

STAFF MEETING SUMMARY

Subject: Marshall Place Staff Meeting

Date: May 9, 2024

Time: 10:30a-12:30p

- ❖ **Safety/Health Review** – Please be mindful of applying sunscreen and bug spray when spending any time outdoors. Stored in the top drawer of the med cabinet.
- ❖ **Nursing Inservice (Henrietta)** – therapeutic Intervention (see attached), Emergency use of Manual Restraint (TEST on STAR Services), Review of blocks and holds (see attached)
- ❖ **Program policies (STAR)** – Behavior intervention and reporting
- ❖ **Emergency Procedures** – June: Health Emergency (*Mary Kay responsible*)

Meeting Review:

- A. **June Calendar reviewed** – Please let Sabrina know if you have days you cannot work by the 15th of the month prior. Thank you for working together to fill shifts.
- B. **STAR Services:** Reminder to go onto STAR Services regularly and make sure you have completed all that is assigned to you. The website is <https://mcgh.edvance360.com/>.
- C. **ISP programs** – Make sure everyone is documenting on ISPs every day you work. There are options to choose that apply to them choosing another activity or refusing to do it. If they refuse it, add a comment.
- D. **House concerns** –
 - Brandie moving rooms-To do list
 - New locked cabinet for bathroom
 - Draft stopper for under door
 - Move toilet brush
 - Lock on old bedroom door
 - Make sure you are checking that patio door is locked
 - Garage walk in door needs to have lock turned vertical to be unlocked

E. Consumer reports:

Wayne:

APPTS: May 14-Ambre Deere, no med changes. Go back in 6 months; May 31-urology, No med changes and does not need to go back anymore. Urology Meds to be filled by PCP with PSA done annual at physical.

CONCERNS: Found pillow on his head while sleeping, hands on mask or tubing while sleeping; Noticed Wayne has not had a lot of dirty clothes in hamper lately. Staff reminders to change underwear daily and put the dirty ones in the laundry hamper.

OUTINGS: Library, Movie, Lunch at Cafe, Pizza for BS birthday, church once, went home for weekend, Memorial day lunch @ legion

Weight: 190 (-1)

Outcome (ISP): Weekly, Wayne will write a letter or send a card to his mother or sister

Jack:

APPTS: Music therapy every Wed. May 14-Ambre Deere, no med changes, go back in 6 months; May 21- Audiology, getting new hearing aids (be few weeks to get)

CONCERNS: He has been changing clothes a lot lately. He should not be washing household towels/rags with his clothes, finding dish towels in his drawer and staff check his clothes for dryer balls.

OUTINGS: 2 massages, Library, Movie, Lunch at Cafe, Pizza for BS birthday, church once, Memorial day lunch @ legion

Weight: 177 (+9)

Outcome (ISP): Jack will work on a paint by number project.

Brandie:

APPTS: May 7-Jessica; May14, May 28 - Amanda from Alluma; May 28 - Nupdahl, no med changes

CONCERNS: Video game continuing to interfere with sleeping/interactions. Will agree to take a break from it one minute then change his mind the next. May 8- Robert was over to visit him. May 15- ODC called and wanted him picked up because he was having an outburst and scaring other clients, this was before noon.

OUTINGS: Library, Movie, Lunch at Cafe, Pizza for birthday, Memorial day lunch @ legion

Weight: 134 (+7)

Outcome (ISP): Brandie will improve his drawing skills and develop an activity that is calming for him.

The next monthly staff meeting will be held Tuesday, July 2nd, 2024 at 10:30am.

STAFF MEMBERS PRESENT:

Name:		Position:		Name:		Position:	
Kristal Walen	EXC	Adm		Cheryl Lubarski	present	DCC	
Sabrina Deschene	present	RPS		Mary Kay Stinar	present	DCS	
Henrietta Linder	present	RN		Holly Confer	EXC	DCS	
JoAnn Saunders	present	LPN		Amanda Mock	present	DCS	
Madison Mock	present	ONP					

Authorized By: Sabrina Deschene, RPS

Acknowledgement completed in STAR Services.



Marshall County
Group Homes, Inc.

BEHAVIOR REPORT FORM

Consumer Name: _____	Program: <u>CN CS M R IHS</u>	Date: _____
Time of Incident: _____	Length of Time Involved: _____	Recovery Time: _____
List Names of persons involved: _____		
If not a resident, list address, phone number and reason for being in home: _____		

Type of Behavior (check one or more)	Type of action/procedure (check one or more)
<input type="checkbox"/> Consumer behavior incident	<input type="checkbox"/> First aid required
<input type="checkbox"/> Consumer to Consumer verbal abuse/intimidation	<input type="checkbox"/> Medical care of a doctor required
<input type="checkbox"/> Consumer to staff aggression	<input type="checkbox"/> Property Damage
<input type="checkbox"/> Consumer to consumer physical aggression	<input type="checkbox"/> Controlled procedure required
<input type="checkbox"/> Self-Injurious behavior	<input type="checkbox"/> EUMR
<input type="checkbox"/> Sexual contact	
<input type="checkbox"/> Other (specify) _____	

DESCRIPTION OF EVENT: (use back of page if needed):

What was the consumer doing when the incident occurred?

What seemed to precipitate or build up to the incident? _____

Describe incident - What staff intervention was tried before incident occurred.

What were the undesirable behaviors displayed? _____

Has this particular behavior reaction occurred with this consumer previously? Yes No (if yes date: _____)

Were there physical injuries or property damage? Explain Nature and extent of injuries: _____

Description of procedures/action taken by staff: _____



BEHAVIOR REPORT FORM

Were staff actions effective in controlling behavior? Results of action taken _____

Recommendation in preventing similar occurrence or behaviors: _____

Able to return to activity following the incident? Yes No (if no Explain why?) _____

Name of person administering first aid/medical care: _____

Reported by: _____ Title: _____

_____ Date original copy sent to office

RPS will send copies to: (enter date copy sent as well as if phone call was made)

_____ Program home	_____ Case Manger	_____ Legal Guardian	_____ Consumer Family
_____ Other (Specify) _____			

***(If the action taken for a consumer is a controlled procedure or emergency use of manual restraint additional forms are Required *See Emergency Use of Manual Restraints Policy*).**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Wk 1	<p>30 Kristal on call</p> <p>9a-8p- Amanda 8p-9a- Madison</p> <p>9.45a-CL stay w BS: church</p>						<p>1 JUNE</p> <p>9a-9p-Amanda 9p-9a-Amanda</p> <p>Cindy on call</p>
Wk 2	<p>2 Cindy on call</p> <p>9a-8p- Amanda 8p-9a- Madison</p>	<p>3 BS NO clean</p> <p>11a-1p-Cheryl* 1p-9p- Cheryl 9p-9a- Madison</p>	<p>4 BS-Alluma 2.30p</p> <p>11a-1p-Cheryl/DCC 1p-9p- Cheryl 9p-9a- Madison</p> <p>JO massage 3.30p</p>	<p>5 JO music Therapy</p> <p>1p-9p- Cheryl 9p-9a-(CL) Madison</p>	<p>6 Staff Mtg 10.30a</p> <p>1p-9p-Amanda 9p-9a-Amanda</p>	<p>7 Kristal on call</p> <p>9a-1p- Cheryl 1p-5p- Madison 5p-9p-Holly 9p-9a-Holly</p> <p>RODEO 7pm</p>	<p>8 Kristal on call</p> <p>9a-9p- Holly 9p-9a-Holly</p> <p>RODEO 7pm</p>
Wk 1	<p>9 Kristal on call</p> <p>9a-8p-Holly 8p-9a- Madison</p> <p>9.45-11.30a-CL stay w BS: church</p>	<p>10 BS cleaning</p> <p>11a-1p-Cheryl* 1p-9p- Cheryl 9p-9a- Madison</p> <p>CONCERT Settler's square 7p?</p>	<p>11 BS-Alluma 2.30p</p> <p>9a-1p-Cheryl/DCC 1p-9p- Cheryl 9p-9a- Madison</p> <p>BS-Jessica TRF 10a grocery shopping</p>	<p>12 JO music Therapy</p> <p>1p-9p- Cheryl 9p-9a-(CL) Holly</p>	<p>13</p> <p>1p-9p-Amanda 9p-9a- Mary Kay</p>	<p>14 Sabrina on call</p> <p>9a-1p-Madison 1p-5p- Madison 4p-9p- Amanda 9p-9a- Amanda</p>	<p>15 Sabrina on call</p> <p>9a-9p-Amanda 9p-9a-Amanda</p>
Wk 2	<p>16 Sabrina on call</p> <p>9a-8p- Amanda 8p-9a- Madison</p> <p>9.45a-CL stay w BS: church</p>	<p>17 BS No cleaning</p> <p>1.30p-9p(CL) Amanda 9p-9a- (MM)Amanda</p>	<p>18 BS-Alluma 2.30p</p> <p>11a-1p-Cheryl/DCC 1p-9p- Cheryl 9p-9a- Madison</p> <p>JO massage 3.15p</p>	<p>19 JO music Therapy</p> <p>1p-9p- Cheryl 9p-9a-(CL) Madison</p>	<p>20</p> <p>1.30p-9p-Amanda 9p-9a-Amanda</p> <p>CONCERT in Park 6p</p>	<p>21 Cindy on call</p> <p>9a-1p- Amanda 1p-5p- Madison 5p-9p-Holly 9p-9a-Holly</p>	<p>22 Cindy on call</p> <p>9a-9p- Holly 9p-9a-Holly</p>
Wk 1	<p>23 Cindy on call</p> <p>9a-8p-Holly 8p-9a- Madison</p>	<p>24 BS no cleaning</p> <p>9a-1p-Cheryl 1p-9p- Cheryl 9p-9a- Madison 1.30-? Madison JO camp drop off</p>	<p>25 BS-Alluma 2.30p BS cleaning</p> <p>11a-1p-Cheryl/DCC 1p-9p- Cheryl 9p-9a- Madison</p> <p>JO camp</p>	<p>26</p> <p>1.30p-9p (CL) 9p-9a-(CL) Holly JO camp</p>	<p>27</p> <p>1.30p-9p-Amanda 9p-9a- Mary Kay</p> <p>JO camp pick up</p>	<p>28 Kristal on call</p> <p>9a-1p- Cheryl 1p-5p- Madison 4p-9p- Amanda 9p-9a- Amanda</p> <p>JO music therapy 1pm</p>	<p>29 Kristal on call</p> <p>9a-9p-Amanda 9p-9a-Amanda</p>