



In-Service Training Log – Oakdale

Date:

February 5, 2020

Type of Meeting:

Team Meeting

NOTE: INFORMATION IN GRAY SHADED AREAS MUST BE TYPED IN

Training Time	Trainer Name	Training ID	Area	Content/Description
.25	Megan Duffy	Misc05	Program	Review IAPP & CSSPA for J.P.
.25	Maurita S. & Amanda D.	Misc05	Program	Time Management/Room Schedules/problem Solving
.25	Amanda Diaz	Misc05	Program	Active Treatment
.25	Maurita Sweeney	Misc05	Program	Outcomes A.M.

Make up Date	Initial	EE ID	Last Name
		e0180	Anderson, R.
		e0678	Beltz, J.
		e0849	Berglund, S.
	<i>AD</i>	e0798	Diaz, A.
	<i>PD</i>	e0656	Dyer, P.
		e0815	Edwards, A.
		e0539	Fielden, K.
	<i>UH</i>	e0751	Hartman, L.
		e0841	King, T.

Make up Date	Initial	EE ID	Last Name
	<i>TZ</i>	e0793	Lorsung, T.
	<i>JM</i>	e0463	Muellner, J.
		e0727	Nichols, A.
		e0795	Otto, S.
	<i>JP</i>	e0835	Perales, K.
			Pratt, J.
		e0846	Safford, H.
		e0741	Shabaiash, S.
	<i>MS</i>	e0752	Sweeney, M.

Make Up Date	Initial	EE ID	Managers/Admin
		e0446	Borscheid, S.
		e0389	Duffy, M.
			Lind, K.

Make up Date	Initial	EE ID	Other Attendees

Harmony & Voyager Team Meeting Notes

February 5, 2020

Megan Duffy Reviewed IAPP & CSSPA for J.P. It was shared that J.P. will not be taking PAI transportation. The guardian will provide transport to and from PAI and may come early for pick up providing us with opportunity to connect about what is needed for J.P. at PAI.

Maurita & Amanda discussed Time Management and reviewed the Daily Room Schedules. Staff shared a few concerns and ideas. Overall, staff seemed to feel there wasn't much to be done. The teams decided to focus on helping out with whatever needs to be done as we notice keeping in mind room responsibilities and timelines. Teams were encouraged come to team leads with concerns within the rooms for a resolution before leaving the room to seek support from a D.C. or Director.

Amanda discussed active treatment and staying on task to make sure active treatments are being done. Staff were encouraged to ask for any assistance they may need rather than choosing to do another activity. Teams were encouraged to stick to the team responsibilities as assigned which would result in better workflow in the rooms and support active treatments.

Maurita reviewed A.M. new outcomes with everyone. Discussed how A.M. is fitting into the rooms and with peers. There were no questions.