



# In-Service Training Log – Oakdale

Date:

3.4.2020

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           | Hope Safford, Instructor<br>Sara Otto, Instructor | .05         | Misc. | Staffing Teams and Upcoming Programming; Float/sub duties                       |
| .25           | Hope Safford, Instructor<br>Sara Otto, Instructor | .06         | Misc. | flu season sanitation procedures  |
| .25           | Hope Safford, Instructor<br>Sara Otto, Instructor | .02         | Misc. | Review and discussion of new documentation and continuing programming, Outcomes |
|               |   |             |       |   |

| Make up Date | Initial | EE ID | Last Name    |
|--------------|---------|-------|--------------|
|              | RA      | e0180 | Anderson, R. |
|              | JB      | e0678 | Beltz, J.    |
|              | SB      | e0849 | Berglund, S. |
|              |         | e0831 | Burrell, C.  |
|              |         | e0798 | Diaz, A.     |
|              |         | e0656 | Dyer, P.     |
|              |         | e0815 | Edwards, A.  |
|              |         | e0539 | Fielden, K.  |
|              |         | e0751 | Hartman, L.  |
|              |         |       |              |

| Make up Date | Initial | EE ID | Last Name     |
|--------------|---------|-------|---------------|
| 3/4/20       | TK      | e0841 | King, T.      |
|              |         | e0793 | Lorsung, T.   |
|              |         | e0463 | Muellner, J.  |
|              |         | e0727 | Nichols, A.   |
|              | SO      | e0795 | Otto, S.      |
|              |         | e0835 | Perales, K.   |
| 3/4/20       | HSS     | e0846 | Safford, H.   |
| 3.4.20       | SB      | e0741 | Shabaiash, S. |
|              |         | e0752 | Sweeney, M.   |
| 3/4/20       | AW      |       | Anna Wrich    |

| Make Up Date | Initial | EE ID | Managers/Admin     |
|--------------|---------|-------|--------------------|
| 3.30.2020    | MS      | e0446 | Borscheid, S.      |
| 3.16.20      | KL      | e0720 | Croft-Schornak, M. |
| 3.13.20      | MD      | e0389 | Duffy, M.          |

| Make up Date | Initial | EE ID | Other Attendees |
|--------------|---------|-------|-----------------|
|              |         |       |                 |
|              |         |       |                 |
|              |         |       |                 |



**Where People with Disabilities Connect with the Community and the World**

## **March Team Meeting Agenda**

### **Staffing**

- Rotations - Current rotations for the next 4 weeks; Sara O., Sara B. and Jenni in SC  
NL- Tamika, Sonya and Hope with Rosey floating
- Ratios- PAI is still in the efforts of trying to hire more DSP's

### **Review of Daily Cleaning, Hand Washing and Glove Use**

- Sanibet tables and counters beginning of day, prior to lunch and after lunch
- Use wipes end of day only - Wash hands between clients
- Use gloves for the entirety of cares and change them for each person

### **New Outcomes and Documenting Outcomes**

- WA- Making an audio choice after lunch and adding weekly group choices to community planning
- CA - using 4 pictures cards (IPad) to plan her activities and a group choice 3 times a week using picture cards

### **LMS Training**

- How has this been going? No comments; everyone feels it is going much better.

### **Any Questions? Comments? Concerns?**

**Update on SM** – out until further notice; waiting on Toni's decision whether or not PAI can accommodate her new orders