

January 7, 2026

DAC Mission Statement: "To provide vocational and social opportunities for individuals with disabilities, to help them realize their full potential and to improve their quality of life as they grow in their community."

Trivia: In 2025 how many billionaires live in the US? 902 How many of them are Minnesotans? 5 What is the name of the richest kid in the world worth \$4-5 billion? (and no, it isn't Richie Rich!) Princess Charlotte of Wales

Old Business:

1. Buckets and mops—Debby Refresher on cleaning out buckets after use. Don't use mopheads the next day. Wash, hang to dry, then fluff in dryer. Place clean mopheads on mop handles. If you work with persons served on mopping tasks, teach them.

2. Jim- after he arrives, please place his lunchpail on the shelf. He needs to be monitored while eating do to choking being listed in his file. He can eat in the calming room ONLY if a staff is sitting with him. Otherwise, PR staff please plate his food for each break in the room. He can eat in another destination where staff will be on duty. Monitor his food, he brings in tuna fish at times. Jenny has spoken with Jim about eating with staff around. Thank you! -Admin

New Business:

1. Ryan P- Mom reports he will have surgery on his foot and out for 3 weeks. She will call with an update after a few weeks. He has melanoma, will be monitored. Laurie mentioned his surgery went well. -JM

2. Cares Room- cleaning items are now in the cabinet. The 2-point lift went to Princeton into storage. The transfer wheelchairs will now be stored in the shower. The old trusty extra wheelchair was recycled. -JM

3. This Friday soup and sandwich potluck- YAY!

4. Knowledge Nugget-Debby This will be a 5-10 minute conversation/reminder, with information related to safety, training, or other on Thursday once or twice a month right after stretches. (Tina S picked the name 😊)

5. W2s will be given to you by January 30, 2026, so don't ask me for yours.
Kyrh

6. SetWorks is on track. There will be little assignments for practice. Think about what you would like to see in SetWorks. This will be built for the DAC so your suggestions of will be helpful.

Health and Safety Committee: Attached

Transportation News: Tri-Cap sheets need to be turned in each afternoon and filled out completely. Reminders on using the yellow highlighted space to indicate if the person can be home alone or not. Sheets are missing dates, staff name and times. Kim T/Tanya

Policy Review: Reporting and Review of Maltreatment of Vulnerable Adults and Reporting and Review of Maltreatment of Minors

The above is training that needs your signature

Star Services: AT-Mandated Reporting and Maltreatment .75 hours, MH-Psychotic Disorders .75 hours, MH-Personality Disorders .75 hours, and MH-Mood Disorders .75 hours

The above is training that needs your signature

Medical Information: None

Incident Reports: Not read so read them

Meeting Notes: Christopher, Seth, and Ashley

High Points: **Jenny:** the leather bracelets created for Host Day! Persons were excited and showed them to Jenny. AND JENNY: a great tool (one for each area) can be used when writing about our people in incident reports, newsletters, conference info or even when you are talking directly to them. This sheet is attached; areas were given one. **Missy Ann** CS sent an

xmas card to channel 9. They sent us cards back. **Kelsey** Jennie made a leather bracelet with her name on it. Tiffany mentioned she liked it, Jennie asked her if she wanted it. Tiffany said yes and Jennie gave it to her. **Sue** mock interview with Joe (board member) he had feedback for Sue. He also told her he like the vibe of the building, how we talk to people and are warm. He said that some facilities are commercial and cold. Yay us! **Tanya** is on Devonna's nice list—she gave her a cornbread recipe.

Milestones: Anniversaries are 17th 2024 Grace and 27th 2025 Jon B-days are 1st Cheryl, 3rd Dakota, 8th Sue, and 17th Sherry

**HEALTH & SAFETY
COMMITTEE**

"We're Here to Help"

To: Milaca Staff
From: HSC
Date: January 7, 2026
Re: Staff Meeting Agenda

Days without injury or accident—75 Days towards 100

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MILACA MONTHLY HSC MEETING: The next HSC monthly meeting
will be on January 15, 2026, at 9am

BULLETIN BOARD:

COMMUNITY SERVICE PROJECT:

"GOOD CATCH" REPORTS: None

CROSSWALK INCENTIVE: Cole

HEALTH AND SAFETY STARS: None

QUARTERLY DRAWINGS: 1st Quarter is April 1, 2026

FUNDRAISERS: ♥

TRAINING TOPIC: None

The above is training that needs your signature

FUTURE TRAINING: Chemicals in the workplace, PRN
training, G-tube training, and TI training with Tracy.
You have been informed if you need to take these classes.
Medication administration training will be rescheduled.

SAFETY CONCERN: This was brought up in the past, but
review with persons served in your areas, including CSW—
Abi and Erin, how to walk around the vans. SUGGESTIONS
1. pay attention—is the van running and ready to go? Are
the lights on, can you hear the beeping sound when the
van is backing up? 2. make eye contact with the driver
who may be in driver's seat 3. walk in front of the van
and not behind the van. You can take small groups to the

vans to talk about this. Have it done by next Wednesday,
January 14, 2026, let Debby know it was done.

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POLICY AND PROCEDURE ON REPORTING AND REVIEW OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to establish guidelines for the internal and external reporting and the internal review of maltreatment of vulnerable adults.

II. POLICY

Staff who are mandated reporters must report all of the information they know regarding an incident of known or suspected maltreatment, either internally or externally, in order to meet their reporting requirements under law. All staff of the company who encounter maltreatment of a vulnerable adult will take immediate action to ensure the safety of the person(s) served. Staff will define maltreatment of vulnerable adults as abuse, neglect, or financial exploitation and will refer to the definitions from Minnesota Statutes, section 626.5572 at the end of this policy. Staff are to conduct themselves in a supportive and respectful manner which does not maltreat Vulnerable Adults.

Staff will refer to the *Policy and Procedure on Reporting and Review of Maltreatment of Minors* regarding suspected or alleged maltreatment of persons 17 years of age or younger.

III. PROCEDURE

- A. Staff of the company who encounter maltreatment of a vulnerable adult, age 18 or older, will take immediate action to ensure the safety of the person or persons as well as the safekeeping of their funds and property. If a staff knows or suspects that a vulnerable adult is in immediate danger, they will call "911."
- B. If a staff knows or suspects that maltreatment of a vulnerable adult has occurred, they must make a report immediately (within 24 hours) internally to the company or externally to the Minnesota Adult Abuse Reporting Center. Should the staff choose to make a report directly to an external agency, they must make the report by notifying the Minnesota Adult Abuse Reporting Center.
- C. To make a report internally to the company, staff must make a verbal report to their supervisor or Executive Director. The Executive Director is the primary individual responsible for receiving internal reports of maltreatment and for forwarding internal reports to the Minnesota Adult Abuse Reporting Center. If there are reasons to believe that the Executive Director is involved in the alleged or suspected maltreatment, the Designated Coordinator is the secondary individual responsible for receiving internal reports of maltreatment and for forwarding internal reports to the Minnesota Adult Abuse Reporting Center.
- D. To make a report externally to the Minnesota Adult Abuse Reporting Center staff can call **844-880-1574** or report at mn.gov/dhs/reportadultabuse/.
- E. When reporting the alleged or suspected maltreatment, either internally or externally, staff will include as much information as known and will cooperate with any subsequent investigation.
- F. For internal reports of suspected or alleged maltreatment, the person who received the report will:
 1. Contact the Minnesota Adult Abuse Reporting Center if the report is determined to be suspected or alleged maltreatment.
 2. Ensure an *Incident and Emergency Report* has been completed.
 3. Inform the case manager within 24 hours of reporting maltreatment, unless there is reason to believe that the case manager is involved in the suspected maltreatment. The person who received the report will disclose to the case manager the:
 - a. Nature of the activity or occurrence reported
 - b. The agency that received the report
 4. Complete and mail the *Notification to an Internal Reporter* to the home address of the staff who reported the maltreatment within two working days in a manner that protects the reporter's confidentiality. The

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notification must indicate whether or not the company reported externally to the Minnesota Adult Abuse Reporting Center. The notice must also inform the staff that if the company did not report externally and they are not satisfied with that decision, they may still make the external report to the Minnesota Adult Abuse Reporting Center themselves. It will also inform the staff that they are protected against any retaliation if they decide to make a good faith report to the Minnesota Adult Abuse Reporting Center on their own.

- G. When the company has knowledge that an internal or external report of alleged or suspected maltreatment has been made, an internal review will be completed. The Executive Director is the primary individual responsible for ensuring that internal reviews are completed for reports of maltreatment. If there are reasons to believe that the Executive Director is involved in the alleged or suspected maltreatment, the Designated Coordinator is the secondary individual responsible for ensuring that internal reviews are completed.
- H. The *Internal Review* will be completed within 30 calendar days. The person completing it will:
 - 1. Ensure an *Incident and Emergency Report* has been completed.
 - 2. Contact the lead investigative agency if additional information has been gathered.
 - 3. Coordinate any investigative efforts with the lead investigative agency by serving as the company contact, ensuring that staff cooperate, and that all records are available.
 - 4. Complete an *Internal Review* which will include the following evaluations of whether:
 - a. Related policies and procedures were followed
 - b. The policies and procedures were adequate
 - c. There is a need for additional staff training
 - d. The reported event is similar to past events with the vulnerable adults or the services involved
 - e. There is a need for corrective action by the license holder to protect the health and safety of the vulnerable adult(s)
 - 5. Complete the *Alleged Maltreatment Review Checklist* and compile together all documents regarding the report of maltreatment.
- I. Based upon the results of the internal review, the company will develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by staff or the company, if any.
- J. Internal reviews must be made accessible to the commissioner immediately upon the commissioner's request for internal reviews regarding maltreatment.
- K. The company will provide an orientation to the internal and external reporting procedures to all persons served and/or legal representatives. This orientation will include the telephone number and website for the Minnesota Adult Abuse Reporting Center. This orientation for each new person to be served will occur within 24 hours of admission, or for persons who would benefit more from a later orientation, the orientation may take place within 72 hours.
- L. Staff will receive training on this policy, MN Statutes, section 245A.65 and sections 626.557 and 626.5572 and their responsibilities related to protecting persons served from maltreatment and reporting maltreatment. This training must be provided within 72 hours of first providing direct contact services and annually thereafter.

MINNESOTA STATUTES, SECTION 626.5572 DEFINITIONS

Subdivision 1. Scope.

For the purpose of section 626.557, the following terms have the meanings given them, unless otherwise specified.

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Subd. 15. **Maltreatment.**

"Maltreatment" means abuse as defined in subdivision 2, neglect as defined in subdivision 17, or financial exploitation as defined in subdivision 9.

Subd. 2. **Abuse.**

"Abuse" means:

(a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of:

- (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224;
- (2) the use of drugs to injure or facilitate crime as defined in section 609.235;
- (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and
- (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451.

A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.

(b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following:

- (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult;
- (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; or
- (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult-unless authorized under applicable licensing requirements or Minnesota Rules, chapter 9544.

(c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.

(d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

(e) For purposes of this section, a vulnerable adult is not abused for the sole reason that the vulnerable adult or a person with authority to make health care decisions for the vulnerable adult under sections 144.651, 144A.44, chapter 145B, 145C or 252A, or section 253B.03 or 524.5-313, refuses consent or withdraws consent, consistent with that authority and within the boundary of reasonable medical practice, to any therapeutic conduct, including any care, service, or procedure to diagnose, maintain, or treat the physical or mental condition of the vulnerable adult or, where permitted under law, to provide nutrition and hydration parenterally or through intubation. This paragraph does not enlarge or diminish rights otherwise held under law by:

- (1) a vulnerable adult or a person acting on behalf of a vulnerable adult, including an involved family member, to consent to or refuse consent for therapeutic conduct; or
- (2) a caregiver to offer or provide or refuse to offer or provide therapeutic conduct.

(f) For purposes of this section, a vulnerable adult is not abused for the sole reason that the vulnerable adult, a person with authority to make health care decisions for the vulnerable adult, or a caregiver in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the vulnerable adult in lieu of medical care, provided that this is consistent with the prior practice or belief of the vulnerable adult or with the expressed intentions of the vulnerable adult.

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(g) For purposes of this section, a vulnerable adult is not abused for the sole reason that the vulnerable adult, who is not impaired in judgment or capacity by mental or emotional dysfunction or undue influence, engages in consensual sexual contact with:

- (1) a person, including a facility staff person, when a consensual sexual personal relationship existed prior to the caregiving relationship; or
- (2) a personal care attendant, regardless of whether the consensual sexual personal relationship existed prior to the caregiving relationship.

Subd. 9. Financial exploitation.

"Financial exploitation" means:

(a) In breach of a fiduciary obligation recognized elsewhere in law, including pertinent regulations, contractual obligations, documented consent by a competent person, or the obligations of a responsible party under section 144.6501, a person:

- (1) engages in unauthorized expenditure of funds entrusted to the actor by the vulnerable adult which results or is likely to result in detriment to the vulnerable adult; or
- (2) fails to use the financial resources of the vulnerable adult to provide food, clothing, shelter, health care, therapeutic conduct or supervision for the vulnerable adult, and the failure results or is likely to result in detriment to the vulnerable adult.

(b) In the absence of legal authority a person:

- (1) willfully uses, withholds, or disposes of funds or property of a vulnerable adult;
- (2) obtains for the actor or another the performance of services by a third person for the wrongful profit or advantage of the actor or another to the detriment of the vulnerable adult;
- (3) acquires possession or control of, or an interest in, funds or property of a vulnerable adult through the use of undue influence, harassment, duress, deception, or fraud; or
- (4) forces, compels, coerces, or entices a vulnerable adult against the vulnerable adult's will to perform services for the profit or advantage of another.

(c) Nothing in this definition requires a facility or caregiver to provide financial management or supervise financial management for a vulnerable adult except as otherwise required by law.

Subd. 17. Neglect.

Neglect means neglect by a caregiver or self-neglect.

(a) "Caregiver neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is:

- (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and
- (2) which is not the result of an accident or therapeutic conduct.

(b) "Self-neglect" means neglect by a vulnerable adult of the vulnerable adult's own food, clothing, shelter, health care, or other services that are not the responsibility of a caregiver which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort.

(c) For purposes of this section, a vulnerable adult is not neglected for the sole reason that:

- (1) the vulnerable adult or a person with authority to make health care decisions for the vulnerable adult under sections 144.651, 144A.44, chapter 145B, 145C, or 252A, or sections 253B.03 or 524.5-101 to 524.5-502, refuses consent or withdraws consent, consistent with that authority and within the boundary of reasonable medical practice, to any therapeutic conduct, including any care, service, or procedure to diagnose, maintain, or treat the physical or mental condition of the vulnerable adult, or, where permitted under law, to provide nutrition and hydration

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parenterally or through intubation; this paragraph does not enlarge or diminish rights otherwise held under law by:

- (i) a vulnerable adult or a person acting on behalf of a vulnerable adult, including an involved family member, to consent to or refuse consent for therapeutic conduct; or
 - (ii) a caregiver to offer or provide or refuse to offer or provide therapeutic conduct; or
- (2) the vulnerable adult, a person with authority to make health care decisions for the vulnerable adult, or a caregiver in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the vulnerable adult in lieu of medical care, provided that this is consistent with the prior practice or belief of the vulnerable adult or with the expressed intentions of the vulnerable adult;
- (3) the vulnerable adult, who is not impaired in judgment or capacity by mental or emotional dysfunction or undue influence, engages in consensual sexual contact with:
- (i) a person including a facility staff person when a consensual sexual personal relationship existed prior to the caregiving relationship; or
 - (ii) a personal care attendant, regardless of whether the consensual sexual personal relationship existed prior to the caregiving relationship; or
- (4) an individual makes an error in the provision of therapeutic conduct to a vulnerable adult which does not result in injury or harm which reasonably requires medical or mental health care; or
- (5) an individual makes an error in the provision of therapeutic conduct to a vulnerable adult that results in injury or harm, which reasonably requires the care of a physician, and:
- (i) the necessary care is provided in a timely fashion as dictated by the condition of the vulnerable adult;
 - (ii) if after receiving care, the health status of the vulnerable adult can be reasonably expected, as determined by the attending physician, to be restored to the vulnerable adult's preexisting condition;
 - (iii) the error is not part of a pattern of errors by the individual;
 - (iv) if in a facility, the error is immediately reported as required under section 626.557, and recorded internally in the facility;
 - (v) if in a facility, the facility identifies and takes corrective action and implements measures designed to reduce the risk of further occurrence of this error and similar errors; and
 - (vi) if in a facility, the actions required under items (iv) and (v) are sufficiently documented for review and evaluation by the facility and any applicable licensing, certification, and ombudsman agency.

(d) Nothing in this definition requires a caregiver, if regulated, to provide services in excess of those required by the caregiver's license, certification, registration, or other regulation.

(e) If the findings of an investigation by a lead agency result in a determination of substantiated maltreatment for the sole reason that the actions required of a facility under paragraph (c), clause (5), item (iv), (v), or (vi), were not taken, then the facility is subject to a correction order. An individual will not be found to have neglected or maltreated the vulnerable adult based solely on the facility's not having taken the actions required under paragraph (c), clause (5), item (iv), (v), or (vi). This must not alter the lead agency's determination of mitigating factors under section 626.557, subdivision 9c, paragraph (c).

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POLICY AND PROCEDURE ON REPORTING AND REVIEW OF MALTREATMENT OF MINORS

I. PURPOSE

The purpose of this policy is to establish guidelines for the reporting and internal review of maltreatment of minors (children) in care.

II. POLICY

Staff who are mandated reporters must report externally all of the information they know regarding an incident of known or suspected maltreatment of a child, in order to meet their reporting requirements under law. All staff of the company who encounter maltreatment of a minor will take immediate action to ensure the safety of the child. Staff will define maltreatment as sexual abuse, physical abuse, or neglect and will refer to the definitions from MN Statutes, chapter 260E at the end of this policy.

Any person may voluntarily report to the local welfare agency, agency responsible for assessing or investigating the report, police department, the county sheriff, tribal social services agency, or tribal police department if the person knows, has reason to believe, or suspects a child is being maltreated. Staff of the company cannot shift the responsibility of reporting maltreatment to an internal staff person or position. In addition, if a staff knows or has reason to believe a child is being or has been maltreated within the preceding three years, the staff must immediately (as soon as possible but within 24 hours) make a report to the local welfare agency, agency responsible for assessing or investigating the report, police department, the county sheriff, tribal social services agency, or tribal police department.

Staff will refer to the *Policy and Procedure on Reporting and Review of Maltreatment of Vulnerable Adults* regarding suspected or alleged maltreatment of individuals 18 years of age or older.

III. PROCEDURE

- A. Staff of the company who encounter maltreatment of a child, age 17 or younger, will take immediate action to ensure the safety of the child or children. If a staff knows or suspects that a child is in immediate danger, they will call "911" or local law enforcement.
- B. Staff mandated to report maltreatment within a licensed facility will report the information to the agency responsible for licensing the facility. If the mandated reporter is unsure of what agency to contact, they will contact the county agency and follow their direction.
- C. Staff who know or suspect that a child has been maltreated but is not in immediate danger will report to:
 1. The local child welfare agency if an alleged perpetrator is a parent, guardian, family child care provider, family foster care provider, or an unlicensed personal care provider.
 2. The Minnesota Department of Human Services, Licensing Division, 651-431-6600, if alleged maltreatment was committed by a staff person at a child care center, residential treatment center (children's mental health), group home for children, minor parent program, shelter for children, chemical dependency treatment program for adolescents, waived services program for children, crisis respite program for children, or residential program for children with developmental disabilities.
 3. Minnesota Department of Health, Office of Health Facility Complaints, 651-201-4200 or 800-369-7994, if alleged maltreatment occurred in a home health care setting, hospital, regional treatment center, nursing home, intermediate care facility for the developmentally disabled, or licensed and unlicensed care attendants.
- D. Reports regarding incidents of maltreatment of children occurring within a family or in the community should be made to the local county social services agency or local law enforcement referencing the phone numbers contained within this policy.

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- E. When verbally reporting the alleged maltreatment to the external agency, the mandated reporter will include as much information as known to identify the child, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment, and the name and address of the reporter.
- F. If the report of suspected maltreatment within the company, the report should also include any actions taken by the company in response to the incident. If a staff attempts to report the suspected maltreatment internally, the person receiving the report will remind the staff of the requirement to report externally.
- G. A verbal report of suspected maltreatment that is made to one of the listed agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.
- H. When the company has knowledge that an external report of alleged or suspected maltreatment has been made, an internal review will be completed. The 9x9 is the primary individual responsible for ensuring that internal reviews are completed for reports of maltreatment. If there are reasons to believe that the 9x9 is involved in the alleged or suspected maltreatment, the 8x8 is the secondary individual responsible for ensuring that internal reviews are completed.
- I. The *Internal Review* will be completed within 30 calendar days. The person completing it will:
 - 1. Ensure an *Incident and Emergency Report* has been completed.
 - 2. Contact the lead investigative agency if additional information has been gathered.
 - 3. Coordinate any investigative efforts with the lead investigative agency by serving as the company contact, ensuring that staff cooperate, and that all records are available.
 - 4. Complete an *Internal Review* which will include the following evaluations of whether:
 - a. Related policies and procedures were followed
 - b. The policies and procedures were adequate
 - c. There is a need for additional staff training
 - d. The reported event is similar to past events with the children or the services involved
 - e. There is a need for corrective action by the license holder to protect the health and safety of the children in care
 - 5. Complete the *Alleged Maltreatment Review Checklist* and compile together all documents regarding the report of maltreatment.
- J. Based upon the results of the internal review, the company will develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the company, if any.
- K. Internal reviews must be made accessible to the commissioner immediately upon the commissioner's request for internal reviews regarding maltreatment.
- L. Staff will receive training on this policy, MN Statutes, section 245A.66 and chapter 260E and their responsibilities related to protecting children in care from maltreatment and reporting maltreatment. This training must be provided within 72 hours of first providing direct contact services and annually thereafter.

EXTERNAL AGENCIES

COUNTY	DAY	EVENING/WEEKEND
AITKIN	(218) 927-7200 or (800) 328-3744	(218) 927-7400
ANOKA	(763) 422-7215	(651) 291-4680
BECKER	(218) 847-5628	(218) 847-2661
BELTRAMI	(218) 333-4223	(218) 751-9111

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TODD	(320) 732-4500	(320) 732-2157
TRAVERSE	(320) 563-8255	(320) 563-4244
WABASHA	(651) 565-3351	(651) 565-3361
WADENA	(218) 631-7605	(218) 631-7600
WASECA	(507) 835-0560	(507) 835-0500
WASHINGTON	(651) 430-6457	(651) 291-6795
WATONWAN	(507) 375-3294	(507) 507-3121
WILKIN	(218) 643-8013	(218) 643-8544
WINONA	(507) 457-6200	(507) 457-6368
WRIGHT	(763) 682-7449	(763) 682-1162
YELLOW MEDICINE	(320) 564-2211	(320) 564-2130

DEPARTMENT OF HUMAN SERVICES LICENSING DIVISION MALTREATMENT INTAKE: 651-431-6600

MINNESOTA STATUTES, CHAPTER 260E.03 DEFINITIONS

As used in this section, the following terms have the meanings given them unless the specific content indicates otherwise:

Subd. 12. **Maltreatment.** "Maltreatment" means any of the following acts or omissions:

- (1) egregious harm under subdivision 5;
- (2) neglect under subdivision 15;
- (3) physical abuse under subdivision 18;
- (4) sexual abuse under subdivision 20;
- (5) substantial child endangerment under subdivision 22;
- (6) threatened injury under subdivision 23;
- (7) mental injury under subdivision 13; and
- (8) maltreatment of a child in a facility

Subd. 5. **Egregious harm.** "Egregious harm" means the infliction of bodily harm to a child or neglect of a child which demonstrates a grossly inadequate ability to provide minimally adequate parental care. The egregious harm need not have occurred in the state or in the county where a termination of parental rights action is otherwise properly venued. Egregious harm includes, but is not limited to:

- (1) conduct towards a child that constitutes a violation of sections 609.185 to 609.2114, 609.222, subdivision 2, 609.223, or any other similar law of any other state;
- (2) the infliction of "substantial bodily harm" to a child, as defined in section 609.02, subdivision 7a;
- (3) conduct towards a child that constitutes felony malicious punishment of a child under section 609.377;
- (4) conduct towards a child that constitutes felony unreasonable restraint of a child under section 609.255, subdivision 3;
- (5) conduct towards a child that constitutes felony neglect or endangerment of a child under section 609.378;
- (6) conduct towards a child that constitutes assault under section 609.221, 609.222, or 609.223;
- (7) conduct towards a child that constitutes solicitation, inducement, or promotion of, or receiving profit derived from prostitution under section 609.322;
- (8) conduct towards a child that constitutes murder or voluntary manslaughter as defined by United States Code, title 18, section 1111(a) or 1112(a);
- (9) conduct towards a child that constitutes aiding or abetting, attempting, conspiring, or soliciting to commit a murder or voluntary manslaughter that constitutes a violation of United States Code, title 18, section 1111(a) or 1112(a); or
- (10) conduct toward a child that constitutes criminal sexual conduct under sections 609.342 to 609.345

Subd. 15. **Neglect.** (a) "Neglect" means the commission or omission of any of the acts specified under clauses (1) to (8),

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other than by accidental means:

- (1) failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so;
- (2) failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
- (3) failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in their care;
- (4) failure to ensure that the child is educated as defined in sections 120A.22 and 260C.163, subdivision 11, which does not include a parent's refusal to provide the parent's child with sympathomimetic medications, consistent with section 125A.091, subdivision 5;
- (5) prenatal exposure to a controlled substance, as defined in section 253B.02, subdivision 2, used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child at birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
- (6) medical neglect, as defined in section 260C.007, subdivision 6, clause (5);
- (7) chronic and severe use of alcohol or a controlled substance by a person responsible for the child's care that adversely affects the child's basic needs and safety; or
- (8) emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

(b) Nothing in this chapter shall be construed to mean that a child is neglected solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

(c) This chapter does not impose upon persons not otherwise legally responsible for providing a child with necessary food, clothing, shelter, education, or medical care a duty to provide that care.

Subd. 18. **Physical abuse.** (a) "Physical abuse" means any physical injury, mental injury under subdivision 13, or threatened injury under subdivision 23, inflicted by a person responsible for the child's care on a child other than by accidental means, or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized under section 125A.0942 or 245.825.

(b) Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by section 121A.582.

(c) For the purposes of this subdivision, actions that are not reasonable and moderate include, but are not limited to, any of the following:

- (1) throwing, kicking, burning, biting, or cutting a child;
- (2) striking a child with a closed fist;
- (3) shaking a child under age three;
- (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age;
- (5) unreasonable interference with a child's breathing;
- (6) threatening a child with a weapon, as defined in section 609.02, subdivision 6;
- (7) striking a child under age one on the face or head;
- (8) striking a child who is at least age one but under age four on the face or head, which results in an injury;
- (9) purposely giving a child:
 - (i) poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner in order to control or punish the child; or

Mille Lacs Co. Area DAC

- (ii) other substances that substantially affect the child's behavior, motor coordination, or judgment; that result in sickness or internal injury; or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances;
- (10) unreasonable physical confinement or restraint not permitted under section 609.379, including but not limited to tying, caging, or chaining; or
- (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under section 121A.58

Subd. 20. **Sexual abuse.** "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child, or by a person in a current or recent position of authority, to any act that constitutes a violation of section 609.342 (criminal sexual conduct in the first degree), 609.343 (criminal sexual conduct in the second degree), 609.344 (criminal sexual conduct in the third degree), 609.345 (criminal sexual conduct in the fourth degree), 609.3451 (criminal sexual conduct in the fifth degree), or 609.352 (solicitation of children to engage in sexual conduct; communication of sexually explicit materials to children). Sexual abuse also includes any act involving a child that constitutes a violation of prostitution offenses under sections 609.321 to 609.324 or 617.246. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes child sex trafficking as defined in section 609.321, subdivisions 7a and 7b. Sexual abuse includes threatened sexual abuse, which includes the status of a parent or household member who has committed a violation that requires registration as an offender under section 243.166, subdivision 1b, paragraph (a) or (b), or required registration under section 243.166, subdivision 1b, paragraph (a) or (b).

Subd. 22. **Substantial child endangerment.** "Substantial child endangerment" means that a person responsible for a child's care, by act or omission, commits or attempts to commit an act against a child under their care that constitutes any of the following:

- (1) egregious harm under subdivision 5;
- (2) abandonment under section 260C.301, subdivision 2;
- (3) neglect under subdivision 15, paragraph (a), clause (2), that substantially endangers the child's physical or mental health, including a growth delay, which may be referred to as failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
- (4) murder in the first, second, or third degree under section 609.185, 609.19, or 609.195;
- (5) manslaughter in the first or second degree under section 609.20 or 609.205;
- (6) assault in the first, second, or third degree under section 609.221, 609.222, or 609.223;
- (7) solicitation, inducement, and promotion of prostitution under section 609.322;
- (8) criminal sexual conduct under sections 609.342 to 609.3451;
- (9) solicitation of children to engage in sexual conduct under section 609.352;
- (10) malicious punishment or neglect or endangerment of a child under section 609.377 or 609.378;
- (11) use of a minor in sexual performance under section 617.246; or
- (12) parental behavior, status, or condition that mandates that the county attorney file a termination of parental rights petition under section 260C.503, subdivision 2.

Subd. 23. **Threatened injury.** (a) "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury.

(b) Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care, as defined in subdivision 17, who has:

- (1) subjected a child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under subdivision 5 or a similar law of another jurisdiction;
- (2) been found to be palpably unfit under section 260C.301, subdivision 1, paragraph (b), clause (4), or a similar law of another jurisdiction;
- (3) committed an act that resulted in an involuntary termination of parental rights under section 260C.301, or a similar law of another jurisdiction; or
- (4) committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative under Minnesota Statutes 2010, section 260C.201, subdivision 11, paragraph (d), clause (1), section 260C.515,

Mille Lacs Co. Area DAC

subdivision 4, or a similar law of another jurisdiction.

(c) A child is the subject of a report of threatened injury when the local welfare agency receives birth match data under section 260E.14, subdivision 4, from the Department of Human Services.

Subd. 13. **Mental injury.** "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

CHRISTOPHER VANDERVEGT

SEMI ANNUAL

NOVEMBER 19, 2025

Person Centered Questions:

Are you treated with respect while you are at the DAC?: "Yes."

Are your Rights being respected while you are at the DAC?: Yes."

Are you satisfied with your services at the DAC?: "Yes."

Is there anything you would like changed?: "Do not think so."

Included and reviewed Person Centered and Positive Support Strategies.

Meeting Notes:

No medication changes.

Discussion: enabling devices and "Sensational Spaces" for additional ideas. "Libby Library" for free books to read/look at on iPad.

DAC is looking for more choices for the "jelly bean button."

Looking into a new wheelchair and good options for Christopher. The current one is hard for him to wheel himself in and out of bedroom like he once could with his old chair.

Christopher is doing well at home and the DAC. He enjoys working, integrating, reading library books, cheering others on, and socializing with friends and family. At times when returning from an outing outside he may show signs of frustration of not wanting to return home or the DAC. A sign that Christopher may be in pain is when he is crying.

Christopher enjoys participating in activities, house chores, and exercise. He loves to joke with peers and staff.

His favorite reading books are- Gingerbread, Curious George, Clifford, or anything animals /cartoon characters.

Enjoys people watching, zoos and reading time.

Next meeting: May 7th at 2:30 pm with MNChoice.

SETH LEBAKKEN SEMI ANNUAL DECEMBER 2, 2025

PERSON CENTERED:

Are you treated with respect while you are at the DAC?: "Yes-definitely"

Are your Rights being respected while you are at the DAC?: "Yes"

Are you satisfied with your services at the DAC?: "Yes- the DAC team really does a great job"

Is there anything you would like changed?: not at this time

Meeting Minutes:

Included One Page Profile and Person Center and Positive Support Strategies.

It is important for him to know what is happening next. Communication is important for him. It is beneficial to Seth to be involved with other peers and staff. There are friends he really enjoys at the DAC.

At the DAC Seth enjoys being outside integrating (this has increased with a nice variety, visiting with peers in the areas, making choices what foods will sign "all done". Telling Seth in five minutes we will be finished and will go. It is important to be sure to wrap up things, stay true to it and go in five minutes.

There has been challenging days- see additional notes added from documentation. Parents have seen things at home as well. Sarah contacted Gillette for an appointment.

A typical day at the DAC is arriving in the am, greeting others in the other areas, iPad looking at photos, going for integrations (most popular is post office), making choices on what food he wants to eat and watching parades and punching in to gather cardboard and bring to the dumpster.

Seth and his family will be going to Las Vegas May 12-21 for a wedding.

Next meeting: June 9th, 2025, at 8:45am

ASHLEY HEMSWORTH

SEMI ANNUAL

DECEMBER 11, 2025

Person Centered Questions:

Are you treated with respect while you are at the DAC?: "Sometimes"

Are your Rights being respected while you are at the DAC?: "yes"

Are you satisfied with your services at the DAC?: "yes"

Is there anything you would like changed?: "Nothing at this time" Ashley hesitated when answered. Offered she could visit with me anytime).

Meeting Minutes:

Included One Page Profile and Person-Centered and Positive Support Strategies.

Her dream is to work with animals.

Enjoys her army green side by side and loves to take her dog "Beans" along for rides. Works on budgeting at home. Ashley wants to do a good job and feels very frustrated when there are errors and can't find the problems.

Has alone time at home up to six hours.

Ashley continues to attend the DAC three days a week. She continues to work on receiving new work opportunities. Community integrations continue to increase.

At times working in the Production Room can be challenging due to her anxiety. If her music is not available at times the peer's distractions, loud noises or staff directions can cause increased feelings of her anxiety. There have been several refusals for her outcome of work opportunities. Discussion- completing all parts of the job. There are expectations. The goal is to keep moving in learning skills and someday have a job independently.

Ashley continues to go to counseling twice a month either in person or virtually.

September 9th Ashley started her new job at Milaca Public School as an aide working Monday-Thursday afternoons. She works with Pre K-6th graders.

Discussion: Touched on her own phone and online banking.

Time was limited to discuss- will be on hold and retouch at the next meeting.

Next meeting: June 17th at 9:30am 2026 with MNChoices



DISCOVER STRENGTHS AND ABILITIES

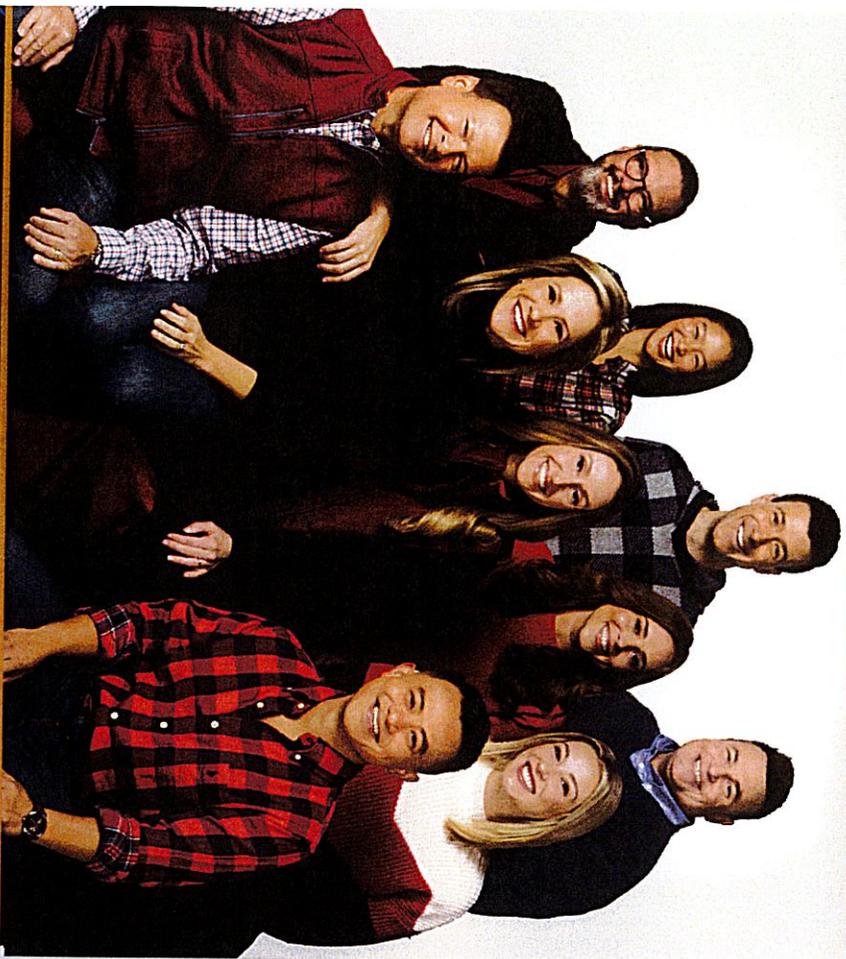
Look through this list of adjectives used to describe qualities people possess. Circle words that describe positive qualities and strengths you see in this person.

Accepting
Active
Adaptable
Adventurous
Affectionate
Analytical
Artistic
Assertive
Athletic
Brave
Calming
Caring
Cautious
Cheerful
Collaborative
Complimentary
Confident
Considerate
Content
Cooperative
Creative
Curious
Decisive
Dedicated
Dependable
Determined
Devoted
Disciplined
Dramatic
Eager
Efficient
Empathetic
Energetic
Entertaining
Enthusiastic
Expressive
Fair
Fearless
Focused

Flexible
Forgiving
Friendly
Fun
Funny
Generous
Genuine
Good memory
Graceful
Gracious
Grateful
Gregarious
Happy
Hardworking
Has integrity
Healthy
Honest
Humble
Imaginative
Independent
Innovative
Insightful
Inspiring
Intuitive
Joyous
Kind
Logical
Loving
Mechanical
Motivated
Nice
Non-judgmental
Nurturing
Observant
Objective
Open
Optimistic
Organized
Outgoing
Patient

Peaceful
Perceptive
Percise
Persistent
Playful
Positive
Practical
Punctual
Purposeful
Quiet
Rational
Reassuring
Receptive
Reflective
Reliable
Resilient
Resourceful
Romantic
Self-reliant
Sensitive
Smart
Social
Spiritual
Spontaneous
Stable
Steady
Strong
Supportive
Technical
Thoughtful
Thorough
Trusting
Understanding
Uplifting
Vibrant
Warm
Willing to learn
Zealous

Other:



Happy **FOX 9** Holidays
BILL + SE + CODY + LAUREN + KEITH
TOM + KELLY + SHAYNE + CHENU + HANNAH
2025



Happy **FOX 9** Holidays
JIM + TIM + JENNIFER
IAN + KELCEY + SYMONE + AMY + RANDY
2025

wow. How special!!

We love your card! Thank you for sending.
+ thanks for all you do!

HAPPY HOLIDAYS EVERYONE! 😊

The above was the
message on the
back of the envelope.



Mille Lacs County Area DAC
 REPORT FORM: PRIMARY CLIENT

USER/DT/TM

Mil Living Skills
 12/30/2025 11:51

CLT #	171	LOCATION	M	STAFF REPORTING	506					
TODAY'S DATE	12/30/2025	ST TM	11.45	END TM	12.00	DURATION	0.25			
CLIENT NAME	Kuschel, Amy L.									
ACTIVITY AREA	13	Meds Area					# OF STAFF:CLT(S)			
PROGRAM PROCEDURE	HC-GLUCOSE	Community Based?					2:1	Y		
Health Care-Glucose Monitoring-Staff assist client with monitoring Glucose levels. Staff assist with calculation of proper dosage of insulin. Staff DO NOT administer injection.							1:1			
									1:3	
									1:4	
							1:2			
							0:1			

ANTECEDENTS (what was going on before, what may have precipitated the event, if anything)

AMY WAS CHECKING GLUCOSE.

NOTES (a description of what took place)

AMYS GLUCOSE READ 73 AND WAS GIVEN THREE GLUCOSE TABS. WAITED 15 MINS AND READ AT 132.

CONSEQUENTS (what happened afterward? Was s/he rewarded, reinforced in any way? given attention?)

AMY FINISHED IN THE MED ROOM AND WENT TO LUNCH

*C CareForce email
 Sandy
 Nikki
 smile*

Debbby 12/30/25

OTHER CLIENTS INVOLVED							
CLT 1		CLT 2		CLT 3		CLT 4	
DESIGNATED COORDINATOR COMMENTS:							INITS

Mille Lacs County Area DAC
 REPORT FORM: PRIMARY CLIENT

USER/DT/TM Mil Work 12/31/2025 9:46

CLT #	407	LOCATION	M	STAFF REPORTING	508	
TODAY'S DATE	12/31/2025	ST TM	9.35	END TM	9.55	DURATION 0.33
CLIENT NAME	Cotter, Amie M.					
ACTIVITY AREA	1	Work			# OF STAFF:CLT(S)	
PROGRAM PROCEDURE	INJ-4	Community Based?			2:1	1:3
Injury - mild - (not reportable to Ombudsman) - does not require medical attention - - A possible injury discovered by DAC staff in the course of their normal duties connected with this client. - - This report is for informational purposes only - - "FYI"						1:1 Y
						1:2
						0:1

ANTECEDENTS (what was going on before, what may have precipitated the event, if anything)

AMIE WAS WORKING ON WORK SHEETS
 PRN

NOTES (a description of what took place)

AMIE ASKED FOR TYLENOL FOR CRAPS AND THAT SHE FORGOT TO TAKE THEM AT HOME. 2 TABS WERE GIVEN AS REQUESTED BY AMIE, {SAID ONE WOULD NOT HELP}

CONSEQUENTS (what happened afterward? Was s/he rewarded, reinforced in any way? given attention?)

WAS ASKED LATER AND WAS MUCH BETTER.

OTHER CLIENTS INVOLVED					
CLT 1		CLT 2		CLT 3	
DESIGNATED COORDINATER COMMENTS: (identify incident patterns; implement corrective actions to reduce)					INITS

Mille Lacs County Area DAC
 REPORT FORM: PRIMARY CLIENT

USER/DT/TM

Mil Work 12/31/2025
 14:16

<u>CLT #</u>	407	<u>LOCATION</u>	M	<u>STAFF REPORTING</u>	508		
<u>TODAY'S DATE</u>	12/31/2025	<u>ST TM</u>	2.15	<u>END TM</u>	2.45		
<u>CLIENT NAME</u>	Cotter, Amie M.						
<u>ACTIVITY AREA</u>	1	Work			<u># OF STAFF:CLT(S)</u>		
<u>PROGRAM PROCEDURE</u>	W-L-1	Community Based?			2:1		
Employment Limitation-other actions or behaviors not listed elsewhere which limit ability to function independently in an employment situation, either in-house or community based. Describe fully under notes.					1:3		
					1:1	Y	1:4
					1:2		0:1

ANTECEDENTS (what was going on before, what may have precipitated the event, if anything)

AMIE WAS PLAYING GAMES WITH PEERS.

NOTES (a description of what took place)

AMIE WAS ASKED TO DO TOUCH POINTS AFTER BRAKE. SHE REFUSED.

CONSEQUENTS (what happened afterward? Was s/he rewarded, reinforced in any way? given attention?)

SHE MISSED OUT ON ABOUT A HALF HOUR OF PAID WORK.

OTHER CLIENTS INVOLVED

CLT 1		CLT 2		CLT 3		CLT 4	
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DESIGNATED COORDINATER COMMENTS: (identify incident patterns; implement corrective actions to reduce) **INITS**

Mille Lacs County Area DAC
 REPORT FORM: PRIMARY CLIENT

USER/DT/TM

Mil Work 12/31/2025
 15:40

CLT #	403	LOCATION	M	STAFF REPORTING	601		
TODAY'S DATE	12/31/2025	ST TM	12.15	END TM	12.16	DURATION	0.02
CLIENT NAME	Ruhoff, Cole J.						
ACTIVITY AREA	1	Work				# OF STAFF:CLT(S)	
PROGRAM PROCEDURE	B-O-1	Community Based?				2:1	1:3
Behavior-other-not includable in the other listed behaviors						1:1	Y 1:4
						1:2	0:1

ANTECEDENTS (what was going on before, what may have precipitated the event, if anything)

Persons served were in the work room eating lunch

NOTES (a description of what took place)

Cole came in and was clearly upset, mumbling things under his breath like he does and flailing his arms, he sat down and said "fuckers" "dumb asses" and I told him to take a deep breath.

CONSEQUENTS (what happened afterward? Was s/he rewarded, reinforced in any way? given attention?)

Cole had a tough lunch.

OTHER CLIENTS INVOLVED

CLT 1 CLT 2 CLT 3 CLT 4

DESIGNATED COORDINATOR COMMENTS: (identify incident patterns; implement corrective actions to reduce) **INITS**

Mille Lacs County Area DAC
 REPORT FORM: PRIMARY CLIENT

USER/DT/TM

Mil Work 12/31/2025
 14:36

CLT #	403	LOCATION	M	STAFF REPORTING	508			
TODAY'S DATE	12/31/2025	ST TM	2.15	END TM	2.45	DURATION	0.50	
CLIENT NAME	Ruhoff, Cole J.							
ACTIVITY AREA	1	Work					# OF STAFF:CLT(S)	
PROGRAM PROCEDURE	W-L-1	Community Based?					2:1	1:3

Employment Limitation-other actions or behaviors not listed elsewhere which limit ability to function independently in an employment situation, either in-house or community based. Describe fully under notes.

2:1		1:3	
1:1	Y	1:4	
1:2		0:1	

ANTECEDENTS (what was going on before, what may have precipitated the event, if anything)

BEFORE BREAK.

NOTES (a description of what took place)

COLE WAS ASKED TO DO TOUCH POINTS. HE REFUSED.

CONSEQUENTS (what happened afterward? Was s/he rewarded, reinforced in any way? given attention?)

COLE MISSED OUT ON A HALF HOUR OF PAID WORK.

OTHER CLIENTS INVOLVED

CLT 1 CLT 2 CLT 3 CLT 4

DESIGNATED COORDINATER COMMENTS: (identify incident patterns; implement corrective actions to reduce) **INITS**

Mille Lacs County Area DAC
 REPORT FORM: PRIMARY CLIENT

USER/DT/TM Mil Work 12/16/2025 11:34

CLT #	229	LOCATION	M	STAFF REPORTING	586				
TODAY'S DATE	12/16/2025	ST TM	10.15	END TM	11.20	DURATION	1.08		
CLIENT NAME	Rymer, Rachel								
ACTIVITY AREA	7	In Community				# OF STAFF:CLT(S)			
PROGRAM PROCEDURE	W-L-1	Community Based?				2:1			
Employment Limitation-other actions or behaviors not listed elsewhere which limit ability to function independently in an employment situation, either in-house or community based. Describe fully under notes.						1:1	Y		
						1:2		1:3	
								1:4	

ANTECEDENTS (what was going on before, what may have precipitated the event, if anything)

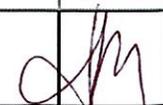
RACHEL SEEMED UPSET THIS MORNING WHEN I TOLD HER WE HAVE PLAZA AND TRICAP TODAY

NOTES (a description of what took place)

RACHEL CAME WITH TO PLAZA AND CAME BACK FOR HER 10AM BREAK, WHEN I WENT TO GET HER FOR PLAZA AFTER BREAK SHE LOOKED AT ME AND SHOOK HER HEAD NO. I THEN ASKED IF SHE WAS COMING TO THE PLAZA FOR WORK AND SHE SHOOK HER HEAD NO AND LAYED HER HEAD DOWN ON THE DESK.

CONSEQUENTS (what happened afterward? Was s/he rewarded, reinforced in any way? given attention?)

MISSED OUT ON A HALF HOUR OF WORK IN THE COMMUNITY

OTHER CLIENTS INVOLVED			
CLT 1		CLT 2	
CLT 3		CLT 4	
DESIGNATED COORDINATER COMMENTS: (identify incident patterns; implement corrective actions to reduce)			INITS
			

MILLE LACS CO AREA DAC

TRANSPORTATION OCCURRENCE REPORT

Staff Completing Form: TIM FALA

Date and Time of Occurrence: 12-18-25

Location of Occurrence: VOA

Person(s) Served Involved in Occurrence: Jina

Type of Occurrence: (Check All That Apply)

<input type="checkbox"/>	Unsafe Conduct while Loading or Unloading	<input type="checkbox"/>	A Person has had a change in Support Needs during Transportation.
<input type="checkbox"/>	Unsafe Conduct while Bus is in Motion	<input type="checkbox"/>	Failure of Person(s) Served to Adhere to Bus/Transportation Rules while on the bus.
<input type="checkbox"/>	Conduct that is a distraction to the Driver	<input type="checkbox"/>	Other Conduct that presents a concern during transportation.
<input type="checkbox"/>	Medical or Health Concern- illness, injury, falls, seizures, etc.	<input type="checkbox"/>	Other: Please describe Occurrence

In the Event of a Motor Vehicle Accident follow Motor Vehicle Accident Protocol and Complete all required documentation of the Accident.

Describe the Occurrence in Detail:

Arrived AT VOA WAITED 5 MIN ~~AT~~ MOORE
CAME OUT.

Describe your response to the Occurrence in detail:

What redirection, encouragement, or other supports did you provide to correct the situation and resume safety on the bus.

Tim Fala
Staff Signature

12-18-25
Date

Submit this form to Rob or Tanya when Completed.

Mille Lacs County Area DAC
 REPORT FORM: PRIMARY CLIENT

USER/DT/TM Mil Community Skills
 12/17/2025 14:36

CLT #	258	LOCATION	M	STAFF REPORTING	552	
TODAY'S DATE	12/17/2025	ST TM	9.00	END TM	13.30	DURATION
CLIENT NAME	Tabor, Katherine A.					
ACTIVITY AREA	2	Community Skills				
PROGRAM PROCEDURE	W-L-1	Community Based?				
Employment Limitation-other actions or behaviors not listed elsewhere which limit ability to function independently in an employment situation, either in-house or community based. Describe fully under notes.						# OF STAFF:CLT(S)
						2:1
						1:1
						1:2
						1:3
						1:4
						0:1

ANTECEDENTS (what was going on before, what may have precipitated the event, if anything)

KATIE SAT IN HER CHAIR, SHE DID NOT START CARDS RIGHT AWAY. AFTER 5 MINUTES STAFF TINA ASKED HER IF SHE WOULD LIKE TO START WORKING ON CARDS. KATIE SHOOK HER HEAD "NO"

NOTES (a description of what took place)

WHEN STAFF TINA ASKED HER WHY, KATIE DID NOT SAY ANYTHING OR EVEN LOOK AT STAFF. AFTER ANOTHER 10 MINUTES, STAFF TINA ASKED KATIE AGAINIF SHE WOULD LIKE TO START WORKING. KATIE SHOOK HER HEAD NO AGAIN NO VERBAL RESPONSE WHEN ASKED WHY. STAFF TINA REMOVED HER CARDS AND SAID WE'LL TRY LATER. STAFF MISSY ANN ASKED KATIE AFTER 10AM BREAK AND AGAIN KATIE REFUSED TO TO ANY CARDS.

CONSEQUENTS (what happened afterward? Was s/he rewarded, reinforced in any way? given attention?)

KATIE LOSS 4 HOURS OF WORK.

OTHER CLIENTS INVOLVED			
CLT 1		CLT 2	
CLT 3		CLT 4	
DESIGNATED COORDINATER COMMENTS:			INITIS
(identify incident patterns; implement corrective actions to reduce)			
			<i>Jh</i>

Mille Lacs County Area DAC
 REPORT FORM: PRIMARY CLIENT

USER/DT/TM

Mil Living Skills
 12/19/2025 15:46

CLT #	308	LOCATION	M	STAFF REPORTING	539		
TODAY'S DATE	12/19/2025	ST TM	2.57	END TM	3.05	DURATION	0.13
CLIENT NAME	Strohmayer, Jessica E.						
ACTIVITY AREA	4	Hallway				# OF STAFF:CLT(S)	
PROGRAM PROCEDURE	B-A-4	Community Based?				2:1	
Behavior-Assaultive-Property or objects. (use 'NOTES' to enter severity and/or monetary estimates of damage)						1:1	Y
						1:2	
						1:3	
						1:4	
						0:1	

ANTECEDENTS (what was going on before, what may have precipitated the event, if anything)

STARTING THE DAY JESSICA WOULD NOT GET READY WITH EVERYONE ELSE TO GO TO OUR CHRISTMAS PARTY. THEN AT THE END OF THE DAY JESSICA WASN'T LISTENING TO STAFF WHEN IT WAS TIME TO GO HOME.

NOTES (a description of what took place)

STAFF VERONICA AND YVONNE TOOK TURNS ASKING JESSICA TO PUT THINGS AWAY AND GET READY. WHEN THE BELL RANG JESSICA JUST SAT IN HER CHAIR. ATER STAFF LET HER KNOW IT'S COLD OUT AND THE DRIVER IS WAITING FOR HER, SHE GOT UP AND SLAMMED HER CHAIR INTO THE TABLE. STAFF LET HER KNOW THAT WAS NOT VERY RESPECTFUL. JESSICA STARTED TO MAKE HER WAY OUT OF THE ROOM. WHEN JESSICA GOT TO THE HALLWAY, SHE STOPPED IN THE MIDDLE OF THE FLOOR TO WATCH THE OTHER BUSES. STAFF YVONNE WENT TO THE HALL AND LET JESSICA KNOW IT WAS TIME TO GO AND SHE WAS MAKING THE DRIVER WAIT FOR HER. JESSICA SHOOVED AT YVONNE AND STARTED MARCHING UP THE HALLWAY. WHEN WE GOT TO THE EXIT, JESSICA PUSHED THE DOOR OPEN AND THEN AGRESSIVELY PUSHED IT INTO THE WALL LEAVING 2 DENT MARKS IN THE ENTRY WAY WALL.

CONSEQUENTS (what happened afterward? Was s/he rewarded, reinforced in any way? given attention?)

JESSICA JUST KEPT GOING AND GOT ON HER BUS TO GO HOME.

** Out of routine -
 DAC Holiday party*

OTHER CLIENTS INVOLVED

CLT 1		CLT 2		CLT 3		CLT 4	
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DESIGNATED COORDINATER COMMENTS: (identify incident patterns; implement corrective actions to reduce)

INITS *Jm*

MILLE LACS COUNTY AREA DAC
INCIDENT ENTRY FORM

USER/DT/TM

299

549

CLT #

LOCATION

1330

STAFF FILLING OUT

REPORT:

TODAY'S DATE

9/4/19

ST TM

0.00

END TM

0.00

DURATION

0.00

CLIENT NAME

Tessa Bluhm

1500

OF STAFF:CLT(S)

ACTIVITY AREA

2:1

1:3

PROGRAM PROCEDURE

INTENSITY (scale of 1-10)

1:1

4

1:4

1:2

0:1

Make Glucose

Date?

ANTECEDENTS (what was going on before, what may have precipitated the event, if anything)

Meter went off

NOTES (a description of what took place)

@ 13:30pm meter was 70. Staff gave Apple Juice.
 @ 14:00pm meter was 68. Staff said well lets wait since its snack time. @ 14:20pm meter was 64 did a finger prick. It read 65.
 @ 14:40 meter read 70.

CONSEQUENTS (what happened afterward? Was s/he rewarded, reinforced in any way? given attention?)

Staff Missy Ann called Debbie to inform her a finger prick was giving

PRIMARY CLIENT REPORTS (mand in left-hand column means must be notified within 24 hrs)

24 HR CONTACT METHOD				(pull down to your name: your initials show)			
PHONE	MAIL	E-MAIL	DRIVER	PHONE	MAIL	E-MAIL	DRIVER
DATE & TIME CONTACTED:							
PHONE	MAIL	E-MAIL	DRIVER	PHONE	MAIL	E-MAIL	DRIVER
DATE & TIME CONTACTED:							
PHONE	MAIL	E-MAIL	DRIVER	PHONE	MAIL	E-MAIL	DRIVER
DATE & TIME CONTACTED:							
PHONE	MAIL	E-MAIL	DRIVER	PHONE	MAIL	E-MAIL	DRIVER
DATE & TIME CONTACTED:							
PHONE	MAIL	E-MAIL	DRIVER	PHONE	MAIL	E-MAIL	DRIVER
DATE & TIME CONTACTED:							

OTHER CLIENTS INVOLVED

CLT 1	CLT 2	CLT 3	CLT 4	INITIALS
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DESIGNATED COORDINATOR COMMENTS: (identify incident patterns; implement corrective actions to reduce)

MILLE LACS COUNTY AREA DAC
INCIDENT ENTRY FORM

USER/DT/TM

CLT #	403	LOCATION		STAFF FILLING OUT	REPORT:	601	DURATION	0.00
TODAY'S DATE	1/2/2026	ST TM	9:36	END TM	9:40	# OF STAFF:CLT(S)		
CLIENT NAME	Cole Ruhoff						2:1	1:3
ACTIVITY AREA	Production						1:1	1:4
PROGRAM PROCEDURE	INS-3						1:2	0:1
						ENSITY (scale of 1-10)		

ANTECEDENTS (what was going on before, what may have precipitated the event, if anything)

JRCO job

NOTES (a description of what took place)

While working a job, Cole was putting tines into a bag and cut his finger

CONSEQUENTS (what happened afterward? Was s/he rewarded, reinforced in any way? given attention?)

Cole washed his hands and given a bandaid.
A ISI Report of Injury was placed.

PRIMARY CLIENT REPORTS (mand in left-hand column means must be notified within 24 hrs)

C. Bernie-Nicole
Kiera
SM
File

24 HR CONTACT METHOD				(pull down to your name: your initials show)			
PHONE	MAIL	E-MAIL	DRIVER	PHONE	MAIL	E-MAIL	DRIVER
DATE & TIME CONTACTED:							
PHONE	MAIL	E-MAIL	DRIVER	DATE & TIME CONTACTED:			
PHONE	MAIL	E-MAIL	DRIVER	DATE & TIME CONTACTED:			
PHONE	MAIL	E-MAIL	DRIVER	DATE & TIME CONTACTED:			
PHONE	MAIL	E-MAIL	DRIVER	DATE & TIME CONTACTED:			
PHONE	MAIL	E-MAIL	DRIVER	DATE & TIME CONTACTED:			

Debra 1/2/2026

OTHER CLIENTS INVOLVED

CLT 1		CLT 2		CLT 3		CLT 4	
DESIGNATED COORDINATOR COMMENTS: (identify incident patterns; implement corrective actions to reduce)							INITS

MILLE LACS COUNTY AREA DAC
INCIDENT ENTRY FORM

USER/DT/TM

CLT # 274 LOCATION 200 pm STAFF FILLING OUT 508 REPORT: 245/m

TODAY'S DATE: 1/2/2026 ST TM 0.00 END TM 0.00 DURATION 0.00

CLIENT NAME: Tiffany Gossen # OF STAFF:CLT(S)

ACTIVITY AREA: work room

PROGRAM PROCEDURE: w-6-1 Employment Limitation INTENSITY (scale of 1-10)

2:1		1:3
1:1	X	1:4
1:2		0:1

ANTECEDENTS (what was going on before, what may have precipitated the event, if anything)

200 pm break

NOTES (a description of what took place)

Tiffany was asked to Do Trash - she refused -

CONSEQUENTS (what happened afterward? Was s/he rewarded, reinforced in any way? given attention?)

Tiffany missed out on about 45 min of paid work

PRIMARY CLIENT REPORTS (mand in left-hand column means must be notified within 24 hrs)

24 HR CONTACT METHOD		(pull down to your name: your initials show)	
PHONE	MAIL	E-MAIL	DRIVER
DATE & TIME CONTACTED:			
PHONE	MAIL	E-MAIL	DRIVER
DATE & TIME CONTACTED:			
PHONE	MAIL	E-MAIL	DRIVER
DATE & TIME CONTACTED:			
PHONE	MAIL	E-MAIL	DRIVER
DATE & TIME CONTACTED:			
PHONE	MAIL	E-MAIL	DRIVER
DATE & TIME CONTACTED:			

OTHER CLIENTS INVOLVED

CLT 1		CLT 2		CLT 3		CLT 4	
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DESIGNATED COORDINATOR COMMENTS: (identify incident patterns; implement corrective actions to reduce)

INITS

MILLE LACS COUNTY AREA DAC
INCIDENT ENTRY FORM

USER/DT/TM

CLT # 218 LOCATION 2115 STAFF FILLING OUT 508
 TODAY'S DATE 1/27/2026 ST TM 0.00 REPORT: 508 END TM 0.00 DURATION 0.00
 CLIENT NAME Kathy Kassler # OF STAFF:CLT(S)
 ACTIVITY AREA work 2:1 1:3
 PROGRAM PROCEDURE W-L-1 INTENSITY (scale of 1-10) 1:1 1:4
 1:2 0:1
Employment Limitation -

ANTECEDENTS (what was going on before, what may have precipitated the event, if anything)
 @ 2 pm Break -

NOTES (a description of what took place)
 Kathy was asked to clean the restroom, she refused.

CONSEQUENTS (what happened afterward? Was s/he rewarded, reinforced in any way? given attention?)
 She missed out on about 45 min of paid work

PRIMARY CLIENT REPORTS (mand in left-hand column means must be notified within 24 hrs)

24 HR CONTACT METHOD		(pull down to your name: your initials show)		
PHONE	MAIL	E-MAIL	DRIVER	
DATE & TIME CONTACTED:				
PHONE	MAIL	E-MAIL	DRIVER	
DATE & TIME CONTACTED:				
PHONE	MAIL	E-MAIL	DRIVER	
DATE & TIME CONTACTED:				
PHONE	MAIL	E-MAIL	DRIVER	
DATE & TIME CONTACTED:				
PHONE	MAIL	E-MAIL	DRIVER	
DATE & TIME CONTACTED:				

OTHER CLIENTS INVOLVED

CLT 1	CLT 2	CLT 3	CLT 4
DESIGNATED COORDINATOR COMMENTS: (identify incident patterns; implement corrective actions to reduce)			
INITS			

MILLE LACS CO AREA DAC

TRANSPORTATION OCCURRENCE REPORT

Staff Completing Form: Jessica Pink

Date and Time of Occurrence: 8:55 AM 1-5-26

Location of Occurrence: D.A.C.

Person(s) Served Involved in Occurrence: #359

Type of Occurrence: (Check All That Apply)

<input type="checkbox"/>	Unsafe Conduct while Loading or Unloading	<input type="checkbox"/>	A Person has had a change in Support Needs during Transportation.
<input type="checkbox"/>	Unsafe Conduct while Bus is in Motion	<input type="checkbox"/>	Failure of Person(s) Served to Adhere to Bus/Transportation Rules while on the bus.
<input type="checkbox"/>	Conduct that is a distraction to the Driver	<input type="checkbox"/>	Other Conduct that presents a concern during transportation.
<input type="checkbox"/>	Medical or Health Concern- illness, injury, falls, seizures, etc.	<input type="checkbox"/>	Other: Please describe Occurrence

In the Event of a Motor Vehicle Accident follow Motor Vehicle Accident Protocol and Complete all required documentation of the Accident.

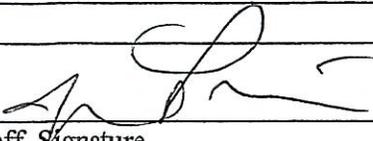
Describe the Occurrence in Detail:

I arrived at the DAC at 8:55 a.m. All persons served were unloaded, so I unbuckled Gina and attempted to help Gina off the van, but she refused. 2 other staff attempted at different times unsuccessfully. After 15 minutes #512 called the residence home to inform them that we were bringing Gina back home.

Describe your response to the Occurrence in detail:

What redirection, encouragement, or other supports did you provide to correct the situation and resume safety on the bus.

I brought Gina back home.


Staff Signature

1-5-26
Date

Submit this form to Kim or Tanya when Completed.

MILLE LACS COUNTY AREA DAC
INCIDENT ENTRY FORM

USER/DT/TM

CLT # ²⁹² LOCATION STAFF FILLING OUT ⁵⁰⁸ REPORT: ⁵⁰⁸

TODAY'S DATE 9/4/19 1/5/26 ST TM 0.00 1015 END TM 0.00 1200 DURATION 0.00

CLIENT NAME Ashley Hensworth # OF STAFF:CLT(S)

ACTIVITY AREA work 2:1 1:3

PROGRAM PROCEDURE W-L-1 Employment Limitation- INTENSITY (scale of 1-10) 1:1 7 1:4
1:2 0:1

ANTECEDENTS (what was going on before, what may have precipitated the event, if anything)

Ashley had some free time, working on color sheets she brought from home.

NOTES (a description of what took place)

Ashley was asked to Deep Clean the bathrooms. She refused.

CONSEQUENTS (what happened afterward? Was s/he rewarded, reinforced in any way? given attention?)

Ashley missed out on about 1 1/2 to 2 hours of paid work.

PRIMARY CLIENT REPORTS (mand in left-hand column means must be notified within 24 hrs)

24 HR CONTACT METHOD		(pull down to your name: your initials show)		
PHONE	MAIL	E-MAIL	DRIVER	
DATE & TIME CONTACTED:				
PHONE	MAIL	E-MAIL	DRIVER	
DATE & TIME CONTACTED:				
PHONE	MAIL	E-MAIL	DRIVER	
DATE & TIME CONTACTED:				
PHONE	MAIL	E-MAIL	DRIVER	
DATE & TIME CONTACTED:				
PHONE	MAIL	E-MAIL	DRIVER	
DATE & TIME CONTACTED:				

OTHER CLIENTS INVOLVED

CLT 1		CLT 2		CLT 3		CLT 4	
DESIGNATED COORDINATOR COMMENTS: (identify incident patterns; implement corrective actions to reduce)							INITS

MILLE LACS COUNTY AREA DAC
INCIDENT ENTRY FORM

USER/DT/TM

CLT #	LOCATION	STAFF FILLING OUT		REPORT: <i>Abi Streff</i>									
TODAY'S DATE: <i>9/4/19/6/26</i>	ST TM: <i>0.00-1031</i>	END TM: <i>0.00-1035</i>	DURATION: <i>0.040.00</i>	# OF STAFF:CLT(S)									
CLIENT NAME: <i>Ashley Hensworth</i>	ACTIVITY AREA: <i>7 In Community</i>	PROGRAM PROCEDURE: <i>Employment limitation</i>	INTENSITY (scale of 1-10)	<table border="1"> <tr> <td>2:1</td> <td></td> <td>1:3</td> </tr> <tr> <td>1:1</td> <td>X</td> <td>1:4</td> </tr> <tr> <td>1:2</td> <td></td> <td>0:1</td> </tr> </table>	2:1		1:3	1:1	X	1:4	1:2		0:1
2:1		1:3											
1:1	X	1:4											
1:2		0:1											

ANTECEDENTS (what was going on before, what may have precipitated the event, if anything)
Ashley arrived and was working on a puzzle

NOTES (a description of what took place)
I asked Ashley if she would come to a job with me to replace a peer and she declined

CONSEQUENTS (what happened afterward? Was s/he rewarded, reinforced in any way? given attention?)
Missed out on a half hour of work

PRIMARY CLIENT REPORTS		(mand in left-hand column means must be notified within 24 hrs)			
		24 HR CONTACT METHOD (pull down to your name: your initials show)			
PHONE	MAIL	E-MAIL	DRIVER		
DATE & TIME CONTACTED:					
PHONE	MAIL	E-MAIL	DRIVER		
DATE & TIME CONTACTED:					
PHONE	MAIL	E-MAIL	DRIVER		
DATE & TIME CONTACTED:					
PHONE	MAIL	E-MAIL	DRIVER		
DATE & TIME CONTACTED:					
PHONE	MAIL	E-MAIL	DRIVER		
DATE & TIME CONTACTED:					

OTHER CLIENTS INVOLVED

CLT 1	CLT 2	CLT 3	CLT 4
DESIGNATED COORDINATOR COMMENTS: (identify incident patterns; implement corrective actions to reduce)			
INITIALS			

MILLE LACS COUNTY AREA DAC
INCIDENT ENTRY FORM

USER/DT/TM

CLT #	LOCATION	STAFF FILLING OUT	REPORT:	Abi Streff			
TODAY'S DATE	9/4/19/6/20	ST TM	0:00 1030	END TM	0:00 1035	DURATION	0:05 0:00
CLIENT NAME	Rachel Rymer			# OF STAFF:CLT(S)			
ACTIVITY AREA	7	In community		2:1	1:3		
PROGRAM PROCEDURE	Employment limitation			1:1	X	1:4	
	INTENSITY (scale of 1-10)			1:2	0:1		

ANTECEDENTS (what was going on before, what may have precipitated the event, if anything)
Rachel arrived at DAC and seemed upset

NOTES (a description of what took place)
I asked Rachel if she was ready to go to work and she said she wasn't going. I asked her to please come and she put her head down.

CONSEQUENTS (what happened afterward? Was s/he rewarded, reinforced in any way? given attention?)
~~lost~~ Missed out on about an ~~hour~~ half hour of work

PRIMARY CLIENT REPORTS		(mand in left-hand column means must be notified within 24 hrs)			
		24 HR CONTACT METHOD		(pull down to your name: your initials show)	
PHONE	MAIL	E-MAIL	DRIVER		
DATE & TIME CONTACTED:					
PHONE	MAIL	E-MAIL	DRIVER		
DATE & TIME CONTACTED:					
PHONE	MAIL	E-MAIL	DRIVER		
DATE & TIME CONTACTED:					
PHONE	MAIL	E-MAIL	DRIVER		
DATE & TIME CONTACTED:					
PHONE	MAIL	E-MAIL	DRIVER		
DATE & TIME CONTACTED:					

OTHER CLIENTS INVOLVED				
CLT 1	CLT 2	CLT 3	CLT 4	
DESIGNATED COORDINATOR COMMENTS: (identify incident patterns; implement corrective actions to reduce)				INITS

MILLE LACS COUNTY AREA DAC
INCIDENT ENTRY FORM

USER/DT/TM

CLT #	LOCATION	STAFF FILLING OUT		REPORT:			
TODAY'S DATE	9/4/19/11/0/26	ST TM	0.00 1031	END TM	0.00 1035	DURATION	0.05 0.00
CLIENT NAME	Kathleen Kessler				# OF STAFF:CLT(S)		
ACTIVITY AREA	7	In community		2:1		1:3	
PROGRAM PROCEDURE		INTENSITY (scale of 1-10)		1:1	X	1:4	
				1:2		0:1	

ANTECEDENTS (what was going on before, what may have precipitated the event, if anything)

Arrived to DAC and working on her sewing

NOTES (a description of what took place)

Kathy overheard me ask a peer to come with me and when they declined she said "it is more money" then when I asked her to come she declined.

CONSEQUENTS (what happened afterward? Was s/he rewarded, reinforced in any way? given attention?)

Missed about a half hour of work

PRIMARY CLIENT REPORTS (mand in left-hand column means must be notified within 24 hrs)

24 HR CONTACT METHOD		(pull down to your name: your initials show)		
PHONE	MAIL	E-MAIL	DRIVER	
DATE & TIME CONTACTED:				
PHONE	MAIL	E-MAIL	DRIVER	
DATE & TIME CONTACTED:				
PHONE	MAIL	E-MAIL	DRIVER	
DATE & TIME CONTACTED:				
PHONE	MAIL	E-MAIL	DRIVER	
DATE & TIME CONTACTED:				
PHONE	MAIL	E-MAIL	DRIVER	
DATE & TIME CONTACTED:				

OTHER CLIENTS INVOLVED

CLT 1	CLT 2	CLT 3	CLT 4
DESIGNATED COORDINATOR COMMENTS: (identify incident patterns; implement corrective actions to reduce)			
INITIALS			