

MARSHALL PLACE
STAFF MEETING SUMMARY

Subject: Marshall Place Staff Meeting

Date: April 3, 2025

Time: 10:30-12:50p

❖ **Safety/Health Review** –

- Be aware of slippery sidewalks as we go through springtime when snow is often melting during the day and freezing again at night
- First Aid training is assigned on STAR Services

❖ **Nursing Inservice** – Reviewed by JoAnn - summer and seizure alerts

❖ **Program policies (STAR)** – Reviewed by Sabrina and attached on STAR

- Safe transportation - wheelchair tie downs
- Data Privacy/HIPAA
- Swimming guidelines
- Emergency procedures- tornado drill

❖ **Emergency Procedures** – Apr: Fire Drill – WD bedroom (*Cheryl responsible*)

- Missing** Feb: Fire Drill – living room (*Madison responsible*)

Meeting Review:

- A. **April/May 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. (see attached calendars)
 - Ideally, each staff would take one open shift on Friday and share the load as much as possible.
- B. **Daily MAR** – New MAR form to be put in place mid-April. New MAR form will show only one day's worth of medication needs.
- C. **Job Abandonment** – Reminder that you cannot leave your shift you have been replaced. If you leave before you have permission to do so or you have been replaced by another staff, that is considered job abandonment.
- D. **Sabrina Resignation** - Sabrina has submitted her resignation and will be done at the end of May. Kelsey Grandstrand has been hired by Marshall County Group Homes to take over this supervisory position.

Consumer reports:

Alex:

APPTS: 3/7 zoom w/ Valerie (she requested labs), Jolee 1x week, 3/5 Ruth

CONCERNS: Alex continues to need reminders to do his bath, laundry, clean room, or brush teeth. He doesn't always complete it even with prompts. He has toured the DAC in East Grand Forks and will begin attending here in April. He has made brownies twice this month.

OUTINGS: Movie, the legion spaghetti supper, fish fry from church, TRF bowl/eat, bible study, went to mom's twice

Weight: 156 (0)

Wayne:

APPTS: Dentist 3/5 - no cavities

CONCERNS/BEHAVIORS: Wayne needs staff assistance to put his TV back to cable after he is finishing using the VCr to watch a movie. This month, he took shredded cheese out of freezer and ate it. He also opened up three puzzles and mixed all the pieces up. This is unusual for him.

OUTINGS: Church, Bible study, Ash wed service, lent services, movie, the legion spaghetti supper, TRF bowl/eat, fish fry from church

Weight: 195 (-2)

Outcome (ISP): Weekly, Wayne will write a letter or send a card to his mother or sister on Fridays.

○

Jack:

APPTS: 3/19 urology – No more annual appts. Call with any issues

CONCERNS: Continues to receive calls from Pat Flynn. Jack purchased a new mattress. Please keep the cover on it and return the cover to the mattress immediately if needed to be removed for cleaning. His old mattress was ruined when he used to pee on the side and it ran down to the underside and soaked in and stained there. Jack continues to have episodes of instability with his gait. Sabrina will message his PCP for a referral for an OT evaluation.

OUTINGS: Church, Bible study, Holly's 3/7-3/9, Music therapy, movie, TRF bowl/eat (did not bowl), the legion spaghetti supper, fish fry from church

Weight: 175 (+2)

Outcome (ISP): Jack will work on an art project.

Brandie:

APPTS: Alluma 1xweek (Caylie/Amanda), 3/5 dentist – no cavities, 3/12-Jessica

CONCERNS: Brandie seems to be swearing more when he talks even if he is not made or upset. It was discussed at staff meeting for Cheryl to find a time when he is calm to mention that he seems to be swearing more and ask if there is a way he would prefer to be reminded to watch his language around his housemates. He does not seem to be playing on his video games in housemate's room as much recently. He has discovered how to access Youtube on his TV and that seems to occupy his evenings. He still has been sleeping on the floor in his closet occasionally. He would like a toy sword when he has saved enough money. His housemate has given him his PS4 with the intentions upgrading. Sabrina with talked with Brandie and housemate about this as he will likely not have funds to upgrade his game system for a few months.

OUTINGS: Movie, TRF bowl/eat (did not bowl), the legion spaghetti supper, fish fry from church, bible study

Weight: 133 (-3)

Outcome (ISP): Brandie will budget his personal needs money monthly with DCC.

The next monthly staff meeting will be held Thursday, May 1, 2025 at 10:30a.

STAFF MEMBERS: meeting notes assigned to review this month due to illnesses amongst staff members

Name:		Position:	Name:		Position:
Kristal Walen	exc	CEO	Cheryl Lubarski		DCC
Sabrina Deschene		PD	Mary Kay Stinar	exc	DCS
Henrietta Linder		RN	Amanda Mock		DCS
JoAnn Saunders		LPN	Kelsey Grandstrand		PS
Madison Mock		ONP			

Authorized By: Sabrina Deschene, PD

Acknowledgement completed in STAR Services

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POLICY AND PROCEDURE ON DATA PRIVACY

PURPOSE

The purpose of this policy is to establish guidelines that promote service recipient rights ensuring data privacy and record confidentiality of persons served.

II. POLICY

According to MN Statutes, section 245D.04, subdivision 3, persons served by the program have protection-related rights that include the rights to:

- Have personal, financial, service, health, and medical information kept private, and be advised of disclosure of this information by the company.
- Access records and recorded information about the person in accordance with applicable state and federal law, regulation, or rule.

Orientation to the person served and/or legal representative will be completed at service initiation and as needed thereafter. This orientation will include an explanation of this policy and their rights regarding data privacy. Upon explanation, the Designated Manager and/or Designated Coordinator will document that this notification occurred and that a copy of this policy was provided.

This company encourages data privacy in all areas of practice and will implement measures to ensure that data privacy is upheld according to MN Government Data Practices Act, section 13.46. The company will also follow guidelines for data privacy as set forth in the Health Insurance Portability and Accountability Act (HIPAA) to the extent the company performs a function or activity involving the use of protected health information and HIPAA's implementing regulations, Code of Federal Regulations, title 45, parts 160-164, and all applicable requirements. The Chief Executive Officer (CEO) will exercise the responsibility and duties of the "responsible authority" for all program data, as defined in the Minnesota Data Practices, MN Statutes, chapter 13. Data privacy will hold to the standard of "minimum necessary" which entails limiting protected health information to the minimum necessary to accomplish the intended purpose of the use, disclosure, or request.

III. PROCEDURE

Access to records and recorded information and authorizations

- A. The person served and/or legal representative have full access to their records and recorded information that is maintained, collected, stored, or disseminated by the company. Private data are records or recorded information that includes personal, financial, service, health, and medical information.
- B. Access to private data in written or oral format is limited to authorized persons. The following company personnel may have immediate access to persons' private data only for the relevant and necessary purposes to carry out their duties as directed by the *Support Plan* and/or *Support Plan Addendum*:
1. Executive staff.
 2. Administrative staff.
 3. Financial staff.
 4. Nursing staff including assigned or consulting nurses.
 5. Management staff including the Designated Coordinator and/or Designated Manager.
 6. Direct support staff.
- C. The following entities also have access to persons' private data as authorized by applicable state or federal laws, regulations, or rules:
1. Case manager.
 2. Child or adult foster care licenser, when services are also licensed as child or adult foster care.
 3. Minnesota Department of Human Services and/or Minnesota Department of Health.
 4. County of Financial Responsibility or the County of Residence's Social Services.
 5. The Ombudsman for Mental Health or Developmental Disabilities.
 6. US Department of Health and Human Services.

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7. Social Security Administration.
 8. State departments including Department of Employment and Economic Development (DEED), Department of Education, and Department of Revenue.
 9. County, state, or federal auditors.
 10. Adult or Child Protection units and investigators.
 11. Law enforcement personnel or attorneys related to an investigation.
 12. Various county or state agencies related to funding, support, or protection of the person.
 13. Other entities or individuals authorized by law.
- D. The company will obtain authorization to release information of persons served when consultants, sub-contractors, or volunteers are working with the company to the extent necessary to carry out the necessary duties.
- E. Other entities or individuals not previously listed who have obtained written authorization from the person served and/or legal representative have access to written and oral information as detailed within that authorization. This includes other licensed caregivers or health care providers as directed by the release of information.
- F. Information will be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the person served or other individuals or persons. The Designated Coordinator and/or Designated Manager will ensure the documentation of the following:
1. The nature of the emergency.
 2. The type of information disclosed.
 3. To whom the information was disclosed.
 4. How the information was used to respond to the emergency.
 5. When and how the person served and/or legal representative was informed of the disclosed information.
- G. All authorizations or written releases of information will be maintained in the person's service recipient record. In addition, all requests made to review data, have copies, or make alterations, as stated below, will be recorded in the person's record including:
1. Date and time of the activity.
 2. Who accessed or reviewed the records.
 3. If any copies were requested and provided.

Request for records or recorded information to be altered or copies

- A. The person served and/or legal representative has the right to request that their records or recorded information and documentation be altered and/or to request copies.
- B. If the person served and/or legal representative objects to the accuracy of any information, staff will ask that they put their objections in writing with an explanation as to why the information is incorrect or incomplete.
1. The Designated Coordinator and/or Designated Manager will submit the written objections to the ADM who will make a decision in regards to any possible changes.
 2. A copy of the written objection will be retained in the person's service recipient record.
 3. If the objection is determined to be valid and approval for correction is obtained, the Designated Coordinator and/or Designated Manager will correct the information and notify the person served and/or legal representative and provide a copy of the correction.
 4. If no changes are made and distribution of the disputed information is required, the Designated Coordinator and/or Designated Manager will ensure that the objection accompanies the information as distributed, either orally or in writing.
- C. If the person served and/or legal representative disagrees with the resolution of the issue, they will be encouraged to follow the procedures outlined in the *Policy and Procedure on Grievances*.

Security of information

- A. A record of current services provided to each person served will be maintained on the premises of where the

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services are provided or coordinated. When the services are provided in a licensed facility, the records will be maintained at the facility; otherwise, records will be maintained at the company's program office. Files will not be removed from the program site without valid reasons and security of those files will be maintained at all times.

- B. The Designated Coordinator and/or Designated Manager will ensure that all information for persons served are secure and protected from loss, tampering, or unauthorized disclosures. This includes information stored by computer for which a unique password and user identification is required.
- C. No person served and/or legal representative, staff, or anyone else may permanently remove or destroy any portion of the person's record.
- D. The company and its staff will not disclose personally identifiable information about any other person when making a report to each person and case manager unless the company has the consent of the person. This also includes the use of other person's information in another person's record.
- E. Written and verbal exchanges of information regarding persons served are considered to be private and will be done in a manner that preserves confidentiality, protects their data privacy, and respects their dignity.
- F. All staff will receive training at orientation and annually thereafter on this policy and their responsibilities related to complying with data privacy practices.

POLICY AND PROCEDURE ON SAFE TRANSPORTATION

PURPOSE

The purpose of this policy is to ensure the safety of persons served as well as staff during transportation and include the provisions for handling emergency situations.

II. POLICY

When transportation is the responsibility of the company, staff will assist in transporting, handling, and transferring persons served in a safe manner and according to their *Support Plan* and/or *Support Plan Addendum*.

III. PROCEDURE

- A. Upon employment, staff are informed of the requirement that they must hold a valid driver's license, appropriate insurance, and maintain a safe driving record. Staff may also be required to complete additional training on safe transportation procedures.
- B. The Designated Coordinator and/or Designated Manager will ensure the safety of vehicles, equipment, supplies, and materials owned or leased by the company and will maintain these in good condition. Standard practices for vehicle, equipment, supplies, and materials maintenance and inspection will be followed.
- C. Staff will transport persons served with a program's vehicle. If there is no program vehicle, staff will attempt to use public or contracted transportation.
- D. For contracted transportation, the Designated Coordinator and/or Designated Manager will ensure that all required documentation is completed and submitted before the first trip is scheduled. Staff will arrange ongoing use of contracted transportation or will assist persons served, as needed, in arranging transportation for themselves.
- E. When dropping off persons served at a site which requires a change in staff, transporting staff will ensure that staff or another responsible party are present before leaving the person served unless otherwise specified in the person's *Support Plan* and/or *Support Plan Addendum*. Any necessary information will be presented to the staff or other responsible party.
- F. In accordance with state laws, anyone riding in a moving vehicle must wear seatbelts and/or child safety restraints.
- G. Staff are prohibited by state law (MN Statutes, section 169.475) from using a wireless communications device (cell phone, GPS, etc) while operating a motor vehicle in motion or a part of traffic upon a street or highway. This includes a program vehicle. Staff may not initiate, compose, send, retrieve, or read an electronic message; engage in a cellular phone call, including initiating a call, talking or listening, and participating in video call; and access the following types of content stored on the device: video content, audio content, images, games or software applications.
 1. The prohibitions stated previously do not apply if a person uses a wireless communications device:
 - a. Solely in a voice-activated or hands-free mode to initiate or participate in a cellular phone call or to initiate, compose, send, or listen to an electronic message;
 - b. To view or operate a global positioning system or navigation system in a manner that does not require the driver to type while the vehicle is in motion or a part of traffic, provided that the person does not hold the device with one or both hands;
 - c. To listen to audio-based content in a manner that does not require the driver to scroll or type while the vehicle is in motion or a part of traffic, provided that the person does not hold the device with one or both hands;
 - d. To obtain emergency assistance to (i) report a traffic accident, medical emergency, or serious traffic hazard, or (ii) prevent a crime about to be committed;
 - e. In the reasonable belief that a person's life or safety is in immediate danger; or
 - f. In an authorized emergency vehicle while in the performance of official duties.
 2. The exception in Letter G, 1, a, does not apply to accessing non-navigation video content, engaging in video

POLICY AND PROCEDURE ON SAFE TRANSPORTATION

calling, engaging in live-streaming, accessing gaming data, or reading electronic messages.

- H. Persons served using wheelchairs will be transported according to manufacturer's safety guidelines. This includes, but is not limited to, safe operation and regular maintenance of lift equipment, checks of straps to secure the wheelchair to the floor of the vehicle, and use of adaptive seating equipment (i.e. headrests, lap trays) when appropriate. Staff who are transporting persons served and who complete "tie-downs" of wheelchairs will receive training on how to do so and will be required to demonstrate competency prior to transporting persons using wheelchairs.
- I. Staff will receive training on each person's transferring or handling requirements for the person and/or equipment prior to transferring or transporting persons. All transfers and handling of persons served will be done in a manner that ensures their dignity and privacy. Any concerns regarding transportation, transfers, and handling will be promptly communicated to the Designated Coordinator and/or Designated Manager who will address these concerns. This will be done immediately if the health and safety of the person(s) served are at risk.
- J. When equipment used by a person served is needed, staff will place the equipment in a safe location in the vehicle such as the trunk of a car. If a program vehicle does not have a designated storage space such as a trunk, staff will place the equipment in an area of the vehicle and secure it, when possible, so that there is limited to no shifting during transport.
- K. If there is an emergency while driving, staff follow emergency response procedures to ensure the person(s) safety. This will include pulling the vehicle over and stopping in a safe area as quickly and as safely as possible. Staff will use a cell phone or any available community resource to contact "911" for help if needed. If a medical emergency were to occur, staff will call "911" and follow first aid and/or CPR protocols according to their training.
- L. While transporting more than one person served and person to person physical aggression occurs, staff will pull over and stop the vehicle in a safe area as quickly and as safely as possible, redirect the persons served, and if necessary, attempt to contact another staff person, the Designated Coordinator and/or Designated Manager, or "911" for assistance.
- M. Persons served are prohibited from driving program or staff vehicles at any time.



Swimming Guidelines

1. Ability to swim or inability to swim will be documented and reviewed annually in the Self-Management Assessment.
2. Consumers residing in Marshall County Group Homes, Inc., can participate in water activities if there is a lifeguard on duty. If no lifeguard is on duty the consumer will be allowed to enter the water as long as one or two staff persons are present, who can swim, are available to supervise the consumer and flotation life support devices are available at the site.
3. Staff accompanying consumers will set boundaries for safety. Consumers will not be allowed past the designated water depth.
4. Consumers should wear a Lifesaving vest if they will be swimming in deeper water.
5. Staff accompanying consumers will be responsible for the proper supervision of any consumer entering the water. At no time will any consumer be left in a swimming area unattended.
6. These guidelines will be reviewed by staff upon employment as part of orientation and annually.

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- 7) If 911 is called or Emergency relocation for more than 24 hours report the incident on the "Emergency Report and Internal review form".

The five steps above are listed in the order of importance and will be followed explicitly in the event of fire. Always remember step number 1 - The evacuation of all individuals to a place of safety away from the fire is the first and most urgent responsibility in case of fire. Steps 2, 3, and 4 are to be undertaken only if it is safe and feasible to do so, and only by supervising staff persons, never by recipients of the home.

Additionally, once all recipients have been evacuated from the home to a place of safety, a supervising staff person must remain with the recipients at all times to ensure their safety and prevent them from attempting to return to the home or wander off and become lost. Once the place of safety has been reached, staff persons must identify all recipients to ensure that each recipient has been evacuated. The recipients must not be left unsupervised under any circumstances. In an emergency staff my leave recipient in the care of a neighbor, police officer, fireman etc.

Fire Drill practices:

A minimum of one fire drill per quarter will be held per calendar year. Each fire drill should be thoroughly documented as described in in-service training and specified in the sample fire drill reports. All fire drills will be documented on the Fire Drill Log.

The times of the day and the routes of evacuation from the home should be varied with each drill so that all persons in the home become thoroughly familiarized with all possible means of evacuating the home in an emergency.

All exits and routes of evacuation must be kept free of obstruction. This includes all household equipment, toys, bicycles, snow - basically, anything which will hinder or obstruct rapid and safe evacuation from the building in an emergency.

No combustible materials - gasoline, cardboard boxes, paint, etc. - can be stored in open places in the building. All such materials will be destroyed or stored in metal storage cabinets in specified places in the building.

2. **Severe weather and natural disasters.** Additional information on safety in severe weather or natural disasters is available online at: <http://www.ready.gov/natural-disasters>. (for example: wind storms, floods, electrical storms, exceedingly cold or hot weather, blizzards and other natural disasters). ***In the event of a severe weather emergency, staff will take the following actions:***

Emergency Procedures SEVERE WEATHER and NATURAL DISASTER:

- 1) Identify all recipients present in the home to ensure all recipients are present and accounted for. Monitor weather condition and listen to the local television or radio for weather related warning and watches. Follow their directions and the need to change plans and activities. Stay indoors or seek shelter as appropriate to the situation.
- 2) Do not allow anyone to leave the home. Inform people why plans and activities are changing and what is being done to keep them safe.
- 3) During a windstorm of any type, move all recipients away from electrical systems and outlets. A

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siren will sound for three (3) minutes, at which time all recipients are to seek shelter. No "All Clear" will be given as it is confusing to the public. You are asked to keep tuned to your radio for updated messages. When tornado sightings are reported recipients will go to designate shelter area.

- 4) If time permits, unplug all electrical appliances in the home.
- 5) When tornado warnings are reported recipients will go to the home across the street on the east side of Montana Street for shelter if feasible to do so. If evacuation is not warranted or safe, staff and consumers should stay in the hallways our use the bathrooms (no windows). If needed cushions from the couch and a mattress should be used as protection from flying glass. Keep the radio tuned to a local radio station for emergency messages and directions.
- 6) **Portable tap lights can be located in the kitchen or in the consumer's rooms. Extra tap lights and flashlight are on staff desk, in desk drawer, under kitchen sink, out in garage near bulletin board and in the Landry room. A portable light, flashlights, radio and extra batteries are in the west bathroom under the sink.** Keep the radio tuned to a local radio station for emergency messages and directions.
- 7) Should evacuation be necessary, telephone the police department, the fire department - 911 - and /or the local emergency disaster services for assistance in evacuating. Recipients should be taken to the place recommended by the official in charge.
- 8) Recipients living in the home will not attend **out of town** nonessential community outings if it is -20 degrees (with or without wind chill) or colder.
- 9) If the nonessential community outing is in town and the temperature is -20 degrees (with or without wind chill) or colder staff may use their discretion. Staff are to consider all weather advisories and if unsure contact facility RPS for assistance.
- 10) Recipients living in Marshall County Group Homes, Inc. will attend medical appointments if it is warmer than -20 degrees (with or without wind chill).
- 11) If the temperature is -20 degrees (with or without wind chill) staff will consider the difficulty of rescheduling a medical appointment and its immediate importance to the consumer's health and make the final decision as to whether the consumer should attend the appointment. If unsure staff may contact the RPS or RN/LPN for assistance in making this decision.
- 12) Should a tornado or tornado drill occur record all information regarding the incident on an Emergency Report and Internal Review from.
- 13) If the home has actually experienced a tornado a supervisory staff person will contact the Marshall County Adult Foster Care licensor/case manager/legal guardian within 24 hours of occurrence or knowledge of the information unless the Incident has been reported by another license holder.
- 14) If the severe weather or other natural disaster causes the relocation of services for more than 24 hours or if a law enforcement officer was involved, a supervisory staff person will call each consumer's legal representative, Marshall County licensor, case manager and Occupational Development Center (ODC).

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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 can be located in the kitchen or in the consumer's rooms. Extra tap lights and flashlight are on staff desk, in desk drawer, under kitchen sink, out in garage near bulletin board and in the Landry room. A portable light, flashlights, radio and extra batteries are in the west bathroom under the sink.**
- 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.

4. **Emergency shelter.** Additional information on emergency shelter is available online at: <http://www.ready.gov/shelter> . Some emergencies will be best met by seeking safety in an

