

RIVER PLACE

STAFF MEETING SUMMARY

Subject: River Place Staff Meeting

Date: Jan 2, 2025

Time: 1:00p-3:30p

- ❖ **Safety/Health Review** –
- ❖ **Nursing Inservice** – Universal precautions and sanitary practices, infection control, blood borne pathogens, hepatitis B (Policy and TEST on STAR services)
- ❖ **Program policies (STAR)** –
 - Emergency Procedures – Power outage per program (see attached)
- ❖ **Emergency Procedures** –
 - **Missing** Power outage drill – furnace room in garage (*Carolyn responsible*)
 - **Missing** Nov: Fire Drill – WF bedroom (*Pam responsible*)

Meeting Review:

- A. **Dec Calendar reviewed** – Reminder to turn in requests off by the 10th of the month prior. Calendars will be released on the 15th of the month. After the 10th of the month, staff will be responsible for filling their own shifts.
- B. **Insurance Changes** - There has been a new insurance company secured for MCGH. With it, comes some very important changes. Staff are no longer able to use their own vehicle for errands or job duties without prior approval from Admin office. Staff need to be clocked in whenever they are doing ANYTHING for the home especially involving money or medications.
- C. **Upcoming Events:**
 - a. Bible Study continues to be scheduled the 2nd and 4th Fridays of the month at 2p.
- D. **House concerns** –
 - a. *Old Business*
 - *Charting intakes – Reminder to chart intakes on JW, JT, and CO*
 - *Med counts – Remember that two staff need to see and count medication at each slotted time. One staff cannot count the medications and the other staff just sign it off.*
 - *Distribution of cares and medications – Two staff should care for each clients, administering medications and cares as required and completed the t-logs.*
 - b. *New Business*
 - *MAR and med organization*
 - *New syringes-containers*
 - *intakes*
- E. **Consumer reports:**

Wayne – Weight: 161 (+1)

DIET: Low carb diet-Wayne is to have 4 carb choices per meal and 1-2 per snack. One carb choice equals 10-15 grams of carbs.

Appointments: No appts this month

Behaviors/concerns: The facility nurse sent a message to Wayne's pcp about the change in Wayne's senna and that Acetaminophen was not refilled at the pharmacy. The nurse asked the doctor to send a current prescription to the pharmacy and let the group home know.

Ambulates with 1 assist and walker during the day. PROM to all extremities BID. Exercise program BID (Upper Extremity bike BID). Wear compression socks during the day.

Outcome (ISP): Three times weekly, Wayne will participate in a sensory leisure activity.

Cheryl – Weight: 105 (-1)

DIET: Mechanical soft – small bite sized pieces and drink offered between bites.

Appointments: Cheryl had her Botox injections done. It went well; she will return in 12 weeks.

Behaviors/concerns: Staff went to get Cheryl up from her rest, she was lethargic in her responses and wouldn't open her eyes. It was decided to call the ambulance. Cheryl went to the Emergency room. She was dehydrated and had stomach pains. Cheryl returned to River from the hospital, she is to resume her meds, the nystatin cream was discontinued, and Cheryl is to follow-up with her pcp with labs. We are to continue with the input and output. Cheryl should get 1600-1800 cc daily. Cheryl Coccyx has opened again. Mepilex has been applied. Cheryl had a night where she decided to chat part of the night. Staff told her that it was sleepy time and Cheryl just giggled.

Outings: Cheryl attended the Group home Christmas party. Fun was had by all.

PROM to all extremities BID. Wears wrist brace on right hand during the day. Tilt W/C for a few minutes every hour. Reposition twice during the night

Outcome (ISP): On average, once every 3 months, Cheryl will participate in an individualized outing.

Jeanette – Weight: 110 (+8)

DIET: Mechanical soft – small bite sized pieces and drink offered between bites.

Appointments:

Behaviors/concerns: Jeanette was taken to the Altru ER for a g-tube replacement. She had labs done and x rays. She then had her G-tube replaced. The next morning her tube came out. She was taken back to the Altru ER and her tube was put back in. She then went home with her daughter for Christmas and returned the next day. Jeanette had some days where she was complaining of stomach pains and felt like vomiting. She did have ¼ cup of emesis. Staff gave her Tylenol and encouraged her to drink her water. Baclofen seems to be helping with pain in between the Hydrocodone. The nurse sent a message to Jeanette's pcp about discontinuing her antibiotic, and that she was very nauseous. The nurse also asked for some anti-nausea medication. Jeanette had a night where she wasn't sleeping well and said that she was not feeling well. The DCC talked to Nicole, and she said that when Jeanette is taking her baclofen 3 times a day you will notice that she will be even more unsteady. The heating blanket dial is for heat and not the timer. Nicole would like the heating blanket to not exceed #7 on the dial. Nicole also states that occasionally Jeanette will have nights where she can't sleep, but it is rare. We are to let Nicole know if it is becoming a common thing at night. Nicole does not transfer Jeanette at night at all for the use of the bathroom unless there is a second person to help her as she is very unsteady. Nicole said that instead of boost, Jeanette should use her nighttime feeding. Jeanette has drunk it from a cup before and doesn't seem to mind it. Jeanette tummy doesn't handle the boost well.

Outings: Jeanette attended the Group home Christmas party. Good time was had by all.

Reposition twice during the night

Outcome (ISP): On average, once every 3 months, Cheryl will participate in an individualized outing.

Jeff - Weight: 150 (-4)

DIET: Promote finely chopped and smooth consistency foods for Jeff. Prepare it in a way he can eat it

Appointments:

Behaviors/concerns: The hospice nurse has been here to assess Jeff on a weekly basis. Jeff was put on liquid Tylenol 2 times a day and prn for discomfort. The nurse also said his guaifenesin is to be given 2 times a day and prn. She put him on 2 different neb treatments 3 times a day. Jeff has also been given his Glycopyrrolate and oxygen. Jeff had some visitors, his mom, daughter and son came and exchanged gifts with him. Suprapubic catheter was changed. The site looked good. The hospice nurse made a change to Jeff's feeding. He is to have 4 cartons at night and if we have the big bottles, he will get one big bottle Jeff had a day where he had 4 loose bm's. Jeff had a night that he wasn't sleeping well, he would cough and then would be fine and start coughing again. He was very tired that next day and was responding to the staff very little. He had a slight temp; the staff was instructed to give him Tylenol and the staff let him rest. His mom came for a visit and was playing some videos and he was laughing at them.

Outings: *No outings this month*

PROM exercises BID, hand braces worn 2-3x daily for time tolerated, tilt w/c 30 secs every 30 minutes when in chair, Reposition every two hours when in bed and 2x during the night

Outcome (ISP): On average, once every 3 months, Jeff will participate in an individualized outing.

Courtney –

Behaviors/concerns: Courtney had come and had her showers and played uno with staff and housemates.

Outings: *No outings this month*

The next monthly staff meeting will be held Thursday, Feb 6, 2024 at 1:00pm.

STAFF MEMBERS PRESENT:

Name:		Position:	Name:		Position:
Kristal Walen	Teams	ADM	Cindy Blacklance	present	DCS
Sabrina Deschene	present	RPS	Ashley Nygaard	present	DCS
Henrietta Linder	EXC	RN	Jeanne Johnson	EXC	DCS
JoAnn Saunders	present	LPN	Pam Abrahamson	present	DCS
Kelly Nordine	present	DCC	Billie Volker	present	DCS
Carolyn Jorgenson	present	DCA	Hannah Johnson	absent	DCS
Roxanne Roth	absent	ONP			

Authorized By: Sabrina Deschene, RPS

Acknowledgement completed in STAR Services

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RIVER PLACE ~ FIRE DRILL ROTATION

CODES: ONP

DCC-Direct Care Coordinator

DCA-Direct Care Assistant

DCS-Direct Care Support

- January** - ** DCS: Jeanne Johnson
❖ Power outage
- February** - ** DCS: Cindy Black Lance
• Fire Drill- Outside of South Staff Bedroom - Smoke Detector
BLOCKED EXIT DRILL (East door)
- March** - ** DCA: Carolyn Jorgenson
❖ Tornado Drill
- April** - ** ONP: Billie Volker
• Fire Drill- SE Bedroom #1 (JW) - Smoke Detector
- May** - ** DCC: Kelly Nordine
• Fire Drill- Staff/Respite Bedrooms - Smoke detectors
- June** - ** DCS: Ashley Nygaard
❖ Health Emergency
- July** - ** DCC: Kelly Nordine
• Fire Drill- NE Bedroom #2 (CO) Smoke Detector
- August** - ** DCS: Jenna Enloe
❖ Severe Weather (Hail storm with straight line winds)
-check E. Hallway Smoke Detector and W. Hallway Smoke Detector
- September** - ** DCS: Cindy Black Lance
• Fire Drill- SW - Bedroom #3 (JT) - Smoke Detector - **Jeanette in bed**
- October** - ** DCS: Pam Abrahamson
❖ Bomb threat
- November** - ** DCA: Carolyn Jorgenson
• Fire Drill- NW Bedroom #4 (WF) - Smoke Detector
- December** - ** DCS: Ashley Nygaard
• Fire Drill- Furnace Room in garage
– maintenance check smoke detector

** **SPECIAL DRILL Required**

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hours or if a law enforcement officer was involved, a supervisory staff person will call each consumer's legal representative, Marshall County licenser, case manager and Occupational Development Center (ODC).

WARNING: severe weather is either occurring or is imminent. A warning is the most significant and Staff must take immediate action to protect recipients and staff by seeking immediate shelter.

WATCH: severe weather is possible as conditions are favorable for the weather event. Staff should plan and prepare for the possibility of the severe weather. Staff should help people change their plans for travel and outdoor activities.

ADVISORY: weather conditions may cause inconvenience or difficulty when traveling or being outside. Staff should help people consider changing their plans for travel and outdoor activities or consider that additional time may be required to complete their plans.

3. **Power failures.** Additional information on safety during power failures is available online at: <http://www.ready.gov/technological-accidental-hazards>. *In the event of a power failure emergency, staff will take the following actions:*

Emergency Procedures POWER FAILURE:

- 1) Report power failures to the City of Warren @ 745-5343 during office hours (8 a.m. to 4:30 p.m. – Monday – Friday) or after hours call the Marshall County Sheriff's Department @ 745-5411. Use emergency supplies: **Portable tap lights are located on the fridge and in the laundry room. Flashlights are in all of the recipient's rooms, on the staff desk in the living room, in kitchen on counter by sink, laundry room, staff bedroom and in tornado shelter. Portable light, flash lights, radio and extra batteries are in the tornado shelter. Camp lights are in the staff bathroom, and laundry room.**
- 2) Account for the well-being of all recipients receiving services.
- 3) Inform all recipients why plans and activities are changing and what is being done to keep them safe.
- 4) Should a power outage last for a long period of time keep warm by dressing in layers? Use portable generators if available. If power outage in becoming long home is becoming cold in winter call the RPS and/or ADM for assistance
- 5) Should evacuation be necessary, telephone the police department, the fire department - 911 - and /or the local emergency disaster services for assistance in evacuating.
- 6) Recipients should be taken to the place recommended by the official in charge.

If evacuation will be for longer than 24 hours it is necessary complete the "Emergency Report and Internal Review form". Supervisory staff person will call each consumer's legal representative, Marshall County licenser, case manager and ODC, within 24 hours of occurrence to inform them of relocation unless the Incident has been reported by another license holder.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Wk 2	For Kelly call 218-478-0291 during the hours of 9p-7a when she is on call from 7a-9p call her cell at 218-242-0187 or 218-478-0291.			1 New Year's Day 8a-9p-Kelly 8a-9p-Ashley 9p-8a-Ashley	2 River Meeting 1-3p 6a-4p-Cindy 8a-9p-Carolyn 4p-9p-Pam 9p-8a-Sabrina (Billie TR)	3 7a-9p-Kelly 8a-9p-Ashley 9p-8a-Jeanne Kelly On Call	4 7a-9p-Ashley 8a-5p-Kelly 5p-9p-Hannah 9p-8a-Hannah Kelly On Call
Wk 1	5 7a-5p-Ashley 8a-9p-Hannah 5p-9p-Pam 9p-8a-Hannah Kelly On Call	6 6a-4p-Cindy 8a-9p-Carolyn 1p-9p-Billie 9p-8a- Kelly On Call	7 7a-5p-Cindy 8a-9p-Carolyn 5p-9p-Pam 9p-8a- (Billie TR)	8 6a-9p-Kelly 8a-9p-Ashley 9p-8a-Ashley	9 6a-4p-Cindy 8a-9p-Carolyn Pam 1p-9p 9p-8a- Kelly On Call	10 Bible Study* 7a-2p-Cindy 2p-5p(CB)Pam 8a-9p-Kelly 1:30p-3p-Ashley* 5p-9p-Pam 9p-8a-(RR)Jeanne Kelly On Call	11 8a-9p-Jeanne 7a-5p-(KN) Billie 5p-9p-Hannah 9p-8a-Hannah Kelly On Call
Wk 2	12 7a-5p-Cindy 8a-9p-Hannah 5p-9p-Pam 9p-8a-Hannah Kelly On Call	13 6a-4p-Cindy 8-9p-Kelly 4p-9p-Pam 9p-8a- (Billie TR)	14 7a-5p-Cindy 8a-9p-Carolyn 1p-9p-Pam 9p-8a- (Billie TR)	15 6a-9p-Kelly 8a-9p-Ashley 9p-8a-Ashley	16 JT Appt NVHC * 6a-4p-Cindy 8a-9p-Carolyn * 4p-9p-Pam 9p-8a-Sabrina	17 7a-9p-Kelly 8a-9p-Ashley 9p-8a-Jeanne Kelly On Call	18 7a-9p-Ashley 8a-5p-Carolyn 5p-9p-Hannah 9p-8a-Hannah Kelly On Call
Wk 1	19 7a-5p-Ashley 8a-9p-Hannah 5p-9p-Pam 9p-8a-Hannah Kelly On Call	20 6a-4p-Cindy 8a-9p-Carolyn 1p-9p- 9p-8a- Kelly On Call	21 7a-5p-Cindy 8a-9p-Carolyn 5p-9p-Pam 9p-8a- Kelly On Call	22 6a-9p-Kelly 8a-9p-Ashley 9p-8a-Ashley	23 6a-4p-Cindy 8a-9p-Carolyn Pam 1p-9p 9p-8a- Kelly On Call	24 Bible Study* 7a-5p-Cindy 8a-9p-Kelly 1:30p-3p 5p-9p-Pam 9p-8a-Jeanne Kelly On Call	25 8a-9p-Jeanne 7a-5p-Kelly 5p-9p-(HJ)Pam 9p-8a-(HJ) Kelly On Call
Wk 2	26 7a-5p-Cindy 8a-9p-(HJ) 5p-9p-Pam 9p-8a-(HJ) Kelly On Call	27 6a-4p-Cindy 8-9p-Kelly 4p-9p-Pam 9p-8a- Kelly On Call	28 7a-5p-Cindy 8a-9p-Carolyn 1p-9p-Pam 9p-8a- Kelly On Call	29 6a-9p-Kelly 8a-9p-Ashley 9p-8a-Ashley	30 6a-4p-Cindy 8a-9p-Carolyn 4p-9p-Pam 9p-8a-Sabrina	31 7a-9p-Kelly 8a-9p-Ashley 9p-8a-Jeanne Kelly On Call	Billie gone from Jan. 17-Feb.8