

February 25, 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: How many followers does the DAC Facebook page have? 1.9K
And how many years has Jackie Youngberg been on the DAC board? 52

Shout out:

Jenny- Gina on the floor with Catina on the floor teaching her how to get on her hands and knees. Tina was calm and patient with Gina. Crazy beautiful!!

Debby—to everyone for the participation in the food drive and the chili making for persons served! Sometimes we have so many things happening all at once, but we get it done with enthusiasm and teamwork.

Kim T-Sue, Catina, Kelsey, and Haylee—for pitching in driving routes when asked. Very much appreciated! Thank you!

Tanya-Plastic retrieval—picking it up in a timely manner when asked!
(Tess noted our 3rd bench is about there!)

Tanya-Sue and Kelsey for learning SetWorks really quickly!

Old Business:

1.Mopping- please sweep or use floor duster before mopping. Change the bucket water if you look at the water and can't see to read. Don't share dirty buckets of water -Admin.

2.Update for Ryan P- returns 3/2. 2 days a week. Per mom no community jobs for March- will then see how things have fully healed. He does have a release to return but they are not comfortable with it. -Jenny

3.3/26 Ryan J new wheelchair appt. moved up. -JM

4.Chili Cookoff is on Friday! Please sign up! Vegetarians can make a chili too! The special ingredient is to have a fruit in your chili and cornbread. There will be a special judge this year! Plus, Chloe from the paper will be here! AND Jackie Youngberg's DAC Board retirement celebration will take place after the cookoff.

5. Cardboard MUST BE FLATTENED no matter the size of the box! Jim's Disposal bales the cardboard, so let's be mindful of this and help them out
Tess

6. KC won't be joining us, you can toss her schedule away

New Business:

1. DACFEST LS idea- "Dance Queen"- LS staff will come up with a program/dance moves and share with Princeton

2. WIOA (Career Counseling) will be on March 2 and 5. -JM

3. Jim will be added to LS area starting this week. He can be sitting in the kitchen during none break times (as long as he is not eating) Jenny and Tess discussion: Jim is here for the social aspect and not work. He is free to move about the building but will need support cleaning up himself and getting his food set up. For example, ask him where he wants Be mindful and patient with him, it is best if one person gives direction than a group of people. If you are short a chair for his use, find one.

4. Incident Reports-Tess See example sheet for reportable 245D incidents. Other "incidents" that we tracked on F&J will be noted as "Daily Occurrence" in SetWorks. Jenny will be able to send this easily. Staff will be able to add if the occurrence is a day long situation. More to come on this. You can fill out Daily Occurrences on this but also on F&J until we no longer use F&J. Tess will fill you in on this

5. It will be nice outside on Thursday, someone who doesn't normally get to work in the community can sweep and clean up the front entry Tess

Transportation News: Recertification for Wheelchairs takes place today-
Kim T

DAC Training

Policy Review: D-VISS-13 Alcohol, Cannabis, and Drug Use

Admin Training:

Staff Training: TI-Training is happening in March; a schedule will be made this week

Star Services: AT-Refresher Data Privacy/HIPPA and AT-Annual Fraud Statement Acknowledgement

Medical Information: None

Incident Reports: Read

Meeting Notes: none

High Points: The beautiful painting job in Princeton!

245D HCBS Incident Reporting Requirements - Who Must Be Notified Within 24 Hours

Incident Type	Legal Rep/ Emerg. Contact	Case Manager	Ombuds MH/DD	DHS Licensing
Serious injury as determined by section 245.91, subdivision 6	X	X	X	X
A person's death	X	X	X	X
Any medical emergencies, unexpected serious illnesses, or significant unexpected change in illness or medical condition that requires the program to call 911, physician, advanced registered nurse, or physician assistant treatment, or hospitalization	X	X		
Any mental health crisis that requires the program to call 911 or mental health crisis intervention team, or a similar mental health response team or service when available and appropriate.	X	X		
Act or situation involving a person that requires the program to call 911, law enforcement, or fire department	X	X		
Person's unauthorized or unexplained absence from program	X	X		
Conduct by a service recipient against another service recipient that: <ul style="list-style-type: none"> is so severe, pervasive, or objectively offensive that it substantially interferes with a person's opportunities to participate in or receive service or support; places the person in actual and reasonable fear of harm; places the person in actual and reasonable fear of damage to property of the person; or substantially disrupts the orderly operation of the program. 	X	X		
Sexual activity between service recipients involving force or coercion: <ul style="list-style-type: none"> "Force" means the infliction, attempted infliction, or threatened infliction by the actor of bodily harm or commission or threat of any other crime by the actor against the complainant or another, which (a) causes the complainant to reasonably believe that the actor has the present ability to execute the threat and (b) if the actor does not have a significant relationship to the complainant, also causes the complainant to submit. "Coercion" means the use by the actor of words or circumstances that cause the complainant reasonably to fear that the actor will inflict bodily harm upon the complainant or another, or the use by the actor of confinement, or superior size or strength, against the complainant that causes the complainant to submit to sexual penetration or contact against the complainant's will. Proof of coercion does not require proof of a specific act or threat. 	X	X		
Any emergency use of manual restraint (Must submit external report required under section 245D.061, or successor provisions)	X	X		
A report of child or vulnerable adult maltreatment (Case managers and legal representatives must be notified of the nature of the activity or occurrence and the agency that received the report)	X	X		



Mille Lacs County Area DAC HSC-Milaca Staff Meeting

FEBRUARY 25, 2026

INJURY/ACCIDENT-FREE DAYS

26-GOAL 100

GOOD CATCH REPORTS: There are a few that will be discussed next week. Thank you all for turning these in.

HEALTH & SAFETY STARS: none

CROSSWALK INCENTIVE: Katie (staff)

TRAINING TOPIC: 1st Aid Training will take place today in Princeton.

OTHER TOPICS: There are 4 businesses that would like a food shelf box. Who wants to make one for **Chapman's PRODUCTION**, **Big J's ADMIN** **THE LIVING SKILLS**, **1st National Bank COMMUNITY SKILLS** and possibly Mille Lacs County _____. The boxes can be made next week. We should bring them to each location by Wednesday of next week.

Tomorrow is our Heart Healthy Happy Hour! From 2-3 we are going to have music and fun drinks. Which room can we use tomorrow—LS or Production? Will you be able to provide the music? The HSC wants to thank everyone for their support this month!

Remember, today is our last Happy Feet Happy Heart Walking Challenge and of the Wet Your Whistle Wednesday. Please thank Katie and Tessa for helping fill the water containers and wash and cut the fruit

Mille Lacs County Area DAC
 REPORT FORM: PRIMARY CLIENT

USER/DT/TM Mil Living Skills 2/17/2026
 15:59

CLT #	406	LOCATION	ml	STAFF REPORTING	588		
TODAY'S DATE	2/17/2026	ST TM	9.00	END TM	13.30	DURATION	4.50
CLIENT NAME	Lebakken, Seth A.						
ACTIVITY AREA	5	Other Bldg or Grnds			# OF STAFF:CLT(S)		
PROGRAM PROCEDURE	B-A-2	Community Based?			2:1		1:3
Behavior-Assaultive-physical aggression by a client against another person but does NOT cause physical pain, injury, or persistent emotional distress.					1:1	Y	1:4
					1:2		0:1

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

Attended DAC program

NOTES (a description of what took place)

See notes added on word document 2/17 after parents dropped him off and entered into the building then he started to hit himself and continued to complain of headache off and on. Staff took him to the calming room to put his items away and moved on to a new activity. Staff brought up a couple of ideas for the next activity, but he continued to hit himself. Staff blocked his hands and attempted to reason with 406 in a soft voice. He continued to attempt to hit himself and staff. Staff asked 406 to please not hit. 406 continued to attempt to hit himself, but staff blocked him. This happened again later in the day.

**Staff and Seth went to C.S room, to be around his peers to socialize and start making his morning rounds. He stayed in the C.S room for about an hour socializing talking and teasing with others. Staff decided to take 406 to the calming room, so he could place jacket and lunch on desk and to move on to a new activity.

2/19 After dad dropped him off, we entered the building, then went to the L.S room to clock him in. Staff greeted and joked around him. At 9:08 am it could be heard by admin he was starting to cry out in the hallway. We then proceeded to put his lunch ~~on the desk and take off his jacket in the calming room. Next we visited the C.S room to greet peers and proceed with our~~

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

Staff continued to talk with 406 about not hitting, and also just waited in silence for 406 to stop. Staff did remind 406 of a special phone call, and 406 said "sorry" to staff. The rest of the time at the DAC 406 did continue to try to hit himself and complain of a headache. Staff did try to distract 406 with activities, which worked half of the time.

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**

Dh

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2/19 After dad dropped him off, we entered the building, then went to the L.S room to clock him in. Staff greeted and joked around him. At 9:08 am it could be heard by admin he was starting to cry out in the hallway. We then proceeded to put his lunch pail on the desk and take off his jacket in the calming room. Next, we visited the C.S room to greet peers and proceed with our morning rounds. While in the C.S room he started to complain of a headache and started to hit himself. Staff tried to ask him questions, joke around with him, place sound muffling headphones on and placed a purple sensory ball in his hand and involve him a board game with a peer. There were short moments of happiness but then continued to try to hit himself and complain of a headache. After 10:00 am break staff took him on a walk around the community. First, they walked to Casey's to get a treat, but he did not want a donut, candy bar, chips, or pop for later. He did not want to help carry items in store. Instead, he complained of a headache and tried to hit himself. Next, they walked to the Post Office to say hello to a staff he knows and likes, but he did not talk or engage while there. Then, we walked to the bank to retrieve Teals receipts and discuss a possible outing at the bank. He engaged for a few minutes, but then went back to putting his head down, not answering any questions and complaining of headache. We walked to the Community Closet next to walk around. He did not want to engage in conversation or participate. Instead, he kept his head down, tried to hit himself and cry. We proceeded the DAC since he was not participating and to talk to Jenny. We talked with Jenny and she contacted dad and mom. While waiting there was a peer that enjoys teasing with him came down the hallway. He face brightened and he started to laugh. After a short time mom and Jenny called and they made a plan for him to stay a little longer. At lunch, he ate most of his lunch, but he continued to try to hit himself every five or ten minutes. While pausing between bites, he attempted to hit staff. Throughout lunch he continued to display the same behavior. The rest of the day, staff tried to have him help with small tasks and engage with peers but he refused. He kept his head down and tried to hit himself.

Cares staff- 11:14 am staff took him to the cares room. He was hitting himself and saying he had a headache. As staff attempted to help in the bathroom he gently hit staff in the lower stomach. Staff was trying to talk with him about going out tonight or if his getting ice cream or even joke around but wouldn't engage. Staff asked if he was going to try to use the bathroom he shake his head no and sat back in his wheelchair. Staff and Seth went to the calming room staff tried to talk with him about going out tonight or if his getting ice cream or even joke around or even tried talking about with he seen a friend of his but wouldn't engage. He continued to hit himself and say he had a headache.

Mille Lacs County Area DAC
 REPORT FORM: PRIMARY CLIENT

USER/DT/TM Mil Living Skills 2/19/2026
 10:43

CLT #	308	LOCATION	M	STAFF REPORTING	539		
TODAY'S DATE	2/19/2026	ST TM	9.00	END TM	9.35	DURATION	0.58
CLIENT NAME	Strohmayr, Jessica E.						
ACTIVITY AREA	3	Living Skills or Life Skills			# 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.					1:1	Y	1:4
					1:2		0:1

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

GETTING EVERYONE SET UP FOR THE DAY.

NOTES (a description of what took place)

ALL OF THE STAFF IN THE ROOM WERE ENCOURAGEING JESSICA TO WORK. STAFF YVONNE REMINDED JESSICA THAT IT WAS DISREPECTFUL OF HER TO STAND IN THE MIDDLE OF THE FLOOR AND DOORWAYS,AND THAT IF SHE DIDN'T WANT TO WORK THAT'S OK ,BUT STILL SHOULD HAVE A SEAT AS IT WAS BEING DISRUPTIVE.

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

AFTER 35 MINUTES OF ENCOURAGEMENT, PRODUCT WAS REMOVED AND JESSICA MISSED OUT ON 2 HOURS OF WORK.

OTHER CLIENTS INVOLVED

CLT 1 CLT 2 CLT 3 CLT 4

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

Monitor + encourage *Sh*

Mille Lacs County Area DAC
 REPORT FORM: PRIMARY CLIENT

USER/DT/TM

Mil Community Skills
 2/20/2026 8:25

CLT #	359	LOCATION	M	STAFF REPORTING	552
TODAY'S DATE	2/19/2026	ST TM	13.05	END TM	13.10
CLIENT NAME	Anderson, Gina				
ACTIVITY AREA	2	Community Skills			# OF STAFF:CLT(S)
PROGRAM PROCEDURE	INJ-4	Community Based?			2:1

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"

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)

GINA WAS GETTING UP FROM HER CHAIR, LOST HER BALANCE AND FELL BACKWARDS ONTO THE FLOOR.

NOTES (a description of what took place)

GINA LAID FLAT ON THE FLOOR. WHEN STAFF TINA TRIED TO GET HER TO SIT UP, GINA WOULD PUT HER HAND TO HER HEAD AND CRY. STAFF TRIED A FEW TIMES AND EACH TIME GINA WOULD NOT MOVE FROM THE FLOOR. AFTER A FEW TRIES STAFF TINA WAS ABLE TO GET GINA TO SIT UP. ADMIN JENNY CAME INTO CS AND ASSISTED GINA TO GET ON HER KNEES AND STAND UP USING A CHAIR FOR STABILITY. GINA THEN SAT IN THE CHAIR. GINA NEEDED TO USE THE RESTROOM, STAFF TINA ASSISTED HER THEN CHECKED FOR ANY MARKS OR BRUISES. THERE WERE NONE.

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

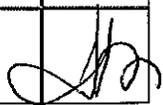
GINA RETURNED TO CS, SAT AT HER TABLE AND READ HER BOOKS.

Shout out!
 First Tina forgot a very important detail I will share about - Jenny

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
 REPORT FORM: PRIMARY CLIENT

USER/DT/TM Mil Community Skills
 2/19/2026 13:53

CLT #	171	LOCATION	M	STAFF REPORTING	549				
TODAY'S DATE	2/19/2026	ST TM	10.15	END TM	13.33	DURATION	3.30		
CLIENT NAME	Kuschel, Amy L.								
ACTIVITY AREA	2	Community Skills				# 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		1:4	
								0:1	

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

AMY ARRIVED AT THE DAC

NOTES (a description of what took place)

AMY WAS DRINKING HER WATER, AMY SAID SHE WAS GOING TO PUKE. AMY WENT TO THE CLAMING ROOM TO REST FOR A BIT AND SLEPT FOR 30MINS. AFTER COMING BACK TO CS ROOM AMY SEEM OUT OF IT NOT WANTING TO DO CARDS LIKE SHE NORMALLY WOULD. TOOK THE WHOLE LUNCH TO EAT HER MEAL. AFTER LUNCH SHE WAS SAYING SHE WAS HURTING STAFF BRE TOOK AMY TO THE BATHROOM, AMY SAID IT WAS HURTING IN THE MIDDLE RIGHT SIDE OF STOMACH. STAFF LOOKED WHERE IT WAS HURTING BUT NO MARKS OR REDNESS. AMY ASKED FOR A ICE PACK AND IT WAS GIVEN TO HER. AMY ALSO HAD HIGH NUMBERS ALL DAY AND YESTERDAY. SHE NOT WANTING TO MOVE OR DO THE BIKE SHE COMPAINS AND HOLDS HER RIGHT SIDE.

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

STAFF TALKED TO JENNY AND REPORT WAS MADE

took temp it was 98.3

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 Community Skills
 2/20/2026 10:25

CLT #	171	LOCATION	M	STAFF REPORTING	440		
TODAY'S DATE	2/20/2026	ST TM	9.05	END TM	10.00		
DURATION	0.92						
CLIENT NAME	Kuschel, Amy L.						
ACTIVITY AREA	13	Meds Area			# OF STAFF:CLT(S)		
PROGRAM PROCEDURE	ILL-2	Community Based?			2:1		
Client became mildly ill while at the DAC or on van (see Emergency Health Safety Procedures policy of DAC for definition of non-serious)					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)
 AMY ARRIVED AT THE DAC AND HER METER WAS GOING OFF.

NOTES (a description of what took place)
 STAFF MISSYANN CHECKED HER METER AT 9.05AM IT READ 316. DID FINGER PRICK IT READ 324. STAFF MISSYANN HAD HER DRINK WATER AND EXERCISE FOR 30MIN. METER WAS NOT GOING DOWN. STAFF MISSYANN CALLED THE HOUSE LYNN SAID TO HAVE HER EXERCISE AND DRINK WATER, STAFF SAID SHE IS DOING THAT AS WE SPEAK, SHE ALSO STATED HER NUMBERS GO UP AFTER SHE EATS BREAKFAST. STAFF MISSYANN HAD HER DRINK ANOTHER GLASS OF WATER AFTER SHE WAS DONE EXERCISING. STAFF MISSYANN KEPT MONITORING HER NUMBERS IT DROPED TO 331. ALSO, AMY WAS COMPLAINING THAT HER LEFT SIDE HURT, SHE ARRIVED AT THE DAC WITH AN ICE PACK THAT WAS GIVING TO HER ON 2/19. FIVE MINUTES AFTER SHE SAT DOWN TO DRINK HER WATER HER GLUCOSE WENT BACK UP TO 342. CALLED GENE AT CAREFORCE.

CONSEQUENTS (what happened afterward? Was s/he rewarded, reinforced in any way? given attention?)
 AMY WAS PICKED UP GENE STATED HE WAS GOING TO TAKE HER TO THE ER.

**She wanted to step into my office and tell me about her stomach hurting. We looked at the area. It did not appear to be different than any other day. -JM*

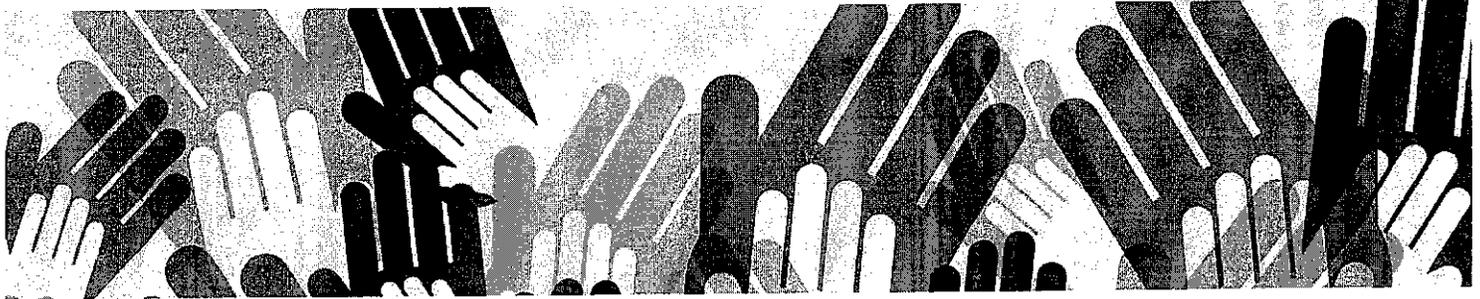
OTHER CLIENTS INVOLVED

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

[Signature]

2/23/2026 - 2/23/2026



Daily Occurrence

Baker, Jayce A

Description: Jayce's Day

Daily Occurrence

02/23/2026: Starting today's note-Changing to update form at around 9:41 Jayce became upset with the maze that he was working on. When Dakota walked over to him he lifted his hand up like he was going to hit her, but he did not. Tess then came into the room and sat with him helping him work through the maze. Throughout the ten minutes Tess was sitting with him he escalated in anger and hit himself in the forehead 5 times, he then hit Tess in the arm, immediately after hitting her he said "Im sorry" "Im sorry" Jayce agreed to put the maze away and he and Tess both got the puzzle out, Tess also suggested he play music on his phone to listen to. Tess walked out when he was calmed down, we got his snack out for him to eat. At 1:30 Jayce was saying ouch and grabbing at the right side of his chest. This was just for a quick minute and after he seemed to be doing okay. Tess notes that Jayce was struggling with his mazes this morning and was frustrated with the more difficult one when he could not find his way. He was engaged positively, but did elevate to physical aggression when he couldn't get out of the maze. Once this passed, he seemed to settle happily with his headphones, snack, and a puzzle. I told him I was headed to a meeting and he gave me a fist bump to say goodbye.

Name	Position	Signature	Date Signed	Note
Hollenkamp, Kelsey	Position not set	Hollenkamp, Kelsey *electronic signature [pp Shipman, Tess]	2/23/2026 6:55 PM	
Shipman, Tess	Position not set	Shipman, Tess *electronic signature	2/23/2026 6:54 PM	

MILLE LACS CO AREA DAC

TRANSPORTATION OCCURRENCE REPORT

Staff Completing Form: Ruth Helmin

Date and Time of Occurrence: Feb 24, 26

Location of Occurrence: DAC

Person(s) Served Involved in Occurrence: Gina

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 checked="" 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 DAC Laurie came out to get Gina, she refused then I tried refused, started tried the elated time and returned her back home. (of 15 mins), Tanya called and talked w/ VDA Jonathan.

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 asked her if she would like her blanket and nothing worked.

Ruth Helmin
Staff Signature

Feb 24, 26
Date

Submit this form to Kim or Tanya when Completed.