

IN-HOME FAMILY SUPPORT STAFF MEETING SUMMARY

Subject: December Staff Meeting

Date: December 4, 2024

Time: 9:00a-12:00p

Meeting Review:

Upcoming Events: *MCGH Christmas Party is scheduled for Tuesday, December 10th at 3:30p-5:30p at the Warren American Legion.*

ESST Policy Change for 2025: **The full Policy will be sent to all staff on 12/6/24 via SCOMM in Therap.**
(see attached)

Cold Weather Sickness Protocol: (see attached)

Tri-Valley and DAC Bus Transportation Protocol: (see attached)

MCGH Liability and Property Insurance:

MCGH has had to retain a new insurance company for our commercial insurance due to the current company deciding to exit the group home insurance market in the state of MN. Because MCGH has several vehicle claims and a VA claim this is making it very difficult to find insurance. Christensen Group who is our insurance representative feels that we will obtain insurance however the cost of the premiums will increase between 50 and 75 percent. This is an estimated \$20,000 increase.

It is extremely important that staff and family members of staff are not at the facilities when not clocked in and working. There is no exception.

Should an injury happen to an employee not on the clock or a family member of an employee that is there for personal reasons, MCGH insurance **will not** cover them, and we run the risk of losing our insurance. **This is an extremely important protocol to follow.**

All staff that are at the facility **MUST** be three for work related reasons and **MUST** be clocked in.

Individual Reports:

RD – Taken to Grand Forks shopping and out to eat at Hanks with another peer. He had a problem with incontinence at ODC in am. 12/3 - foot care clinic. Spot under big right toe padding area that was deeply cracked. Nurses felt he should have F/u up with primary. The door handle was broken and replaced. Payee is sending check for \$22 for haircut and price has increased to \$25. Have notified Payee again of the price increase. Sheran, Rep Payee will be sending a check for Robert to purchase Christmas presents. On Sunday, Liz had told Robert that the ODC was going to be closed the next day (Monday). She had him repeat a couple of times that the ODC will be closed on Monday. Robert called Tri-Valley on Monday to ask if the bus was coming to pick him up. Will encourage Robert to write all messages on his calendar so he has a reminder.

- 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 – Doing well at starting or completing tasks before staff are there, needs direction to keep on a task to complete, having some difficulties with her daughter as she is having “attitude” and telling types of lies that

effects Tabitha such as wanting to change her last name. Mentioned to her about possibly having her daughter see a therapist to help both her and Tabitha to which Tabitha states she would like to get her in to see one, but there are wait lists. Janelle will encourage Tabitha to contact the school social worker. Tabitha still works at her job at the motel sporadically with no set day and times.

- 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—11/6- Saw Dr. Schall regarding pain in left knee. BMI is at 48.23, She needs to get BMI below 48. She needs to stop smoking prior to surgery. She would like to proceed with surgery. Surgery is set for February 18 in Thief River Falls. 11/19- Saw Dr. Khan for left shoulder pain, and significant restriction of movement. Nonhealing scabbed over tender area of the left buttock. Requested refills of pain medication. She is on tramadol for pain relief. MRI ordered for shoulder, insurance denied. Referral to wound care evaluation and treatment. Nicotine lozenges were ordered to help stop smoking and Deb states they are helpful. 11/26- Seen by Jesse Fuhrer, Physical Therapist at Thief River Falls outpatient. Recommend pressure relieving cushion for when she sits in recliner, given skin prep and duoderm for wound to be changed as needed or up to every 7 days. 12/3- return visit with dressing change. Wound is improving. 12/10 and 12/16 appointments for F/u with wound care. 12/3- Saw Amy Stevahn, NP, telemedicine visit. Deb is not using BiPAP, returned the machine to Sanford. Recommend in lab titration to trouble shoot about mask and appropriate bipap pressure. Deb is hesitant to go back to Fargo due to distance. She explained the importance of using machine. Deb needs to decide and get back to her. 12/17- dental appointment in Halstad, taken shopping out of town twice. She needs a haircut.

- 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 – continues to see Keegan, Therapist, however he had to cancel one time Nov 21st, also the same day went to get her shoes and orthotics from Sanford equip and they did not have them as she was accidentally scheduled for Bemidji not TRF. She will now be getting them on Monday Dec. 9th. Went to the doctor feeling ill, COVID and FLU test done, they were negative but put on antibiotic in case it was something more, she also had gone to the doctor for ear pain and not feeling good, infection detected so was put on ear drops. Melissa was again not feeling well this past Monday (12/2) complaining of stomach hurting and bloating, did not eat lunch, stopped at pharmacy for some magnesium citrate to get her bowels moving and when returned home she did not have to take it as she went to the bathroom and quite a bit came out. She is going to take her stool softeners once a day and Miralax once a day as staff mentioned that she needs to keep her bowels moving. She felt much better after her bowel movement. Foot care on 12/3. Melissa will be having surgery for a supra pubic catheter on Jan. 13th, preop with Doctor Holm January 10th.

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

EJ – 11/12- Foot Care Clinic, 11/27- Fasting Labs and saw Michelle Woinarowicz, NP. Triamcinolone Cream to lower legs bid as needed for rash and itching. Use Cerave cream one-two times per day to lower legs for dry skin. Consult with Podiatry for callused feet and diabetes at Altru. F/u in 6 months for annual physical And fasting labs, Weight 227#. 12 19- dental appointments. Received bids for electrical in bathroom and putting in vanity, painting ceiling. He has a new recliner. He has been good about being ready to go for appointments. Went to Hanks for outing with another peer. Attended Halloween party. Due for check up with Michelle W with fasting labs.

- 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 – Has not been feeling well the last week. She was seen on 12/3- acute bronchitis. Prescribed inhaler, antibiotic, and prednisone. Carpet has many stains. She works on cleaning the living room area and kitchen. Do not get time to clean the bathroom upstairs. Continues to have garbage, empty cat cans, all over. The living room area is cluttered, stuff piled in corners. A friend of Amanda's daughter is staying at the house with his dog. The friend does take care of his dog.

- 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 – Is not using pill machine with alarms. Will help clean with many prompts. Vacuuming carpet needs prompts to finish all areas. Is going to ODC during the day. He said he goes for about 1-2 hours. He likes working on puzzles at the ODC. (Sabrina will email the ODC Program Services Director to notify her this is happening while his mom is working at the ODC).

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

KL – Continues to see Dawn Ellis bi-weekly, saw a NP in Neurology on November 12th, no med changes but did advise on using weighted utensils and/or wrist weights to help shakiness with eating and tasks, Kevin would like to try these items. Kevin is now working with MaryKay for in home services. MaryKay will assist Kevin in sending out Christmas cards to a couple of people he likes to send cards to. Nov 19th – Kevin was concerned about not getting a check in the mail and not being able to buy cigarettes. I told him we could get them on Thurs in Newfolden. Set up his meds and ordered more. Cleaned out fridge and kitchen area. Nov 21st – Went to Newfolden to cash check. He bought cigarettes at the store. I asked him to throw away the empty bottles on his table and counter, and to sweep the floor, which he did while I rewashed the dishes (they weren't clean). I also found a knife in the silverware drawer that had butter on it. We made hamburgers and Suddenly Salad. I told him to warm up the hamburger for 30 seconds in the microwave when he was ready to eat, then asked him to work on cleaning off his table. He said he would. I said, "How long do you warm up the hamburger?" He said, 1 minute. I told him to try 30 seconds first. Nov 26th – Saw Dr Nupdal, and he asked Kevin if he has any anxiety about anything. He said yes, he gets anxiety when he thinks he doesn't have enough cigarettes. His oxygen was low (92) and we talked about that and other things that smoking can cause. The doctor gave a print out of a "How to quit smoking" thing for him. I put the days of the week on his cigs to help his anxiety. Next he got his hair and beard trimmed, then to the pharmacy for a Shingles vaccine. Returns in 2 months for the second one. I had gotten money from MCSS for him to buy new winter boots, which he bought at Fleet. Dec 3rd – Appt with Dawn, then to buy groceries. Again, he wanted to buy cigarettes-1 pack. He had bought 7 packs on Sunday. At home he put away his groceries while I refilled his meds. He had a letter from Dr Joseph saying he is due for an appt. I called and set it up for Jan 16th – Wellness visit. They will be sending him a letter about it.

- 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- Brenda, Michael's mom, called Janelle on 12/3 to state that Michael does not want a medication machine that In-Home would set up with him weekly. Will ask if Michael would be willing to have In-Home set up his meds in his pill boxes with him weekly. Michael had a pre-op physical with Michele Woinarowicz, NP on 11/06 - Cindy will clarify if this will work for his Colonoscopy on 12/16/24.

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

SP – Brenda, Stacy’s mom, called Janelle on 12/3 to state that Stacy does not want a medication machine or have a cooking goal with In-Home Services. Janelle will ask Stacy if she would be willing to set up her medications with her, using Stacy’s pillboxes.

- o 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 – Continues to cook weekly as time allows, pick up check at MCSS and cash weekly, been good on stripping his bedding and doing laundry, Greg has been cleaning out his own cupboards and fridge, verbal prompts for cleaning bathroom area, and also to wash his dishes better as he will take some out to use and they are not very clean. Janelle noted that Greg has very poor water pressure on his kitchen sink. She will contact Tess, Landmark to ask if it can be checked. No noticeable mood changes. Going Christmas shopping next Wednesday, 12/11, in Grand Forks and possibly meeting up with mom for lunch if she is available. Greg also has spenddown money to use so talked about a new bike again for next season from Scheels, some new games for his gaming system a new frying pan with a lid, possibly purchase a cross from Cross Manufacturing to put on his brothers grave.

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

CS – Nov 6th – School report said that he was hitting, biting, head butting and had put his pants in the toilet. I asked if he wanted to go to see the horses and he said yes and asked if he was going to listen and be good. He said yes. A few miles down the road he threw his hat, gloves and shoes on the floor of the van. Then he unbuckled and went to grab them. After doing this for the 3rd time, I took him back home to his brother. His mother was called, and she said they were having a meeting at the school the next day to discuss how they could find more for him to do as they are not doing much with him at this point. Nov 7th – School said he did ok. Went to the Argyle Mall, then to the Warren Park. He behaved fine. His mother said she would like him to do something else now that Horse Therapy is done and liked the idea of him going swimming in TRF. The week of Nov 13th he went with his family to their deer camp. Nov 18th – Horse Therapy was rescheduled for this day, and he listened well and enjoyed his time there. His mom said he had been good at deer camp, no issues at all. I did notice he was wearing underwear again. Nov 21st – After snack and bathroom, we went to my home. Walked in the woods, played with cats and toys. No issues. Nov 26th – Argyle Mall, then Tru Value. I gave a reminder before going in that he isn’t to keep his hands to himself. He did pretty good but tried to go off on his own twice and when I took his arm he dropped to the ground and lay on his back, laughing. Nov 27th – Went to my home and he was enjoying putting toys into a bus but then started to put his left hand down the back of his pants, laughing. I ignored the behavior and tried to redirect but he stood up and kept it up, wanting me to react in some way. I didn’t, so he slapped me quickly 3 times on my upper chest, to get me to respond. I told him we don’t hit, and he kept saying “Why”, smiling mischievously. He hit me again, so I told him we are leaving. He became serious then and put on his coat when I asked him to. He was quiet the whole way home. His dad walked in right after we did and after telling him what happened, he told him the same thing I had and to apologize to me. Chris said he was sorry. Dec 2nd - Chris had a Dr appt so no outing.

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

JS – Nov 11th – I asked Jason about setting up a day to try doing the bus route in GF and he shrugged, saying he didn’t think he would do it. I asked why and he said he wouldn’t be living in GF. When I asked where he thought he would be living, he said Fargo. I let his mom know about it and she said she would talk to him. I have not heard anything back.

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

CT – Physical therapy weekly, Charlotte states she is noticing the difference. Laser treatment and shopping in Grand Forks on 11/8. Will go again on 12/8. Been working only 1 day a week at Dollar General for 4 hours on average. Worked on cleaning the fridge and counters.

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

AW – went on outing to Grand Forks Nov 9th, she was in a good happy mood, then had a noon pill to take and this made her sleepy so had lunch and then she wanted to go home as she was “too tired” for a movie and said she would sleep. She wants to continue going on outings as per her meeting. Once with another peer and then once with just staff per month as time allows. There is another outing planned for Ariel on 12/14/24.

- 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 on Nov 15th. Worked on some paperwork and organization of a “junk drawer”. She did not want to work on her tie blanket or recipes she wanted to “declutter” her drawer.

- 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, January 8th at 11:30p at the MCGH office.

STAFF MEMBERS PRESENT:

Name:		Position:	Name:	Position:
Kristal Walen	exc	ADM	Liz Anderson	DCC
Cindy Gratzek		PS	Janelle Fick	DCA
Sabrina Deschene		PD	Mary Kay Stinar	DCS
JoAnn Saunders		LPN		

Authorized By: Sabrina Deschene, PD

Acknowledgement completed in STAR Services.

December 2024 Staff Meeting

ESST Policy Change for 2025

Eligibility

All Marshall County Group Homes employees who work at least 80 hours a year including full-time, part-time, and direct care support employees are eligible to accrue and use ESST.

Procedures

Employees begin to accrue ESST on the employee's date of hire and will accrue one hour of ESST for every 30 hours worked up to a maximum accrual cap of 48 hours in one year.

Utilization (Effective 1-1-2025)

employees are entitled to earn sick and safe time at the rate of **one (1) hour for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours per year.**

The full Policy will be sent to all staff on 12/6/24 via SCOMM in Therap.

Cold weather sickness Protocol

Please make sure the information provided on whooping cough and cold and flu is posted for all staff to read. All MCGH staff need to follow the winter weather illness protocol to help lessen the spread of illnesses.

Make sure the information is posted for all staff to read.

Tri-Valley and DAC bus transportation protocol

Effective 12-2-24 the protocol for notifying Tri-Valley and DAC when a client or clients are not going to be riding the bus are attached. Use this protocol and do not text the Tri-Valley Driver. Also, we still need to notify DAC when CS is not riding as they need to know they do not have to wait for them at River place.

Notification needs to happen as soon as possible so that they can all plan for their day and plan routes.

MCGH Liability and Property Insurance

MCGH has had to retain a new insurance company for our commercial insurance due to the current company deciding to exit the group home insurance market in the state of MN. Because MCGH has several vehicle claims and a VA claim this is making it very difficult to find insurance. Christensen Group who is our insurance representative feels that we will obtain insurance however the cost for the premiums will increase between 50 and 75 percent. That is an estimated \$20,000 increase.

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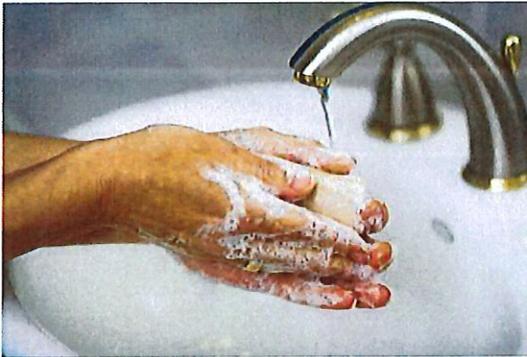
Should an injury happen to an employee not on the clock or a family member of an employee that is there for personal reasons, MCGH insurance **will not** cover them, and we run the risk of losing our insurance. **This is an extremely important protocol to follow.**

All staff that are at the facility **MUST** be there for work related reasons and **MUST** be clocked in.



STOP THE SPREAD OF GERMS

Wash your hands and wear gloves!



This is the most important line of defense against germs.

DISINFECTING

Disinfect common areas often throughout the day

Doorknobs

Toilets

Sinks

Light Switches

Kitchen area

Dining areas

Bathroom

Managing Pertussis: Think, Test, Treat & Stop Transmission

THINK of pertussis in anyone with these symptoms, regardless of vaccination history

- A cough of any duration in a person who has been notified of a close exposure to pertussis,
- A paroxysmal cough of any duration, with whooping, post-tussive vomiting/gagging or apnea, or
- A persistent cough of unknown etiology, lasting more than seven days.

TEST for pertussis

Based on the guidance in the table, collect a specimen using a nasopharyngeal (NP) swab, wash or aspirate for PCR or culture. Collect serum for IgG.

- **Do not test if symptoms are not present.** It is unlikely that *B. pertussis* can be recovered through testing if the patient is not experiencing symptoms.

Interpreting Test Results

Test	Timing of specimen collection	Test result interpretation
PCR (results within 24-96 hours)	Best if collected within first 2-3 weeks of cough. PCR will detect non-viable organisms present, even in persons who have been treated with antimicrobials; however, false negatives can occur and are more common later in the illness.	(+) Positive: Confirms <i>B. pertussis</i> if clinical and/or exposure history support the diagnosis of pertussis. (-) Negative: Does not rule out <i>B. pertussis</i> infection. Consider clinical presentation.
IgG Serology (results can take up to a week)	In general, specimens are best collected at 2-3 weeks or later after onset of cough. Collected earlier in cough illness can lead to false negatives.	(+) Positive: Likely pertussis, although should be interpreted in combination with recent pertussis vaccine history (can give a false positive) and in combination with each lab's specific panel. (-) Negative: Likely negative for pertussis.
Culture (results can take up to 10 days)	Best if collected within first 2-3 weeks of cough. Recovering the organism is unlikely beyond 3 weeks of cough or in patients who have received antimicrobials. False negatives are common even early in the illness.	(+) Positive: Confirms <i>B. pertussis</i> infection. (-) Negative: Does not rule out <i>B. pertussis</i> infection. Consider clinical presentation.

TREAT and report suspected and confirmed cases

- Use Erythromycin, Azithromycin, Clarithromycin, or Trimethoprim-Sulfamethoxazole for treatment. **If 21 days have already elapsed since cough onset, treatment is not recommended, as it will not improve outcome.**
- Prescribe antimicrobial prophylaxis (same regimen as treatment) to persons who are close contacts of pertussis cases.
 - Asymptomatic contacts receiving prophylaxis should not be excluded from their usual activities.
 - Symptomatic contacts should be evaluated for pertussis.
- For recommendations on pertussis treatment and prophylaxis of case contacts, see [Pertussis Treatment and Prophylaxis](http://www.health.state.mn.us/diseases/pertussis/hcp/treatment.html) (www.health.state.mn.us/diseases/pertussis/hcp/treatment.html).
- Laboratory confirmed and clinically diagnosed cases are reportable.
- Call your local health department if you have questions.

STOP TRANSMISSION

- Inform patients with suspected pertussis to **stay at home** and avoid close contact with others until they have:
 - Completed the fifth day of an appropriate antibiotic
- OR**
- Had cough symptoms for at least 3 weeks. (Cases are potentially infectious for the first 3 weeks of cough.)

Vaccine Preventable Disease Section
625 Robert St. N.
PO Box 64975
St. Paul, MN 55164-0975
651-201-5414
www.health.state.mn.us/pertussis

4/11/2019

To obtain this information in a different format, call: 651-201-5414. Printed on recycled paper.

Cold versus Flu

Signs and Symptoms	Cold	Influenza (Flu)
Symptom onset	Gradual	Abrupt
Fever	Rare	Common; lasts 3-4 days
Aches	Slight	Common; often severe
Chills	Uncommon	Fairly common
Fatigue, weakness	Sometimes	Usual
Sneezing	Common	Sometimes
Chest discomfort, cough	Mild to moderate; hacking cough	Common; can be severe
Stuffy nose	Common	Sometimes
Sore throat	Common	Sometimes
Headache	Rare	Common

- These include [taking steps for cleaner air](#) and [hygiene practices](#) like cleaning frequently touched surfaces.
- More information is available about core and additional prevention strategies.
- Cover coughs and sneezes.
 - Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
 - Wearing a mask is an additional prevention strategy that you can choose to further protect yourself and others. When worn by a person with an infection, masks reduce the spread of the virus to others. Masks can also protect wearers from breathing in infectious particles from people around them.
- [Wash your hands](#) often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose, and mouth. Germs spread this way.
- You can improve air quality by bringing in fresh outside air, purifying indoor air, or gathering outdoors. Cleaner air can reduce the risk of exposure to viruses.

Whooping cough

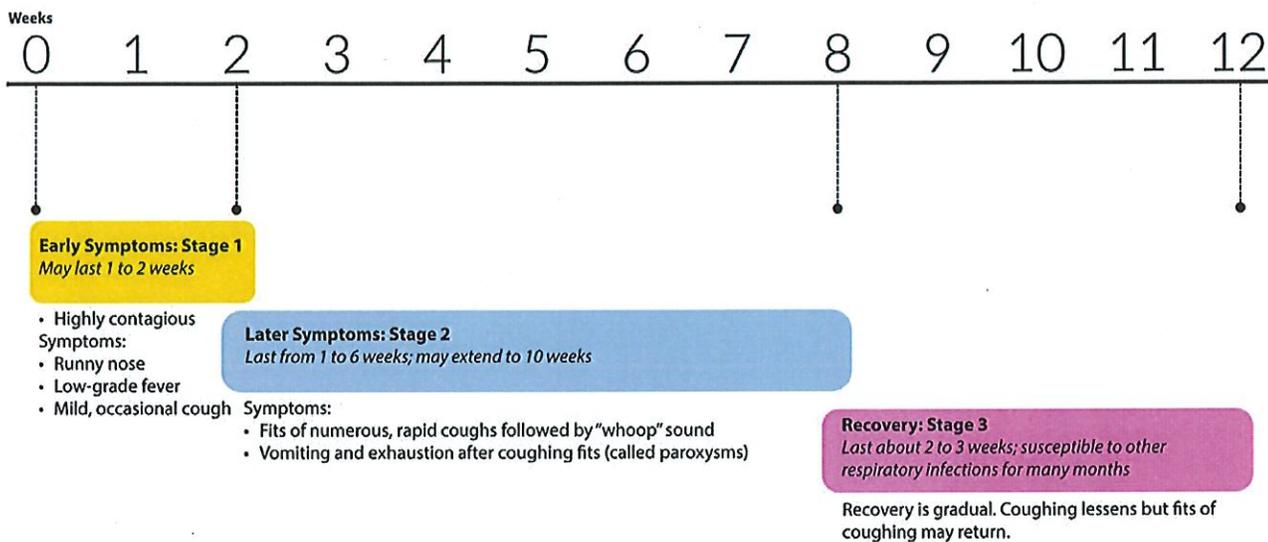
Whooping cough

Whooping cough appears similar to a common cold early on. Symptoms are highly contagious.

Early symptoms can last for 1 to 2 weeks and usually include:

- Runny or stuffed-up nose
- Red, watery eyes
- Low-grade fever (less than 100.4°F)
- Mild, occasional cough

Whooping Cough Disease Progression



[cdc.gov/whoopingcough](https://www.cdc.gov/whoopingcough)



Later symptoms

Rapid, violent, and uncontrolled coughing fits

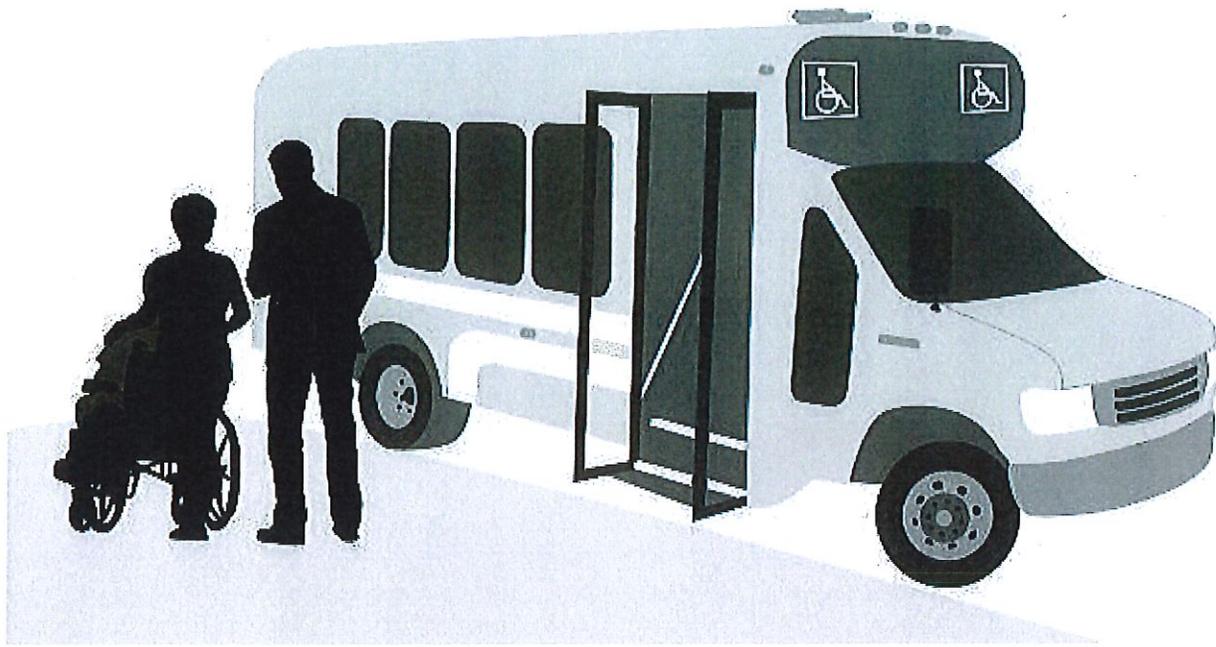
One to 2 weeks after the first symptoms start, people may develop paroxysms, known as coughing fits. These coughing fits usually last 1 to 6 weeks but can last for up to 10 weeks. The cough generally gets worse and becomes more common as the illness continues.

Coughing fits can cause people to

- Make a high-pitched "whoop" when they inhale after a coughing fit
- Vomit during or after coughing fits
- Feel very tired after the fit, but usually seem well in-between fits
- Have difficulty sleeping at night
- Struggle to breathe

Vaccinated people may not get as sick

- Whooping cough vaccines work but aren't perfect. For people who've been vaccinated but still get whooping cough, their illness is generally milder.



Protocol for notifying Tri-Valley Bus and DAC Bus

****You must notify the appropriate bus when clients are not going to be riding for ANY reason. (sick, appointment or weather)**

DAC Bus:

- Planned absence
 - Email Vivian
 - vmckewin.egfdac@midconetwork.com
- Non-Planned short notice
 - CALL the DAC-218-773-0530
 - Staff are there at 730am.
 - Tell them who is not riding and why. (sick or weather)

Tri-Valley Bus:

- Need to notify Tri-Valley for BOTH ODC and DAC clients
- Tri-Valley wants an email sent to transit@tvoc.org OR call 800-201-3432 and leave a message.
- They **do not** want us to text Rob. This is because in the event they have a different driver they want the contact information the same.

Cedar south-Please give River Place a courtesy call when there is **no one riding the bus.**