly choosing a new activity to try.

TG – Trying to focus on cleaning and organizing, easily distracted when staff is there as she wants to just visit; staff give her verbal prompts that they can chat while cleaning. She does usually have a chore started and working on before staff arrives. Husband has a new job at DigiKey. Tabitha got her job back at the hotel in Warren doing cleaning as needed so scheduling at time with her may be difficult. She did cancel due to her son having pink eye and then again due to her job at the motel. Her kids are home now so it is a bit more

overwhelming for her with cleaning as she tries to get the kids to pick up their messes but they fight with her on this.

- Outcomes: Tabitha will complete one housekeeping task in her home to clean and organize

DH – Annual dental exam and cleaning on 5/14; he has two cavities to be filled. She says the CPAP machine is working well and she sleeps until 4-5am (was usually up at 2-3am). Picked up a mask at Sanford in Grand Forks for her machine. Taken shopping in Grand Forks every other week. She had about 24 pull-ups on a Thursday afternoon and then called Liz on Sunday and said she only had 1 left. Liz went to Dollar General to buy her two more packages. Staff talked to her about seeing a Urologist due to her incontinence. If she does not agree to a Urologist this will need to be addressed with her PCP Dr. Khan. She bought a shirt at Walmart with a saying on it and asked Carol Robberstad to sew a pocket on it. She ordered another t-shirt from Central Creations in Warren with her favorite saying on it. She has been buying fresh fruit. Had a haircut on 6/3.

- Outcomes: Once per week Debra will go to the grocery store to purchase her groceries
Every other week Debra will accurately set up her medications in her pill boxes
Each month, Debra will participate in socialization/leisure outing of her choice, with staff in the community

MH – Had an eye exam and ordered new glasses; 6/4 -foot clinic. Has not been using her CPAP machine but had gone to Sanford in Grand Forks for a part that she had to pay \$100 for. She has an appt with Keegan Krantz, Sanford Behavioral Health every other week. She attended the Catholic Daughters Salad Bar Luncheon in Argyle; has eaten out a few times; attended the Memorial Day Service in Argyle.

- Outcomes: Weekly, Melissa will set up her medication
Melissa will complete her daily and weekly cleaning tasks for her CPAP machine

EJ – Taken to the pharmacy for his 2nd Shingles vaccine; also went to the foot care clinic in Argyle. Ernie said his gums were sore under his new partial plate and had taken out his partial. The next week he said it was better. He met some peers at the Warren Dairy Queen. His kitchen walls, ceiling and light cabinets are scheduled to be painted on June 6th by Sue Miller. Liz left him a note that he is to shower on Mondays and Thursdays. He refuses to shower when staff is at his home. His toilet and bathroom are very dirty – Katie will talk to his chore services person to discuss cleaning. He did purchase a new toilet seat that he said he would install himself.

- Outcome: Each month, Ernie will choose an outing he would like to participate in that promotes socialization with staff and other individuals and peers in the community.

AK – Carpets were cleaned in her apt on 5/30, all carpets done except one bedroom. Not all stains were able to be removed. Her friend still has items and a hamster in one of Amandas bedrooms. The bedroom that had dogs in it still has a animal odor. She has not purchased electrical cords for her and her son's pill machines. She is way behind with washing and folding clothes. The plan is to work with Amanda on Tuesday and Thursdays around 1:30pm. Also, IHS can meet with her on Frida mornings. She is working until 20 at the ODC on Monday and Wednesdays. There is a large amount of laundry to work on, the bathroom needs to be cleaned and the dog chewed on the door trim in the bathroom.

- Outcomes: Twice a month, Amanda will work on unpacking boxed up items in her extra bedroom or cleaning out what is left in her storage unit
Twice weekly, Amanda will complete housekeeping tasks in her home

PK – He has not worked on his cooking goal. The kitchen is such a mess that Polo would not be able to utilize the area to cook. He has helped with taking out the garbage, removed items from the carpet so it could be cleaned and brought some of his belongings to his bedroom. Polo is getting bottles fo pop instead of cans,

hoping this may help limit spilling. He needs a stand for the tv and is asking about a new mattress. Plan to meet with Polo before his mother gets home from work.

- **Outcome:** Polo will prepare the evening meal for him and his mother twice monthly.

KL – May 3rd – We cleaned out his cupboard and threw out the outdated items. He had vacuumed before I got there. He told me he doesn't have to fold his towels because he is a bachelor. May 17th – Kevin had cleaned off his table, as his other In Home staff had asked him to do it. He had a broken coffee cup the last time I was there, and I told him he could get another one at the dollar store. He told me this time that he had gotten a cup from his mom's house (old abandoned home on his property). I asked him if there was mouse poop in it and he said, "I washed it really good". I asked again if there had been mouse poop in it and he said yes, but he washed it. I explained that mice have a lot of germs that can make him sick. He did buy a new one after that. He continues to see Dawn Ellis every other week. She is trying to stress the importance of Kevin giving up energy drinks, however, Kevin still insists on having 1-2/day. The housekeeper quit and he is supposed to get another one. Dawn Ellis has stated she feels Kevin should be doing his own cleaning as he can do it with reminders or verbal prompts. Dawn made a graph for him with days of the week with cleaning tasks to do each day, other than days he works. Kevin stated he likes the cleaning schedule. Kevin is still quite shaky so Janelle will notify Neurology to increase or change medications. Took his cat for shots and stated it is doing it's job as it has caught mice. Taking cat to vet again on 6/10 for a booster. Kevin had a haircut on May24th in TRF at Styles by Amy, a dental appt on May22nd (no cavities). On August 15th, Kevin will see Susan Thompson for a NeuroPsych Eval. Kevin grocery shops every other week; buying decaf instant coffee now and drinking some Powerade. Mondays are usually busy with appts and/or shopping, so Fridays are his day to get in cooking and cleaning. Kevin has been asking about outings with other peers to the races. He enjoys eating out when he is in town shopping/appts.

- **Outcomes:** Twice a month, Kevin will assist staff in preparing a meal and/or bake.
Monthly, Kevin will participate in a community outing, of his choice, that promotes socialization with others.

MP- No contact time in May. Job at DigiKey is done as of June 30th.

- **Outcome:** Each year, Michael will participate in 12 socialization outings with staff to interact with other individuals/peers in the community

SP – No contact time in May. Job at DigiKey is done as of June 30th.

- **Outcome:** Each year, Stacy will choose socialization outings she would like to participate with staff to interact with other individuals and peers in the community

GR –Grocery shops and prepares a meal weekly, when time allows. He usually has his laundry done prior to staff arriving or before needing any prompts. Greg, with staff assistance, picks up his weekly spending check at social services and takes the check to the bank to get his cash and quarters for the week – the ODC is no longer assisting him with his cash. Greg's last day of employment with DigiKey is June 30th – DigiKey is hiring two individuals from theTRF ODC. The Warren ODC stated they will be assisting Greg in obtaining employment in Warren. Took Greg to the Oslo Cemetery to put flowers on his brother's grave before Memorial Day. Greg had lab work done on 5/30 per Jeremy Houser as he wanted to check Greg's levels after having a medication change. Greg has stated that he would like to go fishing and to the races with his peers.

- **Outcomes:** Twice a month Greg will remove and wash his bedding
Greg will clean out his refrigerator every other week
Greg will participate in socialization outings, interacting with other individuals and peers in the community

LS - May 7th – We went to the GF Library where he took a while to pick out several movies. He wasn't able to check them out, as there was an overdue movie. We went to Chick Fil A for lunch. He listened well to suggestions and was very polite to the staff. May 14th – Went to the Library to return the past due movie and get more. He knows his way around quite well and has a lot of different types of movies that he likes. Then off to Dollar General to pick out a snack and a drink. I showed him how to compare prices. May 21st – He wanted to go to the Library again as his family had a bag full of movies to return. We also went to the Ojata record store to look around and have lunch. He was talkative and pleasant. He said he would like to go bike riding at the greenway in EGF some time.

CS – May 8th - After school, Chris had a snack and went to the bathroom. He didn't try and do anything else, and came right out with me afterwards. We went to my farm where he helped feed the cats and birds. I showed him how to put a toy train tracks together but he didn't seem interested. When it was time to pick up toys, he threw them around instead. He also would repeatedly grab things from my hands and run off with them, laughing. He listened about half the time. May 14th – His dad gave him a PRN before we went for his first horse therapy lesson. He was a little reluctant to get close to the horse but not for long. He tried to pull the horses halter off, but Wendy stopped him and explained why the horse needs to keep it on. A minute later he did it again, so fast that he did get it off. Again she explained why it needs to stay on. We went into the arena and walked around. It took about half an hour for him to pay better attention and then he started to enjoy the horse following him and setting up cones for them to walk through. Wendy was very patient with him and would ask him to look at her when she was talking, which helped. Afterwards we went to the Library. His PRN seemed to have worn off as he became very excited, ran into the bathroom with the 3 ft Grover puppet, and tried to flush it down the toilet. Twice. May 21st – Went to the DQ (horse lesson was cancelled due to rain). When leaving he kept unbuckling his seat belt and laughing. Nothing I said or did made a difference so I ignored him and after a few minutes he quit doing it.

- **Outcome:** One monthly, Christopher will participate in an activity that he enjoys in the community

JS – Did not meet with IHS in May as Jason was in track. Plan to meet with him in June.

- **Outcome:** Once monthly, Jason will prepare a recipe new to him

CT – Has continued with the laser facial hair removal at Sublime in East Grand Forks. She has completed 4 out of 5 treatments; goes 1x/month. She has gone out to eat a few times, attended the Memorial Day Services in Argyle, taken to the Grygla cemetery and attended the Catholic Daughters Salad Bar Luncheon in Argyle. She saw Michelle Woinarowicz, NP on May 17th - her diabetic medication was increased; went to the foot care clinic on 6/4; has an appt on 6/11 with the diabetes educator and dietitian; has a mammogram scheduled in July,

- **Outcomes:** Weekly, Charlotte will set up medications independently without errors 50% of trials.

AW – Weekly therapy appts with Dr. Mooney in TRF, go shopping and/or out to eat after the appointments per her request. Horse therapy has stated 1x/week, she has not had a partner as Wendy wants Ariel to be alone for sessions to work on some of her skills building, etc. And Ariel is very competitive when she has a partner. Ariel does not like not having a partner and refused to get ready for horse therapy last week. Ariel's mood and behavior have been pretty stable when she is with IHS staff but mother reports it is very different at home and the family is struggling with Ariel's aggressive outbursts. On a positive note, staff have not witnessed Ariel having any seizures for a while now. Ariel states she enjoys the outings after her therapy appts and would like to plan an outing to Grand Forks with her peers.

- **Outcomes:** Ariel will work on a leisure interest of her choice in her home, trying 3 different activities
Monthly, Ariel will participate in a community outings of her choice

KW – Did not meet in May. She had a Semi-Annual meeting and decided to meet the first Friday of the month starting on June 7th.

- **Outcomes:** Kat will complete one tie blanket
Monthly, Kat will complete one housekeeping or organizational task

Next Staff Meeting is scheduled for: Wednesday, July 10th at 11:30p at the MCGH office.

STAFF MEMBERS PRESENT:

Name:		Position:	Name:		Position:
Kristal Walen	present	ADM	Liz Anderson	present	DCC
Cindy Gratzek	present	RPS	Janelle Fick	present	DCA
Sabrina Deschene	present	RPS	Marilyn Huderle	present	DCS
JoAnn Saunders	present	LPN	Mary Kay Stinar	present	DCS

Authorized By: Cindy Gratzek, RPS

Acknowledgement completed in STAR Services.