

## **IN-HOME FAMILY SUPPORT STAFF MEETING SUMMARY**

**Subject:** October Staff Meeting

**Date:** October 2, 2024

**Time:** 11:30a – 2:00p

### **Meeting Review:**

#### **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. If you will need the service code added, let Cindy or Sabrina know in advance so that we can work with Case managers to have it.
- Outings on weekends need to be pre-approved and should only be happening when there is an event.

#### ***Upcoming Events:***

#### **Halloween Party: Scheduled for Oct 18**

**Mileage Sheets:** You can scan the sheets from one of the homes and leave the original in the home mailbox so it can be brought to the office.

- Attached is the breakdown of mileage for each client. Please make sure that it is understood that:
  - a. Anytime shopping is done along with an appointment it is billed to regular mileage
  - b. KL-Katie wants one time a week shopping done when he has an appointment. She is not willing to pay regular mileage for every medical appointment because he is shopping as well. She would like this to stick to once a week and then the other time is spent working on things at his home.
  - c. CT and MH 2 shopping trips a month. Katie stated that even if they have 4 appointments in grand forks for the month only 2 of those include shopping. That is then billed to regular mileage. Any other mileage is medical, and it is strictly travel to and from appointment only. She would like prior approval for anything over the 2 trips.
  - d. A few case managers have asked that staff be reminded that they need to stick to what has been approved and they can direct the clients to discuss things with them if they have concerns.
- Reminder to turn in vouchers weekly. Also remind those that work with KL that every time they work with him they should have a voucher for mileage.

#### **Individual Reports:**

**RD** – Annual physical completed 9/25 - Weight down 3 Ibs,260#, Triamcinolone lotion ordered to apply topically 2 times daily for cracked, dry hands. Use heavy moisturizing lotion during the day. The problem is he does not put the lotion on hands. HGBA1C was 6.9 at this appt. Started new medication valsartan- 80 mg tablet daily for blood pressure. PCP suggested call CPAP supply store to see if he can be fitted with nasal pillows. FIT testing will be due after 11/14. F/u up with Jeremy H. on 10/21/24. 10/9/24 scheduled for an appointment with dietitian. Taken to the food shelf. He cooked a meal for peer. Robert went to Warren Legion with peers. Also went to Marshall Place after ODC. Flu and covid shot scheduled for 10/4 at Cedar South. He has not worked on leisure activities at home. Staff have given reminders not to eat 2 meals (eat up town then eat senior meal upon returning home).

- 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** – working on housekeeping tasks and LOTS of laundry this past month. Tabitha has had some chatty days venting about her brother and his family and also her in-laws. Went to Grand forks for a shopping trip and had brunch and visited, she really enjoyed this as it has been a while since we have done that.

- Tabitha will complete one housekeeping task in her home to clean and organize
- Tabitha will prepare a healthy food item once month with staff assistance.

**DH** – 9/30- CT scan of lungs. She received a letter from Sanford Health Equip. Saying insurance will stop paying of CPAP machine due to not using the machine 4 hours a night at 70% of the time. Staff called Sanford and the machine had not been used since July. She would need to have follow up face to face with doctor and another sleep study. Deb stated the machine is not set properly. The charge of the machine is \$400/month. Deb decided she wanted to return the machine. Returned to Thief River Falls Sanford on 9/30. She is using a heating pad and taking quite a bit of tylenol for knee pain. She enjoys going out and visiting. 10/1- covid shot. Continues to have many pairs of pants soiled due to urine incontinence.

- 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** – 9/24- taken to Sanford Health Equip in Thief River Falls for diabetic shoes and orthotics. 9/18- taken shopping to Grand Forks

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

**EJ** – Had dumpster at his place, sentence to serve helped with clean up. He had some anxiety about the throwing of items. Out to eat with peers at Legion in Warren for burgers.

- 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** – House is cluttered and messy. At meeting and during contact time, have discussed picking up after themselves daily. There has been a problem with bringing things into house and does not put away. They got food from the food shelf, and it sat on the kitchen floor until it rotted. Needing many prompts to put things away and stay on task. Went to laundromat on 10/1. Usually, we will meet for around 2 hours. If staff try to work longer, Amanda starts to get distracted. It is especially important to meet twice a week. Needs to fill out forms for fuel assistance. Sabrina will reach out to Cassi to help her with this. Amanda began a new medication escitalopram 10 mg. Neither one is using alarm on medication machines. Could just as well use pill box.

- 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 refused therapy. Did agree to having physical. Will help with cleaning house with prompts. He has been having a problem with swearing and yelling. Having issues with jealousy of time mom spends with boyfriend. He has not worked on cooking goal. 10/1- met with staff bringing laundry to laundromat. He was

ready to go and did very well putting clothes in machines. It would be beneficial for him to have job training, but Polo is not interested in a job at this time.

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

**KL** – Continues biweekly therapy, grocery shopping every 2 weeks, buying more items to be able to cook with staff and himself. Kevin purchased new sketchers tennis shoes from Purdy's. Kevin received his new glasses with bifocals and said he really can see well with them. Kevin states he is really enjoying the DAC as they do a lot of activities and outings. Took his cat to be declawed. Kevin had to give medicine in a syringe the first 5 days and use special litter. Called and checked in and he said it was going good. Housekeeper is working to coordinate with Kevin to set up the days to clean. She was unable to coordinate with him as his phone wasn't working after washing it in the laundry but his phone issue has been resolved. Kevin has made tacos with staff and mac n cheese and burgers. Recently, Kevin had two expired milks in his fridge and was talking to himself quite a bit during this contact time. Staff had also noted his rugs were still on the porch after leaving them there for him to shake out a couple weeks ago.

- 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**- Declined to go to foot care clinic.

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

**SP** – 9/24- brought to Oslo for foot clinic. Next appointment is 10/26 at 9:30am. Stacy has been receiving new leg wraps to her right leg from Erin McSperron,OT at NVHC. Her leg is looking better and she will be fitted for compression socks soon. She would like to have a girl's day and go shopping in Grand Forks and would like a peer to go with.

- 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** – Has been keeping up on laundry without staff. He has been cooking weekly and trying to get him to try new things as he is “fixed” on certain items. Bike pedal broke so purchased a new one at the hardware store. Staff assisted in sending a card to a female peer in TRF in return for receiving one from her. Recently, he had dirty dishes and there was old food in cupboards. Going to the cemetery next week weather permitting. Greg has been in a good mood when staff is around.

- 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.

**CS** – Has been to staff's home. Played catch, fascinated with pool and threw his shoes in it. Staff have noticed him pulling on his underwear often, which dad has confirmed is a new obsession. During one contact, grabbed a handful of candy upon entering the store. Staff went back outside with him and talked about how he should act and he did better when going back inside. Staff have taken him to the parks and he has been doing well at horse therapy. Back at staff's home, on some occasions, they have gone on walks to pick vegetables in the garden. Chris has gone to DQ a few times with staff.

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

**JS** – Has not met with staff this month.

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

**CT** – 9/18- Botox surgery on bladder done. The botox lasted for about 9 months this last time so she is tentatively scheduled for botox again in 9 months. She fell on 9/27 at a funeral and injured her knee. Had tri-valley bus bring her to NVHC. 9/30 she went to work and they dismissed her to go home. She was seen at the clinic by Rachel K, NP. Referral to PT and note for work restrictions given. She had worked on cleaning the fridge. At her home, her and her housemate have two large bags of candy then and bought two more candy bars at the store.

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

**AW** – Went on an outing this past weekend to Grand Forks shopping at a craft/vendor show and Walmart, ate out at speedway and had DQ for a treat before returning home. Ariel’s behavior was excellent.

- 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** – This past month when we met went through some paper work, then went to the cafe for brunch and visited as Kat stated she was feeling “alone” lately and used by being a babysitter so we chatted about her feelings and what she could possibly do to help these feelings, after gave staff a big hug and thank you. She is still trying to decide which tie blanket she wants to accomplish.

- Kat will complete one tie blanket in her 6 month review period
- Monthly, Kat will complete one housekeeping or organizational task

**Next Staff Meeting is scheduled for: Wednesday, October 2 at 11:30p at the MCGH office.**

**STAFF MEMBERS PRESENT:**

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

**Authorized By: Sabrina Deschene, RPS**

**Acknowledgement completed in STAR Services.**

Individual	1:2 ratio	Transportation Reimbursement Transportation Mileage Rate: .67/mile Medical Mileage Rate: .22/mile	Round Trip miles	amount paid/trip	
Kevin Laidley	Yes	1x a week from Warren to KL home and back to Warren <b>(This trip is to focus on tasks at his home-if transportation is needed it needs to be approved first)</b>	37	24.79	Only use medical mileage when there is an appt and no shopping is done
Per conversation w/Katie 9/25/24		1x a week Warren to KL home including trip to TRF and back to Warren <b>(if medical appt bill to transportation not medical)</b>	86	57.62	
		GF medical appointments -Bill to transportation not medical <b>( due the need for shopping while there)</b>	136	91.12	
Debra Hangsleben	No	Every other week shopping trip in GF cemetery visit yearly to Alma 24 miles round trip	80	53.6	Medical appts should be billed to medical only if <b>no shopping is done</b>
Greg Ruiz	Yes	3x/year shopping for spenddown to GF 2 group outings/year	80	53.6	
Stacy Pokrzywinski	Yes	3x/year cemetery visits Oslo MN mileage for outings 1x every 1-2 months <b>Need to track mileage for these outings</b>	33	22.11	<b>bill medical when taking to appt.</b>
		2 group outings/year	80	53.6	
Michael Pokrzywinski	Yes	2 group outings/year	80	53.6	<b>bill medical when taking to appt.</b>
Robert Deschene	Yes	1x/mo to GF when no appointment for shopping Coordinate shopping in GF with Medical Appointments <b>if shopping when medical then bill all to transportation and no other shopping in GF for month</b>	80	53.6	Medical appts should be billed to medical only if <b>no shopping is done</b>

Individual	1:2 ratio	Transportation Reimbursement Transportation Mileage Rate: .67/mile Medical Mileage Rate: .22/mile	Round Trip miles	amount paid/trip	
Charlotte Trower Per conversation w/Katie 9/25/24	Yes	GF shopping with housemate should be done ONLY 2x/month. 1x-bill mileage to CT the 2nd-bill housemate-should coordinate with medical appts. <b>All other appts need to be the appt only no shopping and billed to medical mileage</b>	80	53.6	Medical appts should be billed to medical only if <b>no shopping is done</b>
		Cemetary visit in Grygla	126	84.42	
		80 miles round trip for 4 group outings/year	80	53.6	
		Hair appointments are NOT medical	80	53.6	
Melissa Hamrick	Yes	GF shopping with housemate should be done ONLY 2x/month. 1x-bill mileage to MH the 2nd-bill housemate-should coordinate with medical appts. <b>All other appts need to be the appt only no shopping and billed to medical mileage</b>	80	53.6	Medical appts should be billed to medical only if <b>no shopping is done</b>
		2 group outings/year	80	53.6	
Tabitha Garfve	No	Mileage to Alvarado 2x weekly 22 miles round trip	22	14.74	
Christopher Schoepp	No	Horse therapy weekly 48 miles round trip mileage for outings- out of town 1x month	48	32.16	
			80	53.6	
Ernie Jorgenson	Yes	<b>Mileage needs to be submitted when outings are non-medical</b>			bill medical when taking to
		2 group outings/year	80	53.6	
Ariel Wick		Weekly horse therapy Stephen - Viking - Stephen 71 miles round trip 1x monthly outing to GF/TRF TRF=95 miles/trip GF= 97 miles/trip <b>We cannot be doing outings only with AW especially on a weekend unless there is an event/group outing</b>	71	47.57	We do not do Medical Appts for AW
			96	64.32	