IN-HOME FAMILY SUPPORT
STAFF MEETING SUMMARY

Subject: July Staff Meeting

Date: July 3, 2024

Time: 11:30a – 2:00p

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.

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

Group Outings: Each individual will be authorized to have two group outings/year. Two clients per staff is the ratio for the outings. Be sure to choose the 2:1 under the Service Code in Therap.

Upcoming Events: *MCGH Annual Picnic to be determined by the MCGH Planning Committee. Fishing, Car Races, Marshall County Fair, Music in the Park on Thursdays*

IHS Timecard: How are the new timecards working? Please be sure to throw away all old timesheets so they are not accidentally used.

Mileage: Kristal created a mileage sheet, for each in-home individual, that is to be used for all mileage, with the exception of when it is medical mileage (continue to use the medical mileage form). The mileage forms are located in Sharepoint – In Home Support –Documents – Mileage Voucher All Clients. *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

Monthly Petty Cash Record: This form is a DHS 245D licensed mandated form. A new form is to be used monthly, starting July 1, 2024. This form is located in SharePoint under forms, program forms, monthly petty cash record. (See attached form with example).

Differential Pay: The MCGH Board of Directors voted to move the weekend pay to weekend differential pay at a rate of $2/hour. This was determined to make it more of a benefit to anyone who works regardless of how many hours they are at. Effective 7/7/24. Differential rate = $2/hour. **Differential pay will be applied to hours worked starting at 4p Friday until 8a Monday. Monday until 8a must be a part of the Sunday overnight. shift to be paid differential. Differential pay will be listed as weekend shift on your paystub.**

Individual Reports:

RD – Foot Care Clinic on June 4th. Taken to Grand Forks shopping. Went to Marshall Place to hang out with individuals at that home. HOPE office in Argyle contacted and Robert is now receiving a delivered meal on Wednesdays and Fridays. He likes to use his air fryer. Noted that items he purchased to make in the air fryer were already gone within a week after they were purchased.

- 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 – Did not meet much in June due to cancellations of things going on for her and scheduling for staff. Tabitha's husband was home the past few times of staff being there as he goes to work later in the day so was harder for her to focus on cleaning as well as kids being home. Most times she has something started when staff arrives that she is working on. There are many main areas of the house that needs tidying up, but seems like she has to repeat areas and laundry is ongoing every week. Her work schedule changes day to day/week to week. She said she is enjoying working again and making her "own" money. Tabitha has Disability Status Review appeal hearing on 8/1/24 at 9a at the courthouse.

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

DH – Appts – 7/1 got a new mask from Sanford Equip for her CPAP machine. Her CPAP showed that she is not wearing the machine for a minimum of 4 hours/night on many nights. She needs to wear the mask for a minimum of 4 hours/night in order for her insurance to cover it. In-Home has assisted her with showers the past two weeks as her PCA has been on vacation. Has been shopping in Grand Forks every other week. She got a haircut on 6/3. Purchased an Argyle t-shirt for Meet Your Neighbor Day and is having a pocket sewn on it.

- 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 – Appts: Had an eye exam and ordered new glasses with bi-focals. 6/4 Foot Care Clinic. Mental Health Therapist on 6/13 (upcoming appts 7/2, 7/16, 7/31). She is not wearing her CPAP machine very often. Her appt with Dr. Holm on 7/30 needs to be changed. Melissa is eligible for new shoes and inserts; will need to be seen by her PCP for a referral first. There are too many items on Melissa's shelf in her bedroom and this is causing things to break. Also, there are too many hoodies, hung in the closet by the kitchen, which are mostly hers. There are two very large bowls of Easter candy in the cupboard that Melissa was given – it appears she is not eating this candy and it was recommended that she throw it away.

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

EJ – On June 6th, Ernie had his kitchen walls, ceiling and cupboards painted by Sue Miller. The area between the cupboards and counter need to be painted yet. His housekeeper has been working on cleaning the bathroom. She threw away extremely old products that were in the bathroom, put the stuff in garbage bags and asked Ernie to put them out for garbage pick-up. He said he needs to look through the bags in case he wants to keep anything. He admitted there were items in his bathroom that had been on the shelf for 40 years! The housekeeper also went through the kitchen cabinets and threw out expired items. Ernie was asked if he would like a walk-in shower in the future for safety, rather than having to step into a bathtub. He said he thought that would be a good idea but feels he is fine right now the way his bathroom is as he uses a shower chair in the bathtub. He has an eye exam scheduled for 7/17.

- 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 –Had the carpets cleaned professionally on 5/30, except one bedroom. Not all of the stains were able to be removed and there is still an animal smell in her bedroom. There are already new stains on the carpet since being cleaned. The bedroom where the dogs were still smells strongly of dog urine, even after Amanda washed everything with bleach. She purchased electrical cords for her and her son's medication machines. There are still items there that the friend who was staying with her left. She has many totes and items that need to thrown or donated somewhere (rolls of yarn, pan, headboard, etc) There are many totes full of items, on the main floor of Amanda's home. She has been on the phone a lot when in-home is trying to work with her or states she needs

to go somewhere– please ask her to adjust her schedule so she is not distracted or leaving when in-home is working with her at her home.

- 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 as the kitchen is such a mess and cluttered that in-home is not able to cook with Polo. He has helped at home by taking out the garbage, moved items so the carpet cleaners could clean. Staff have observed him swearing and talking badly to his mom. He is very needy and will ask her to do simple tasks for him such as putting an item in the garbage. Usually, he has not taken his medicaitons when staff arrive. Polo did agree to see a therapist at Alluma which will be beneficial for him as there have been several changes happening in his home the past seveal months.

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

KL – Kevin started attending the Falls DAC today (7/3/24) Mon, Wed, Fri. He will be doing janitorial work at the ODC on Thursdays, starting 7/18/24 for a couple of hours in the afternoon. Kevin has been talking a lot about going to the DAC and them finding him a job, he stated he knows quite a few people there. He is available for in-home services on Tuesdays and Thursday mornings. Dr. Edwards, Neurology increased Primadone from 200-250mg (takes 100 AM and 150 in PM). Have observed less shakiness. Kevin has neurology follow up in August with Dr. Edwards and Susan Thompson for Neuro evaluation. Kevin does not have a housekeeper and does clean his home (kitchen, bathroom and living room areas). Has some old shoes/clothes to go through and get rid of and some empty boxes. Have not cooked in the past month due to other things going on to go to TRF. Kevin loves having his cat, has caught mice for him.

- 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 June.

- 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 June.

- 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 shopping every week and preparing a meal, usually tacos, chili or hamburgers are his favorites. Laundry has been done prior to staff being there, gets 65 dollars a week spending money from social services. Went to see his mom with a volunteer driver from the county. Job ended at digi-key the end of June, ODC will work with him to find a new job. Bought a new CD player as his was not working right and he wanted one like another peer has, payee ordered this for him on Amazon. Greg needs a haircut , called and left message and Mandys salon to get this scheduled. Greg is looking foward to the county fair.

- 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 - June 8th – we went to Art Fest at the UND park. He agreed at first but messaged me he might change his mind. I told him it's up to him and if he wants to leave after getting there we can. He ended up enjoying it, especially watching the guy making glass bowls. Then we went to the Library and McDonalds. June 15th – We went to Kenny's Music store in GF where he really enjoyed trying out a couple of guitars. Then to the Hotdog

place for lunch. June `18th – Levi could not find his wallet, and was distracted due to that. He only wanted to go to the Library and Subway. He left with his family June 24th for a 2-week vacation.

CS – June 5th – Chris brushed a horse a little bit, and then went on a short ride. Wendy asked if he wanted to wear cowboy boots and he said yes, so he wore those but did try to take them off once when he was on the horse. He did well and gave lots of hugs. June 13th – Due to hot weather, he had HT (horse therapy) inside the indoor arena. He was not listening well at all. Kept taking his shoes off and throwing them, picking up rocks and throwing them, and running away. After half an hour we left and went to my home. He wasn't in the house a couple of minutes, when he threw some socks in the toilet and tried to flush them down. I could not leave him alone for 1 minute. When we got back to his home, his mom said the doctor just upped his ADHD med and hopefully will be kicking in soon. June 19th – This was the worst he has ever been. He wouldn't do anything we asked at HT. He threw rocks constantly and then played in a puddle. Went to the DQ in Crookston. On the way home he was throwing his socks and then his shoes into the front seat. Then he unbuckled and dove into the front to get them. Sand flew everywhere and I had to pull over to get him settled again. June 27th – We set up an earlier time for him to see if it worked better. He had HT at 9:30am and he was a totally different person. He listened well, and enjoyed what he was doing. He painted 2 horses, fed the goat, went on a swing and then rode a horse. No throwing anything, or taking his shoes off. We gave lots of praise! Afterwards we went to Marshall Place where he had lunch. His mom was very happy and he will be going at that time from now on.

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

JS – Jason made toasted cheese sandwiches and tomato soup for supper. He did well.

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

CT – Appts: 6/4 Foot Care Clinic,; 6/11 Diabetic Educator; 6/28 Lazer hair removal on face. Upcoming appts: 7/23 Mammogam; Follow-up with M. Woinarowicz, PCP and annual physical to be done at same time. Charlotte admitted to putting a coated cast iron pan in the microwave – the microwave still works but she reported that there were sparks. She attended Park River Bible Camp 6/24-6/27.

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

AW – Went to horse therapy, Dr. Mooney appointment, went to Walmart and out to eat after appointment she was very well behaved and asked a lot of questions while shopping such as cost ect., when spending her money. No seizure activity. She did end up in the hospital on the psychiatric unit at Altru and have not heard how things are going since discharge.

- 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 – Met once this month, she had 2 laundry baskets of clean clothes that she wanted help hanging up and she sorted her closet as she hung up stuff in it. Very talkative. Babysitting a lot lately, took a trip back to her home place and is going again for a while in July.

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

Next Staff Meeting is scheduled for: Wednesday, August 7th at 11:30p at the MCGH office.

STAFF MEMBERS PRESENT:

Name:	Position:	Name:	Position:
Kristal Walen	ADM	Liz Anderson	DCC
Cindy Gratzek	RPS	Janelle Fick	DCA
Sabrina Deschene	RPS	Marilyn Huderle	DCS

JoAnn Saunders	LPN	Mary Kay Stinar	DCS

Authorized By: Cindy Gratzek, RPS

Acknowledgement completed in STAR Services.

CSIS Community Services Information Systems of Minnesota

VENDORED SERVICE VOUCHER

Fill in all highlight areas / Turn in to Kristal weekly.

example

MARSHALL COUNTY SOCIAL SERVICES DEPARTMENT
208 EAST COLVIN AVENUE, SUITE 14
WARREN, MINNESOTA 56762

MONTH _____ 20 24

1/10/83

VENDOR NAME Marshall County Group Homes, Inc. AGREEMENT # _____

ADDRESS PO Box D PHONE # 218-437-6695

ADDRESS Argyle MN 56713

CASE NAME Print Clients name here if not already typed in ONE client per mileage form

I/WE DECLARE UNDER PENALTIES OF PERJURY THAT I/WE ARE MAKING THE WITHIN CLAIM; THAT I/WE HAVE EXAMINED SAID CLAIM AND THAT THE SAME IS JUST AND TRUE, THAT THE MONEY/SERVICE THEREIN CHARGED WAS ACTUALLY PAID/PERFORMED FOR THE PURPOSE THEREIN STATED; THAT THE SERVICES CHARGED ARE OFFICIAL AND ARE SUCH AS ARE ALLOWED BY LAW; AND NO PART OF SAID CLAIM HAS BEEN PAID.

CLIENT SIGNATURE Client signature or guardian if minor DATE _____

VENDOR SIGNATURE Administrator signature DATE _____

LIST EACH CLIENT WITH THE SERVICES RECEIVED

CLIENT NAME	SERVICE	DATES (from-to)	#UNITS	UNIT RATE/TYPE	DESCRIPTION OF SPECIAL COSTS	AMOUNT CHARGED
Client first and last name	Transportation		____/round Trip	.66/mile		
				.66/mile		
				.66/mile		
				.66/mile		

No signatures needed below on the additional signature lines

TOTAL AMOUNT _____

ADDITIONAL SIGNATURES _____ DATE _____ ADDITIONAL SIGNATURES _____ DATE _____

FOR AGENCY USE ONLY

VENDOR NUMBER _____ AGREEMENT NUMBER _____ CASE NUMBER _____ AP__ FUND____ DEPT.____ PGM___

FM #	SERVICE	DATE FROM	DATE TO	#UNITS	UNIT RATE/TYPE	SP. COSTS	GROSS AMOUNT	OBJECT	FIC
__	____	__/__/__	__/__/__	_____.__	$_____.__/_	__	$_____.__	____	_
__	____	__/__/__	__/__/__	_____.__	$_____.__/_	__	$_____.__	____	_
__	____	__/__/__	__/__/__	_____.__	$_____.__/_	__	$_____.__	____	_
__	____	__/__/__	__/__/__	_____.__	$_____.__/_	__	$_____.__	____	_

AMERICAN BUSINESS FORMS, GLENWOOD, MN 56334

WORKER # _____ TOTAL $ _____

Jun-24

Voucher	Description
AW Horse Therapy voucher 6-2024.pdf	Monthly horse therapy
Blank voucher 6-2024.pdf	Use for anything that does not have a specific voucher. ONE client per voucher
CS horse therapy voucher 6-2024.pdf	Monthly horse therapy
CS outing voucher 6-2024.pdf	Monthly Grand Forks outing
CT voucher 6-2024.pdf	1x month outing Grand Forks
DH voucher 6-2024.pdf	2x month outing Grand Forks
GR Cemetery voucher 6-2024.pdf	3x a year cemetery visit
GR voucher 6-2024.pdf	2x a year shopping Trips Grand Forks
IH group outing voucher 6-2024.pdf	can be used 2x a year for outings as long as proper staffing one client per voucher
KL TRF voucher 6-2024.pdf	2x a month to TRF
KL weekly voucher 6-2024.pdf	2x a week to Kevins house
LS voucher 6-2024.pdf	weekly outing
MH voucher 6-2024.pdf	1x month outing Grand Forks
RD voucher 6-2024.pdf	1x monthly or every other month outing Grand Forks
TG voucher 6-2024.pdf	2x a week to Tabitha's house

Should you take a client somewhere that does not already have a voucher, please make sure you get prior approval from Cindy or Sabrina. Once approved please use the blank mileage form to complete mileage. One client per form.

Marshall County Group Homes, Inc.

EXAMPLE

MONTHLY PETTY CASH RECORD

Name: First and Last Name Month/Year: _____ **(one month per form)**

		PETTY CASH				SIGNATURES	
Date	**Description** Needs to include details of purchase if a detailed receipt is not available.	Receipt Received Y/N	Deposit	Withdrawal	**Balance**	**Staff Signature** (staff person managing funds used at time of purchase)	**DCC/DCA Signature** (signature states that petty cash was counted and verified)
7/1/24	Beginning balance Must always be the first line				$75.00		
7/5/24	River Cinema Movie Ticket, Small popcorn and small drink	Y		$18.00	$57.00		

Notes: