IN-HOME FAMILY SUPPORT
STAFF MEETING SUMMARY

Subject: November Staff Meeting

Date: November 6, 2024

Time: 11:30a – 2:00p

Meeting Review:

Upcoming Events: *No events scheduled at this time. Thank you to those who put on the Halloween Party. It was a great success.*

Timecards: There are new timecards for In Home staff to use going forward. They are broken down in a way that separates the time that is entered into AssetHR (isolved) and the time that is entered into Therap.

- The punches at AssetHR are what entered into payroll and are the hours that staff get paid for.
- The punches in Therap are the hours that Sabrina sends to the state for the program to be paid for.

Individual Reports:

RD – 10/9- saw Lynn Holun RD, to be seen in 6 months.10/21 Robert saw Jeremy Houser for follow up. He is to come back to have blood pressure rechecked. 10/30-NVHC to have blood pressure checked. Has had peer at his place to eat meal and peer has had him over. Robert has been to Marshall Place from ODC to visit another peer. Robert attended Halloween Party.

- 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 – has been working so her schedule to meet a few times has been messed up and either cancel or had to change date. Tabitha has been doing very well with her cleaning lately as she has had areas of the home cleaned before staff arrived. Praised Tabitha for her hard work and pushing through in knowing she needs to keep house as clean as possible. Her son had surgery on October 23rd and is home from school until the follow up appointment on November 7th so the last couple times met it has been harder for her to attend her attention to staff being there and has had to care for his needs.

- 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 –10/16- Dr. Khan seen due to left knee pain, plan 2000 mg of Tylenol a day. Started on tramadol until seen by orthopedics. Tramadol 50 mg tablet, 1 tablet by mouth 2 times a day as needed for severe pain. Medication helps the pain, concern regarding relying on it too much. Purchased two T- shirts from Central Street Creations. Upcoming appts: 11/6/24- Dr. Schall, 11/19- mammogram

- 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 – 10/31 appt with dietician and diabetic educator- educator was worried about blood sugars still being elevated even with prior changes from Dr. Holm so she increased her insulin sliding scale and discussed

importance of getting the sugars down. Dietician discussed melissa's weight loss and is worried she will lose too much weight on the Ozempic and is not sure how much Dr. Holm wants her to lose.She discussed what foods melissa eats in a day and if anything, particular to keeping sugars higher. Candy was mentioned and Melissa agreed she needs to not eat so many sweets. She eats a lot of sweets at her mom's place. Melissa had an appt with urology on October 11th and a super pubic catheter was discussed. Agatha Ottem aas going to check with surgeon on Melissa's weight loss if she could now have the surgery done. It was approved by Dr. Nicholson to do this. Recent UTI and put on a different antibiotic. The super pubic catheter was discussed and Melissa would like to go ahead and do this. They called urology and they are going to call back to set up a surgery time and then Melissa can schedule her preop with her PCP. Melissa enjoys her appointments seeing her therapist Keegan bi-weekly. Her mood has been pretty stable. Foot care clinic was on Oct 1st and met with housemate and another peer for breakfast before going to foot care. Shopping and out to eat in Grand Forks. Melissa attended the women's night out breast cancer awareness with housemate and another staff. She also attended Halloween party in Argyle with housemate and other peers and had a good time. Melissa has a recheck for diabetes in 3 months with educator and dietician.

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

EJ – 10/17 appt with Tamra Bauduin.PA in pulmonology for follow up due to asthma with COPD, nocturnal hypoxia. CT of lung done, and new scattered nodular infiltrates in the right lung likely inflammatory or infectious in nature. F/u chest CT recommended in 3 months. Levofloxacin 500 mg daily X 7 days prescribed and sputum culture to be completed- 3 times on different days. 10/23/24-Megan Weddingfield, NP, Rural Psychiatry, buspirone changed to 150 mg bid. 11/12- foot care clinic. 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 – Carpet needs to be cleaned. A friend of her child is staying at her place with a dog. Needs to continue to work on putting away and organizing.

- 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 – Has been helping with cleaning with prompts. Not worked on cooking goal. Polo went to laundromat and washed 5 regular loads and 1 large load on 11/5 with staff.

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

KL – Continues bi-weekly therapy with Dawn Ellis at Sanford. Things are going well. His grocery money for the month of November was increased to 400.00 due to an increase in grocery cost and household/personal items. Kevin at this time does not currently have a housekeeper as, per CM, they have been trying to connect with him. Kevin does do some cleaning of his own yet still needs prompts or assistance in areas. Keivn does only currently purchase 7 energy drinks for a 2-week period and purchases more Powerade. Kevin tends to "want" things feeling he may run out even if he does not use the item such as milk, bread, coffee and breakfast sandwiches. Staff discussed with Kevin about using things up that he already has so they do not expire and can purchase new when he shops. Kevin keeps a pretty cluttered table and needs reminders and or assistance in clearing it up. Kevin is still bow hunting and states he sees a lot of deer but not close enough to shoot with a bow. Mary Kay has been working with Kevin on cooking goal and purchasing other food to be able to make on the stove or oven with assistance. This month, Kevin made hamburger hotdish and lasagna. Kevin has needed assistance throwing out expired food from his fridge. Kevin wants to go on an outing to the movies. Kevin has an appointment next week November 12th in Grand Forks with Neurology for follow up and Jason Nupdahl for

medication management on November 26th. Attended the Halloween party and had a fun time visiting, eating and really enjoyed the dancing.

- 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- Attended annual meeting at the ODC. Michael would like to cook in his home and have assistance in doing this. They also have agreed to having medication machines set up weekly in his home. Michael declines attending the footcare clinic in the future. Michael attended the Halloween Party.

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

SP – Attended annual meeting at the ODC. Stacy would like to cook in her home and have assistance in doing this. She has agreed to having medication machines set up weekly in her home. Stacy would like to continue foot care clinic. Staff has not been in the home yet. Stacy would like a girls outing with another peer. Stacy attended Halloween party.

- 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 – Greg and staff went to cemetery to visit his brother's grave on Oct. 9th. Greg got a haircut on Oct. 21st. Greg's pedal on his new bike broke. Staff assisted in purchasing a new pedal but does not work on his bike. The piece for the pedal may be permanently broken. Greg has been trying to cook a few different food with staff assistance as he is usually adamant on making similar things from week to week, so staff try to change it up a little if he is willing to. Greg cleaned his kitchen cupboards and fridge out without staff assistance. He had it done on his own and surprised staff that it was completed. Praised Greg for doing this and such a good job. Greg has been good at doing his laundry when needed as usually is done before staff comes.

- 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 completed the last of his horse therapy sessions. Chris has had a couple physical behaviors with staff, some worse than others. One incident resulted in staff taking a break from meeting with him for the rest of the week. The school will now fill out a report on how the day is going. Amber will cancel services if he is having a bad day at school as he was the day he had a very physical outburst. Chris has had a few days of no services due to being sick. He has been obsessed with his underwear and yanking on them constantly. When he goes to Mary Kay's house with her, he keeps himself busy walking in the woods with her and digging in the garden and discovering things there.

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

JS – Has not met with staff this month. When staff discussed his goal with him, he said he didn't want to meet. His mom was going to talk to him about this.

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

CT – Urology appointment October 11th and everything seems to be doing well after botox. She has a follow up in 6 months or sooner if any issues arise. Charlotte attended Halloween party and enjoyed visiting other peers. Charlotte has been doing laser hair removal 1x per month in Grand Forks. Charlotte had an appt with diabetes educator and dietician on Oct 31st. Educator stated her A1C is good and asked what types of things she is eating and what type of exercise she gets in the day. Overall, things seemed good. The dietician was

concerned with Charlottes cholesterol as it was up a bit so she visited with her on options for a healthier eating style for cholesterol. She did lose about 4-5 pounds. Recheck in 3 months. Charlotte is having trouble at work with staff and scheduling. They had a meeting and told her that her hours were being cut due to other staffing. She was not on the schedule for this week and only on the schedule for 1 day next week for part of a shift. She tried to get job coach to talk with the manager, however manager would not talk with job coach. Charlotte is having a rough time with this as she loves her job. They told her she has to check the schedule weekly now to see what her hours are if any. Sabrina followed up with CM regarding this and Charlotte, CM and job coach have a phone conference scheduled for 11/7 to discuss this.

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

AW – No meetings this month. Planned outing on 11/9 to Grand Forks.

- 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 – Kat had her annual meeting Oct 17th. Kat would like to continue to try to work on a tie blanket with staff as well as organizing some recipes that she has an abundance of to put into a binder. Attended the Halloween party and came to help set up and stayed after to help clean up. She enjoyed watching others and visiting.

- 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, December 4 at 11:30p at the MCGH office.

STAFF MEMBERS PRESENT:

Name:	Position:	Name:	Position:
Kristal Walen	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.

Marshall County Group Homes, Inc.

IN-HOME BI-WEEKLY TIME SHEET

NAME: (print) EXAMPLE Position: DCS

I verify that I worked at the indicated hours and all work was performed at the location named for the weeks beginning 10/27/24, and ending 11/09/24.

Signature:

WEEK 1					WEEk 2				
Date	Program	Time In	Time Out	Total Hrs	Date	Program	Time In	Time Out	Total Hrs
10/27/2024	CS	9p	8a	11	11/4/2024	IH	830a	430p	8
10/28/2024	IH	9a	345p	6.75	11/5/2024	IH	730a	5p	9.5
10/30/2024	IH	7a	330p	8.5	11/6/2024	IH	730a	830a	1
10/29/2024	IH	730a	415p	8.75	11/6/2024	CN/CS	830a	1130a	3
10/30/2024	IH	7a	330p	8.5	11/6/2024	IH	1130a	2p	2.5
					11/6/2024	IH	2p	5p	3
					11/7/2024	PTO			8

In the space above for week 1 and 2 you enter your starting time for the day and your ending time for the day. You also enter any time off here. That is all you enter here. This should match all your time clock punches.

In the space below as well as the back page enter your EVV. This should be time worked with clients. You will also enter here if you used 1:2 ratio. Any time spent charting or mtg prep does not need to go here it is included in your time above for the day.

Client Initials	Date	Time In	Time Out	Total Hrs	Notes (1:2 Ratio, missed punch-missed punch state Therap or Isolved)
DH	10/28/2024	9a	12p	3	
GR	10/28/2024	12p	130p	1.5	
MH	10/28/2024	130p	2p	0.5	
CT	10/28/2024	2p	330p	1.5	
CT	10/29/2024	730a	830a	1	
MH	10/29/2024	830a	1115a	2.75	
AK	10/29/2024	1130a	130p	2	

Client Initials	Date	Time In	Time Out	Total Hrs	Notes (ratio, missed punch, charting,
PK	10/29/2024	130p	230p	1	
GR	10/29/2024	230p	3p	0.5	
CT	10/29/2024	3p	345p	0.75	
DH	10/30/2024	7a	915a	2.25	
RD	10/30/2024	930a	130p	4	
EJ	10/30/2024	130p	245p	1.25	
TG	11/4/2024	830a	11a	2.5	
KW	11/4/2024	1130a	1p	1.5	
AW	11/4/2024	1p	4p	2.0	
EJ	11/4/2024	4p	430p	0.5	
CT	11/5/2024	830a	130p	5.0	1:2 Ratio
MH	11/5/2024	830a	130p	5.0	1:2 Ratio
KL	11/5/2024	130p	5p	3.5	
RD	11/6/2024	730a	830a	1	
DH	11/6/2024	2p	330p	1.5	
EJ	11/6/2024	345p	445p	1	

Total Hours worked Week 1: 35 **Total Hours worked Week 2:** 27

Total PTO hours used_____ **Total PTO hours used:** 8 hrs

Marshall County Group Homes, Inc.

IN-HOME BI-WEEKLY TIME SHEET

NAME: (print) _____ Position: _____

I verify that I worked at the indicated hours and all work was performed at the location named for the weeks beginning _____, and ending _____.

Signature: _____

WEEK 1					WEEk 2				
Date	Program	Time In	Time Out	Total Hrs	Date	Program	Time In	Time Out	Total Hrs

Client Initials	Date	Time In	Time Out	Total Hrs	Notes (ratio, missed punch, charting, mtg notes)

Client Initials	Date	Time In	Time Out	Total Hrs	Notes (ratio, missed punch, charting, mtg notes)

Total Hours worked Week 1_____

Total Hours worked Week 2_____

Total PTO hours used_____

Total PTO hours used_____