

**MARSHALL PLACE**  
**STAFF MEETING SUMMARY**

**Subject:** Marshall Place Staff Meeting

**Date:** September 4th, 2025

**Time:** 10:30-12:30PM

- ❖ **Safety/Health Review** –
  - Please make sure that the clients are dressed appropriately for the weather conditions. *If clients choose to wear clothing that may not be appropriate for the weather that is their choice it is our job to advise them not to make their decisions. They will have to deal with the natural consequences of their actions. IE being to hot or cold.*
- ❖ **Nursing Inservice** –
  - CPAP and other treatments in the home
  - Destruction of Medication/Missing Medications
  - OT/PT Exercise Programs
- ❖ **Program policies (STAR)** –
  - Cultural Diversity
- ❖ **Emergency Procedures**
  - Fire Drill- (BS) Bedroom #1 Smoke Detector - *Mary Kay*
  - Bomb Threat - *Amanda*

**Meeting Review:**

- A. **September Calendar Reviewed** – Reminder to turn in requests off by the 10<sup>th</sup> of the month prior. Calendars will be released on the 15<sup>th</sup> of the month. After the 10<sup>th</sup> of the month, staff will be responsible for filling their own shifts. (see attached calendars)
- B. **Administration Memo** –
  - Documentation
    - **Go over documentation quiz** (should have gotten paper copy to complete. Answers attached)
    - Discuss the difference between subjective (personal feelings and opinions) and objective (unbiased statements, facts only)
    - Staff discussed writing the time of the shift they are documenting in the t-log in the summary line (ex. 8a-8p)
  - Holiday start times
    - These have been adjusted to reflect the 6am shifts and will start with Thanksgiving
  - Review the Health care provider appt schedule form and make sure all DCC/DCA know where to find this form and are using it.
  - Daily MARS will be implemented permanently with Therap on 11/30/25
    - There will be a monthly view only access to be able to review MARs and look at data

- BM protocol needs to be moved to Health Tracking by 11/1/25. They will no longer be on the MAR. Staff would like to have a daily tracking form for BM's (Day 1, Day 2. Etc)
- Contacting the office
  - Kristal-6011
  - Kelsey-6012
  - Janelle-6013
  - Please call our direct lines first, then if you do not get us call 437-6695 as then it will ring to all desks in the office. If you call us directly and we are working outside the office, it will ring our cell phones.
  - Kelsey and Janelle work in the office M-F (Janelle is in and out of the office from time to time as she is still working with the in-home program until someone is hired for this position.)
  - Kristal works from home on Wednesdays and sometimes Mondays when it's payroll.
  - The office will try and be better at letting staff know when we are out of the office and not working.
- Benefit open enrollment
  - Your benefit renewals will appear in Isolved this year. You will not need to meet with Kristal for anything.
  - Aflac will be coming in October 21st 9:30-3
- If your timesheet is on paper, scan it to Kristal from the house, please DO NOT text it to her as well.
- ALL staff need to be better at going over their timesheets before payroll. Kristal is fixing many things that she has not received any messages about (ex: being punched in and not punching out, PTO not being put in)
- All benefitted staff FT or PT that receive benefits (PTO is a benefit!) MUST have at least 20 hours a week for PT and 35 hours a week for FT. Kristal will add PTO to get to your hours for the pay period.
- Remind staff: Kristal does NOT want text messages to fix timesheets. It must be an SCOMM, if you must go back to the house and send an SCOMM then that's on you to do so.
- We will need to pass on the Halloween Party this year and just do a Christmas Party for MCGH clients and staff only. We do not include staff families or client families, as we give a gift to the clients and staff and do not have for others.
- We will be advertising for direct support staff for all locations. There is a need for help in covering vacations, sickness and some weekends still.
- Contact the Program Supervisor(KELSEY) first regarding anything related to the clients and staffing. Kristal has noted a lot of calls to her lately when the calls are to be made to the Program Supervisor, so they are aware of what is happening in the home. Kristal should be contacted for Payroll, benefits, financial in relation to the home's budgets and HR items.

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.

- o 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.
- o 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**

- o **Weekly, Wayne will write a letter or send a card to his mother or sister on Fridays.**
- o **Weekly, Jack will make an art project that can be mailed to a family member on Fridays.**
- o **Brandie will budget his personal needs money monthly with DCC.**
- o **Alex will budget his personal needs money monthly with DCC.**
- o **Weekly Alex will choose a baking item to make or assist in planning and cooking a meal.**

E. House Concerns

- PRN
  - o Check the MAR first
  - o If not in MAR check the standing orders.
  - o **MAKE SURE THAT YOU ARE CHARTING WHEN YOU ARE GIVING A PRN**
- Behaviors
  - o DATA /FORM
  - o Data- Daily every shift
  - o Form -incidences if you do a behavior form it should also be done as a data entry.
- Charting
  - o Bubble numbers need to be charted
  - o Case notes need to be done every day for every client. (Chart only what you complete)
  - o Put in your shift time when doing a tlog such as 9A-9P
- Cleaning
  - o If you use something up, please replace it and make note if you notice the supply is getting low.
  - o House should be straightened after the guys leave in the morning counters and table wiped off floors swept
  - o Check JO room and guys bathroom for urine in the morning
  - o 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
- Food
  - o Menu
  - o Sides
  - o Juice
  - o Coffee

- Fridge in Garage
- Please give the guys a snack when they return home from programing.
- Jack has requested that he be offered a soft snack. If he chooses, he can have hard or crunchy snacks.
- Medication
  - Initialed on the left side.
  - Rotate to the back when administered
- Document:
  - Alex and Brandie Vacuuming their rooms.
    - Alex-Tuesday
    - Brandie -Thursday
  - Jacks exercises.
    - 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. We still need be asking Jack to do his exercises I know he has been refusing but it is still our job to ask and document his response.
  - Waynes Mask if it is off or on at checks.
    - 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.
  - 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.
  - Med changes- if a client has a med change you need to observe for behaviors after the change and document them in tlogs.
- Please read the communication book when you come on shift.
- Alex cannot eat in his room at all right now.
- 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.
- IF YOU GIVE A STANDING ORDER PRN OR A REGULAR PRN AND DO A FOLLOW UP YOU MUST DOCUMENT AND TLOG. REPORT TO ONCOMING STAFF.
- Please make sure that you are checking the lube in the bathroom and replenishing it as necessary. *A handful of packets.*
- Fill shifts for New Year Day *will readdress next month at the meeting*
- Holiday rotation for 2026 will be ready to fill out at the November meeting
- Please make sure that both Brandies doors are closed at night so that if he comes out into the

kitchen to get a snack, he is heard. The alarm volume was increased.

- o Looking into social stories for Brandie on coping skills.
- o Jack is going to get brought to the dentist to get his dentures looked at.

### **Consumer reports:**

**WAYNE**: weight 185 (down 3.5#)

APPTS: 9/4 physical-all good, discontinued triglyceride med

OUTINGS: church 1x, Cafe for lunch, library, volleyball games, shopping-new shoes

BEHAVIOR/NORMAL:

-has been keeping cpap mask on most nights

-Bickering with Jack more often

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

**JACK** weight 166 (down 5#)

APPTS: Music therapy Wed's,

OUTINGS: church 1x, had a massage, library, cafe for lunch, shop -new chair

BEHAVIOR/NORMAL: Still has knee discomfort, he has not wanted to use the Nustep.

-he has been bickering more with Wayne

-had a surprise visit from his sister/brother-in-law

-calmer with med increase

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

**BRANDIE**: weight 149.5 (up 2 #)

APPTS: Alluma every other thursday, saw Krantz 4 x, saw Mills 1x

OUTINGS: Cafe for lunch, library, volleyball game

BEHAVIOR/NORMAL:

-he has not been vacuuming every week

-med increase has made him more hungry and more sleepy

-showers are limited to 20 min per Kristal –he has been doing good with that

-getting up in the morning has been pretty good

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

**ALEX** weight 161.5 (down 1.5#)

APPTS: Jolee 1x, therapy in crookston (alluma) 2x

OUTINGS: Library, Cafe for lunch, went to mom's to god sit, Gf with brother Connor

BEHAVIOR/NORMAL:

- Not keeping his room clean, especially the floor or putting clean clothes away after washing them. Has good/bad days with this
- morning showers not taking as scheduled – he had a bad week and showered once
- Does not always vacuum and do laundry some tuesdays

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, November 6th 2025 at 10:30a.***

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

<b>Name:</b>	<b>Position:</b>	<b>Name:</b>	<b>Position:</b>
Kristal Walen	Present	CEO	Mary Kay Stinar Present DCS
Kelsey Grandstrand	Present	CRSS	Holly Confer Present DCS
Henrietta Linder	Present	RN	Amanda Mock Present DCS
JoAnn Saunders	Present	LPN	Madison Mock Present ONP
Cheryl Lubarski	Present	DCC	Jackie Botha EXC DCS

**Authorized By: Kelsey Grandstrand PS**

**Acknowledgement completed in STAR Services**

## Documentation Quiz

Please answer the questions independently and put in envelope and put in the office drawer for supervisor to review.

1. True or False If you work with a person but don't document your shift this could lead to an investigation of fraudulent billing
2. True or False Documentation should be completed one time per day.
3. True or False You should always contact your supervisor or the designated on call person when an incident or emergency report is completed.
4. You brought Bob and his housemate to get ice cream. You get back and write "Bob got ice cream with Jerry." Is this a correct way to document?
  - a. YES
  - b. NO
5. When an incident occurs, you should contact your supervisor or designated on call person:
  - a. Immediately
  - b. Whenever you see them next.
  - c. During your next shift
  - d. You don't need to because you took care of the situation
6. Appropriate documentation includes:
  - a. Use of Acronyms
  - b. As long as you can read your own handwriting it is neat enough. You can explain what you wrote to others if they can't read it.
  - c. Include your first name only when ending the entry.
  - d. It uses the POP method. Professional Objective and Positive
7. Which of the following is NOT correct about an incident report?
  - a. An incident report needs to be filled out if the person is experiencing a mental health crisis that requires the program to call 911 or a mental health crisis intervention team.
  - b. An incident report is completed immediately or before the end of a shift and the supervisor needs to be notified.
  - c. An incident is any medical emergency, unexpected serious illness, or significant unexpected changes in illness or medical condition, or the mental health status of a person that requires the program to call 911, physician treatment, or hospitalization.
  - d. If your supervisor doesn't answer when you call to report an incident you can wait to follow up during your next shift even if it is a few days later.
8. True or False Accurate and thorough documentation can protect you from false allegations, including allegations about maltreatment.

9. By documenting what a person enjoys you make sure that all staff who work with the person are able to make the person's life fulfilling. When you do this you are:
- Ignoring health and safety
  - Writing too much information
  - Being person-centered
  - Not sticking with the routine
10. Which type of documentation is used to give a description of what happened during your shift with a person?
- Program addendum
  - Daily Log Notes
  - Incident report
  - Community support plan
11. True or False Most companies have forms to track an individual's funds, but you will not need to be familiar with this document.
12. True or False Subjective means writing the facts of a situation without including your own emotions, thoughts, or perceptions of an event.
13. "Sarah ate a bowl of cereal this morning and was given a choice of what she wanted to do for the day. She said she wanted to start the day by sitting on the deck, drinking coffee, and watching the birds." This would be an example of what kind of documentation?
- Subjective writing
  - Objective writing
  - Storytelling
  - Being too descriptive
14. "Kyle was crabby today and continually tried to argue and picked fights with staff and housemates. I think it's because he was up all night playing video games." This is an example of:
- Objective documentation
  - Subjective documentation
  - Storytelling
  - Person centered documentation
15. Good documentation is important because:
- It gives a clear indication or picture of what occurred during the staffs shift.
  - It can be a way to share information with other people who support the person.
  - It shows the company is providing people with the services mandated by the federal and state government.
  - All of the above