

MARSHALL PLACE
STAFF MEETING SUMMARY

Subject: Marshall Place Staff Meeting

Date: August 7th, 2025

Time: 10:30-12:30PM

❖ **Safety/Health Review** –

With summer months upon us we need to remember:

- To apply sunscreen
- To apply bug spray
- To stay hydrated

❖ **Nursing Inservice** –Safe Lifting/Body Mechanics/ Mechanical Lifts/ Transfer board/ any medical equipment used in home.

❖ **Program policies (STAR)** –Minimizing the Risk of sexual violence

❖ **Emergency Procedures** – Severe Weather (Hail storm with straight line winds)

-Check smoke detector in West Hallway Cove (between bedrooms and west bathroom)(Madison Mock)

Meeting Review:

A. **August 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)

B. **Administration Memo** – see attached

○ Warren Fair:

- Thanks for all the help! WE GOT SECOND PLACE

○ ~~Warren Crazy Days: 8/14/25~~

- ~~Serving Root beer floats 11-1 Centennial Park-CANCELED~~

○ Expense Sheets – due by the 5th of every month.

○ Reminder that August 3rd the differential pay started on weekends only.

○ Staffing Patterns are being updated, and staffing hours could change. Please make sure you check the calendars often to make sure you have the most updated times for your shifts.

○ Ring Cameras are starting to be installed. Kelsey and Kristal have the notifications. If they see you there and you shouldn't be you will be called out and asked why you're there. I cannot stress enough how serious staying away from the homes when not working is. Same goes for family, they cannot be at the homes.

○ Janelle will be taking Cindy's position. She has started training and will be training until Cindy retires November 1, 2025.

○ M and R need to go through their safety checklist. This is a year for a visit, documentation needs to be turned into the county by 8/15/25.

- Picnic will be 8/22/25 at the legion in Argyle from 1130a-130p. Luau theme. Lunch will be served
- Employee Expense sheets are getting to be very expensive. We cannot go out to eat every time we have clients for appointments or outings. This will be limited to 2x a month. Clients cannot afford to go out to eat this much either. It is also not healthy.
- DCC/DCA please read the on call policy changes sent to you in Therap and respond you have read it. These changes are for August 2025.
- All concerns need to be taken to the supervisor. This is the job of the supervisor, and they cannot handle things if they are not brought to their attention. Please send these concerns in a SCOMM so that there is documentation and then the supervisor will contact you to discuss it further.
- We will be transferring all the medications back to the Warren Pharmacy. Please be patient with Kelsey and Cindy as they work with the pharmacy and give them time to get things set up. Bubble packets will be used.
- Signs with your programs name will be put up outside of the homes to help assist in locating our homes for emergency personnel, delivery drivers and visitors.

C. **Behavior Plans/Data** – all clients have behavior plans in therap. These need to be charted on for **AM& PM shifts daily**. HS needs to chart if there is a behavioral incidence on their shift.

- Every individual that is prescribed a psychotropic medication needs to have a behavior plan – these will be done in Therap. This data is vital for the consumers to continue getting the therapeutic value out of their psychotropic medication.
- <https://support.therapservices.net/simulators-th/Behavior-Data-Record-Data-Web-2024/> This link will be sent to all staff via Scomm to practice submitting behavior data. On.
- Please chart behaviors that are under the behavior tab even if they seem to be their normal habits.

D. GOALS NEED TO BE COMPLETED AND CHARTED ON

E. House Concerns

- Charting
 1. Bag numbers need to be charted
 2. Case notes need to be done every day for every client. (Chart only what you complete)
- Cleaning
 1. If you use something up, please replace it and make note if you notice the supply is getting low.
 2. House should be straightened after the guys leave in the morning counters and table wiped off floors swept
 3. Check JO room and guys bathroom for urine in the morning
 4. JO and WD rooms are to be cleaned **EVERY** weekend on either Saturday or Sunday
 - a. JO dust/ sweep/mop

b. WD vacuum/dust if needed

- o Document:
 - Alex and Brandie Vacuuming their rooms.
 1. Alex-Tuesday
 2. Brandie -Thursday
 - Jacks exercises.
 - Waynes Mask if it is off or on at checks.
 - If Jacks and Waynes rooms are being cleaned on Saturday and Sunday.
 - Please chart when Alex is showering.
 - Chart if Brandies showers are over 20 min.
 - When Brandie is coming out in the middle of the night to get a snack.
 - Please do a Behavior Report Form when a client has a behavior Such as a consumer behavior incident(Outburst), consumer to consumer verbal abuse/intimidation(Threatening), Consumer to staff aggression (threatening, intimidating or outburst). *This is very important for monitoring and tracking behaviors we need documentation, or it never happened. If we want there to be changes we must be doing the work required to get those changes put in place. Behavior Report Form attached.*
 - **I will make a checklist of things to chart during your shift.**
- o Brandie would like to be asked to wake up twice in the morning once at 7:35 and then again at 7:45.
- o BS and AT are budgeting their money please be supportive of the budget they have set.
- o AT has chosen to keep the PS5 in his room. Please support AT with this decision. Please support AT with any tough conversations that come up due to his decision to keep the PS5 in his room.
- o Please fill in the menu with the main item, fruit and vegetable. (chicken, green beans, strawberries). Do this for all meals so that the same items do not get served repeatedly. *New menu attached.*
- o Reminder to document in a T-Log (per Joann at May Mtg) if WD mask is on or off at nightly checks CPAP documentation should be: usage number, events number and for the seal if its a smiley face=good, sad face=bad Remind staff not to document no concerns for the overnight. Document quiet all night and if a client gets up that should be documented.
- o Jack OT. It was decided that the time on the Nustep will be increased to 9 minutes. Arm exercises there is a one pound weight on the counter for jack to use. He is to do 5-10 reps of bicep curls He is to do 5-10 reps of over the shoulder raises (start at chest and lift arm straight over the head) Jack will put a sticker on the day he has completed these exercises on the calendar on counter. He is to do these daily and is to be t-logged when he does them or if he does not do them.
- o Please read the communication book when you come on shift.
- o Until further notice, Alex cannot eat in his room at all right now.
- o The pantry needs to always remain locked when clients are home. Wayne has taken more food items recently due to it being unlocked. On Tuesdays, make sure snacks are set out for Alex

after the other clients leave. Even if Alex does not want anything we need to set things out for him. They need to be put away before others get home.

- o The silver Key on the key ring is for the cabinet in the garage.
- o Jack needs reminders when doing his laundry. Especially with taking off his sheets and washing them.
- o **IF YOU GIVE A STANDING ORDER PRN OR A REGULAR PRN YOU MUST DOCUMENT AND TLOG. REPORT TO ONCOMING STAFF.**

Consumer reports:

WAYNE: weight 187 (same)

APPTS: none

OUTINGS: church, Legion for spaghetti and baked potato bar, Movie, warren parade, fair-listened to Kathy Erickson, Cafe for lunch, went home 7/3-7/6

BEHAVIOR/NORMAL: He has taken food from pantry –chips, he did not follow directions for washing himself in shower, noticed he has been picking at his chin a lot-needed many reminders to stop

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

JACK: weight 168.5 (down 2#)

APPTS: Music therapy Wednesdays 7/11 OT

OUTINGS: church, Legion for spaghetti and baked potato bar, Movie, warren parade, Cafe for lunch, fair-listened to Kathy Erickson, had a massage, ate at McDonalds

BEHAVIOR/NORMAL: He did not want to do the arm exercises, but did not hesitate to do the Nustep, couple days he didn't do either

-repeat wearing some clothes couple days in row

-he told Ali about his stomach hurting and at camp he cried

-he has put dirty/smelly clothes in drawers –if u smell him remind him to put clothes in hamper

-need to remind jack to take sheet and pillowcase off his bed Thursday mornings

-he has been locking his bedroom door more often

-he has wet his pants a few times, had urine test on 7/18 and no UTI

-he fell on his knees getting out of his chair

Outcome (ISP): Weekly, Jack will make an art project that can be mailed to a family member on Fridays.

BRANDIE: weight 142.5 (up 4#)

APPTS: Alluma on Thursdays, 7/14 saw Jessica

OUTINGS: Legion for spaghetti and baked potato bar, Movie, warren parade, McDonalds, fair to look around, Cafe for lunch

BEHAVIOR/NORMAL:

-he did not vacuum one weekend, he wants to do it on thursday

-7/10 he went to see Jeremy about his back. He does not have any bulging discs, and he has not been doing any hot/cold therapy because he says he doesn't need it

-he has been masturbating a lot, he took small lotion bottles from a job site to use, keep lube packets in bathroom drawer for him to use- check often

-he has been swearing more

-showers are limited to 20 min per Kristal –chart if he listens or not

-he wanted to get rid of his bed frame and have mattress on floor

-he wants windows open when AC is on-he can't do that

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

ALEX weight 158.5 (same)

APPTS: Jolee on Tuesdays, 7/2 dentists- 7 cavities and more developing, 7/15 zoom w/ Valerie – med increase for trazodone 25mg (1 ½ tablets) for sleeping he has been taking med around 8pm.

OUTINGS: Legion for spaghetti and baked potato bake bar, Library, Movie, warren parade, McDonalds, went to fair with mom and little brother, spent time with brother Connor, fair with a friend

BEHAVIOR/NORMAL:

-Not keeping his room clean, especially the floor not putting clean clothes away after washing them. Has good/bad days with this

-he wants to shower in the mornings, that has been going well

-he wants to vacuum on tuesdays and needs to be t-logged, he does not always do it

-he asked for tums once in july, don't forget to chart when he asks for them

Outcome (ISP): Monthly, Alex will budget his personal needs money monthly with DCC.

Weekly, Alex will choose a baking item to make or assist in planning and cooking a meal.

The next monthly staff meeting will be held Thursday, August 4th 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 | Mary Kay Stinar | Present | DCS |
| Kelsey Grandstrand | Present | CRSS | Holly Confer | Phone | DCS |
| Henrietta Linder | EXC | RN | Amanda Mock | Present | DCS |
| JoAnn Saunders | Present | LPN | Madison Mock | Phone | ONP |
| Cheryl Lubarski | Present | DCC | Maxine Mitchell | Present | DCS |

Authorized By: Kelsey Grandstrand PS

Acknowledgement completed in STAR Services

Safe Lifting and Transferring for Caregivers

Video provided and viewed

Back injuries are the most common work injury among care workers. Body mechanics is how you position your body to lift. A 10# object is lifted improperly when you bend at the waist or slouch putting much more force on your back. Improper lifting over time can cause chronic pain.

Lifting Technique

Proper body mechanics helps to keep your back healthy. When lifting your head should align over your shoulders and your shoulders should align over your pelvis. Feet apart shoulder width which provides a balanced stance. Bend at the knee keeping back straight. Do not bend at the waist. Bring object close to you. Secure your grip. Lift slowly using legs. Change direction by moving your feet and your whole body.

Transfer Technique

Always keep in mind the safety of the resident and safety of your back. Assess your lifting situation.

1. Can I lift and transfer alone?
2. Can the resident bear weight?
3. Is the resident cooperative?
4. Can the resident assist with the transfer?

NEVER transfer a resident if unsure you can do it alone.

One person transfer:

Tell resident what you are going to do. Clear away any obstacles that may interfere with the transfer. Place your wheelchair, walker or equipment in position. Always use a gait belt. Have resident scoot to edge if they are able. Have them stand tall and straight if able or as best they can "nose over toes". Grab gait belt with both hands and move your body in the direction you want to go. Keep resident close to your body. Give resident directions as you move them through the transfer assist. Make sure they are secure with their walker or wheelchair then you can remove the gait belt.

Two person transfer to wheelchair or chair: or vice versa:

Assess the lift.

1. Does the transfer require 1 or 2 people to complete the lift safely?
2. Can you lift without a mechanical lift?
3. How much can the resident assist?

Never transfer someone you are unsure of without appropriate help. Make sure if transferring to a wheelchair the wheelchair brakes are on. Explain to resident what you are doing. Place gait belt on resident. Position yourself in front of the resident facing the resident. Move resident to the edge and count 1, 2, 3 and gradually lift resident to wheelchair until their back is resting against the back of the

wheelchair or back of chair if transferring to a chair. Remove the gait belt when transfer is safely completed.

Repositioning a resident in bed:

Make sure bed is in locked position and raised to a working level. Again, assess to see if you will require help. Lower rails. Turn resident to side and tuck pillow behind their back to help maintain that position. Raise the siderails and lower the bed.

Transferring resident from bed to wheelchair:

Assess to see how much help you need to transfer safely. Make sure bed is locked and in lowest position. Explain to resident what you are doing. Position resident on edge of bed. Place gait belt around their waist. Make sure they have shoes or slippers on their feet. Have resident place his/her hands on your shoulders (not around your neck) to steady themselves. Place your feet toe to toe with theirs to prevent slipping. Assist to the standing position and pivot into the chair.

Lifting resident up in bed:

Explain to resident what you are going to do. Assess if you need help to safely lift resident up in bed. Make sure bed is in working position and locked. Lower siderails. Have resident hug self (arms crossed). Bend knees feet apart. Using draw pad or sheet count 1, 2, 3 and lift resident up in bed. Raise siderails and lower bed.

BE WISE SAVE YOUR BACK

Marshall August 2025

| | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|------|---|--|---|--|---|--|---|
| | 31 | | | | | 1 <u>LIBRARY</u> | 2 |
| Wk 2 | 9a-8p-Amanda 8p-9a-Madison 9.45-11.15a-Maxine | | | | JO massage 14th 4.15pm | Maxine train-9-1.30p 9a-1.30p-Cheryl 1.30p-5p-Madison 5p-9p-Amanda 9p-9a-Amanda | Admin-Kristal 9a-9p-Amanda 9p-9a-Amanda |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Wk 1 | Admin-Kristal 9a-8p-Amanda 8p-9a-Madison | AT-DAC 11.15a-1p-Cheryl DCC 1p-9p-Cheryl 9p-9a-Madison | 5 JO-OT 2pm Maxine train 1-9p 11a-1p-Cheryl DCC 1p-9p-Cheryl 9p-9a-Madison | 6 JO music Therapy 3p BS-3.40p trf Dr mills AT-DAC 1p-9p-Cheryl 9p-9a-Cheryl Maxine train 1-9p | 7 Staff Mtg 10.30a BS-Caylie 3p AT-DAC 1p-9p-Amanda 9p-9a-Amanda | 8 Recycle bins out Maxine train 8a-? 8.15a-1.30p-Cheryl 1.30p-5p-(MM) CL 5p-9p-Holly 9p-9a-Holly | Admin-Kristal 9a-9p-Holly 9p-9a-Holly |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| Wk 2 | Admin-Kristal 9a-8p-Holly 8p-9a-Madison 9.45a-11.45a-CL | AT-DAC 9a-1p-Cheryl DCC 1p-9p-Cheryl 9p-9a-Madison | 9a-1p-Cheryl DCC 1p-9p-Cheryl 9p-9a-Madison AT-2p Soc Sec gf | 10a-1p-Cheryl DCC 1p-9p-(CL)Maxine 9p-9a-(HC)Madison | 1p-9p-Amanda 9p-9a-MaryKay Music in Park 6p AT-Halstad 12.40p WD 3p assessment | 9a-5p-Maxine 5p-9p-Amanda 9p-9a-Amanda 8.15a- CL | Admin-Kristal 9a-9p-Amanda 9p-9a-Amanda |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| Wk 1 | Admin-Kristal 9a-8p-Amanda 8p-9a-Madison 9.45a-11.15a-Maxine | AT-DAC 11a-1p-Cheryl DCC 1p-9p-(CL)Maxine 9p-9a-Madison | 11a-1p-Cheryl DCC 1p-9p-Cheryl 9p-9a-Madison | AT-DAC 1p-9p-Cheryl 9p-9a-Cheryl <u>LIBRARY</u> | 1p-9p-Amanda 9p-9a-Amanda | 22 GH picnic argyle legion 11.30-1.30p 2.20p-JO NVHC 9a-5p-Maxine 5p-9p-Holly 9p-9a-Holly | Admin-Kristal 9a-9p-Holly 9p-9a-Holly |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| Wk 2 | Admin-Kristal 9a-8p-Holly 8p-9a-Madison 9.45a-11.15a-Maxine | AT-DAC 8.15a-1p-Cheryl DCC 1p-9p-Cheryl 9p-9a-Madison | 9a-1p-Cheryl DCC 1p-9p-(CL)Maxine 9p-9a-Madison Alex birthday | AT-DAC 8.30a-1p-Cheryl DCC 1p-9p-(CL)Maxine 9p-9a-Holly BS-eye appt 9a | 1p-9p-Amanda 9p-9a-MaryKay Shopping | BS-10a TRF Dr mills | 9a-9p-Amanda 9p-9a-Amanda |



Marshall County
Group Homes, Inc.

BEHAVIOR REPORT FORM

| | | |
|---|-------------------------------|-------------|
| Consumer Name: _____ | Program: <u>CN CS M R IHS</u> | Date: _____ |
| Time of Incident: _____ Length of Time Involved: _____ Recovery Time: _____ | | |
| List Names of persons involved: _____ | | |
| If not a resident, list address, phone number and reason for being in home: _____ | | |
| _____ | | |

| Type of Behavior (check one or more) | Type of action/procedure (check one or more) |
|---|--|
| <input type="checkbox"/> Consumer behavior incident | <input type="checkbox"/> First aid required |
| <input type="checkbox"/> Consumer to Consumer verbal abuse/intimidation | <input type="checkbox"/> Medical care of a doctor required |
| <input type="checkbox"/> Consumer to staff aggression | <input type="checkbox"/> Property Damage |
| <input type="checkbox"/> Consumer to consumer physical aggression | <input type="checkbox"/> Controlled procedure required |
| <input type="checkbox"/> Self-Injurious behavior | <input type="checkbox"/> EUMR |
| <input type="checkbox"/> Sexual contact | |
| <input type="checkbox"/> Other (specify) _____ | |

DESCRIPTION OF EVENT: *(use back of page if needed):*

What was the consumer doing when the incident occurred?

What seemed to precipitate or build up to the incident? _____

Describe incident - What staff intervention was tried before incident occurred.

What were the undesirable behaviors displayed? _____

Has this particular behavior reaction occurred with this consumer previously? Yes No (if yes date: _____)

Were there physical injuries or property damage? Explain Nature and extent of injuries: _____

BEHAVIOR REPORT FORM

Description of procedures/action taken by staff: _____

Were staff actions effective in controlling behavior? Results of action taken _____

Recommendation in preventing similar occurrence or behaviors: _____

Able to return to activity following the incident? Yes No (if no Explain why?) _____

Name of person administering first aid/medical care: _____

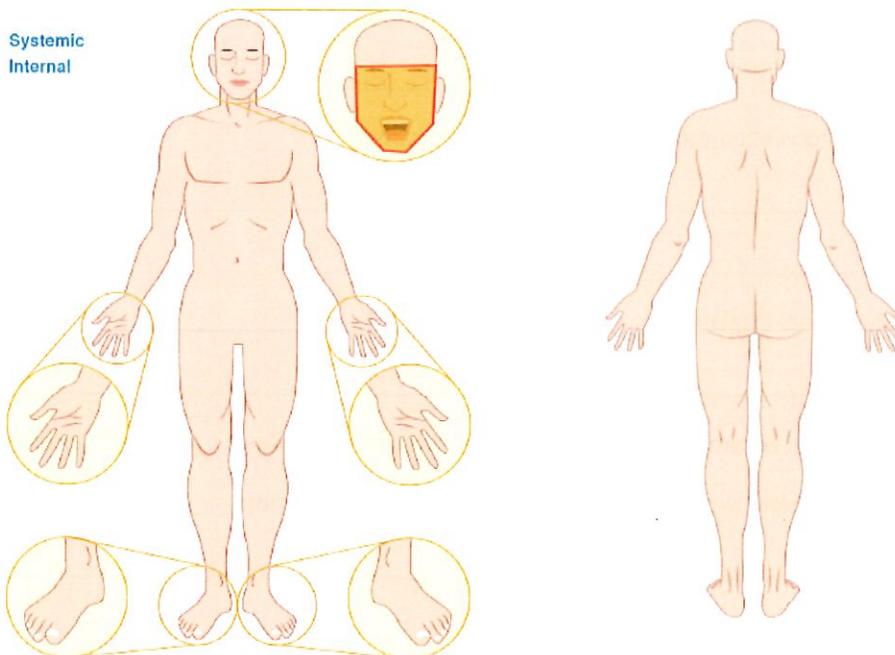
Reported by: _____ Title: _____

_____ Date original copy sent to office

RPS will send copies to: (enter date copy sent as well as if phone call was made)

| | | | |
|-----------------------------|-------------------|----------------------|-----------------------|
| _____ Program home | _____ Case Manger | _____ Legal Guardian | _____ Consumer Family |
| _____ Other (Specify) _____ | | | |

***(If the action taken for a consumer is a controlled procedure or emergency use of manual restraint additional forms are Required *See Emergency Use of Manual Restraints Policy*)**



| Marshall Place Weekly Meal Calendar | Breakfast | Lunch | Supper |
|-------------------------------------|---------------------------------------|---|---|
| Sunday | Entrée: Fruit: Side (Optional): | Entrée: Fruit: Vegetable: Side (Optional): | Entrée: Fruit: Vegetable: Side (Optional): |
| Monday | Entrée: Fruit: Side (Optional): | Entrée: Fruit: Vegetable: Side (Optional): | Entrée: Fruit: Vegetable: Side (Optional): |
| Tuesday | Entrée: Fruit: Side (Optional): | Entrée: Fruit: Vegetable: Side (Optional): | Entrée: Fruit: Vegetable: Side (Optional): |
| Wednesday | Entrée: Fruit: Side (Optional): | Entrée: Fruit: Vegetable: Side (Optional): | Entrée: Fruit: Vegetable: Side (Optional): |
| Thursday | Entrée: Fruit: Side (Optional): | Entrée: Fruit: Vegetable: Side (Optional): | Entrée: Fruit: Vegetable: Side (Optional): |
| Friday | Entrée: Fruit: Side (Optional): | Entrée: Fruit: Vegetable: Side (Optional): | Entrée: Fruit: Vegetable: Side (Optional): |
| Saturday | Entrée: Fruit: Side (Optional): | Entrée: Fruit: Vegetable: Side (Optional): | Entrée: Fruit: Vegetable: Side (Optional): |

