In-Service Training Log – Oakdale

Date: 1/11/2022

Type of Meeting: All-Staff

NOTE: INFORMATION IN GRAY SHADED AREAS MUST BE TYPED IN

Training Time	Trainer Name	Training ID	Area	Content/Description ✓ ✓ ✓ ✓
.25	Emily & Maddy			CSSP: Matt B., Sue G., Alan F., Keith B.
.50	Toni A. RN			Mar Review

Basurto-Pofer

Make up Date	Initial	EE ID	Last Name
	MBP		Basurt-~~Montes~~, Mari
	~~AD~~		Diaz, Amanda
	PD		Dyer, Paris
	AFM		Fiero-Montes, Alfredo
	TG		Gould, Trey
1-12-21	LH		Hartman, Lisa
	NL		Larson, Nancy
			St. Martin, Deb
	TB		Bongard, Tyler
	~~DL~~		~~Lepley, Bronce~~

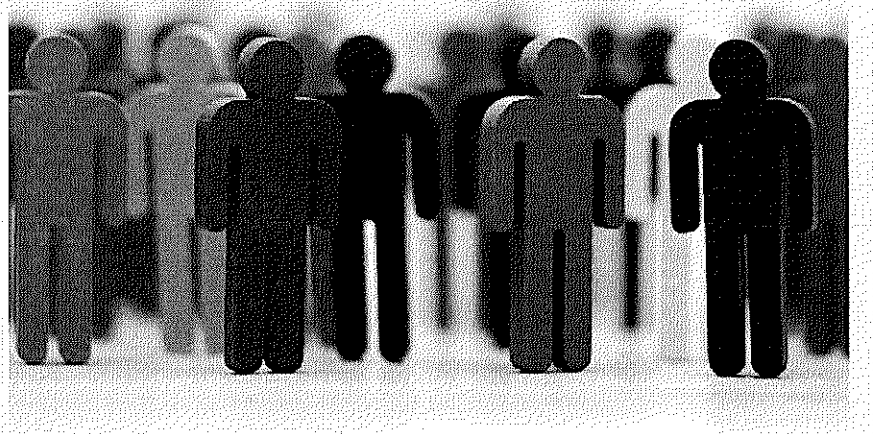
Make up Date	Initial	EE ID	Last Name
	TL		Lorsung, Tristen
	JP		Pratt, Jalysa
	MS		Sweeney, Maurita
	~~SC~~		~~Christenson, Sarge~~
			Berglund, Sarah
			~~Pappy, Kathy~~

Make Up Date	Initial	EE ID	Managers/Admin
	LH		Hiland, Lindsay
	EE		Elsenpeter, Emily

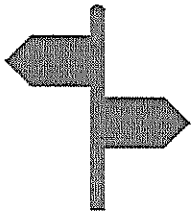
Make up Date	Initial	EE ID	Other Attendees

PAI-Linden/Oakdale Team Meeting

1/11/2022

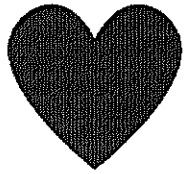


Welcome



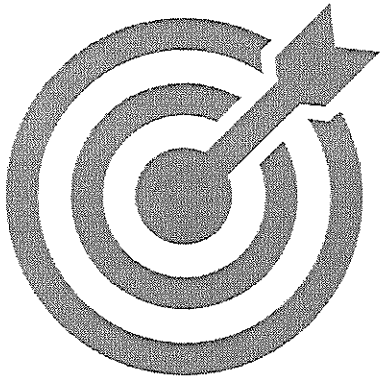
Sign In

Introductions



A moment of gratitude

Agenda



Welcome
Site-Specific Updates
Agency Updates
Policy and Procedure Review
Employee Handbook Review
Semi-Annual and CSSP Reviews

Wrap Up

Site-Specific Updates

LMS Training Reminder

- 4-hour course assigned, due in January.

All-Staff Meeting Make-Up:

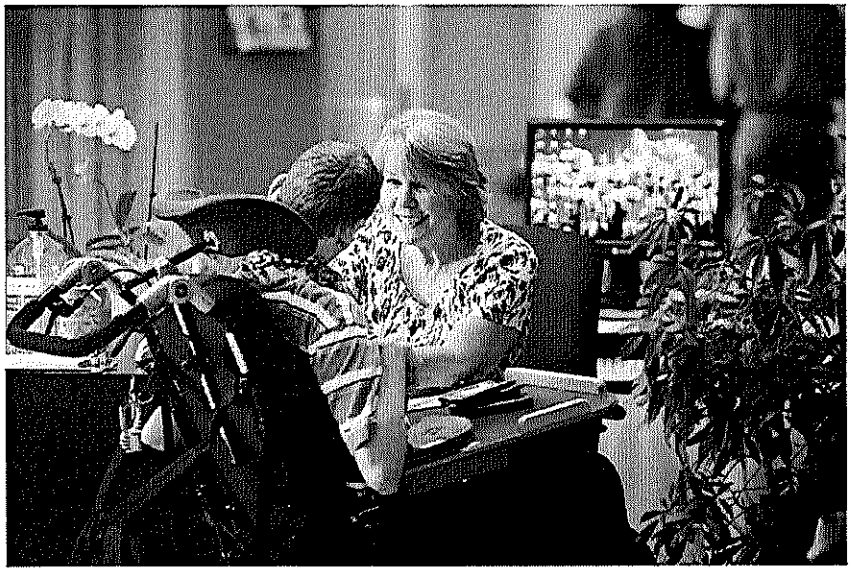
- Power-point will be available in file folder outside PD office.
- You are to complete "All-staff" make-up, before the end of your shift on **the day you return to work.** Ideally, it should be the first thing you do after clocking in.

Nancy and 1:1 and end-of-day social hour:

- Moving forward Nancy will be visiting with participants by invitation only, as she has time.

Rosies last day Jan. 20th

Leads- Ensure Data Sheets are signed by all DSPs, Subs and Floats



Agency-Wide Updates

Returning to Social Distancing Practices
With the increase in positive COVID-19 cases, please work to honor social distancing practices where possible.

- Limit visiting other rooms to less than 5 minutes, to minimize exposure risk.
- Try to maintain 6ft in hallways as you are able.
- Encourage participants to wear masks as they are able. Ensure proper fit for those who can.
- Remain in cohorts.
- Music Therapy will me moved to virtual sessions.
- Hold end-of-day socializing in intake until further notice.

Policy and Procedure Review

Presented by Toni Anderson R.N.

See inserts

Additional Notes:

Medication Passer should be preparing thick-it according to order and directions on thick-it.
-Ensure scoop and water is as directed.

Only medication passer should pass medication and sign for the medication passed.

CSSP Review

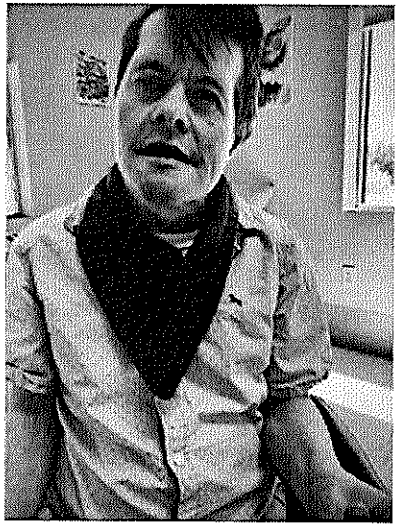
Oakdlae:

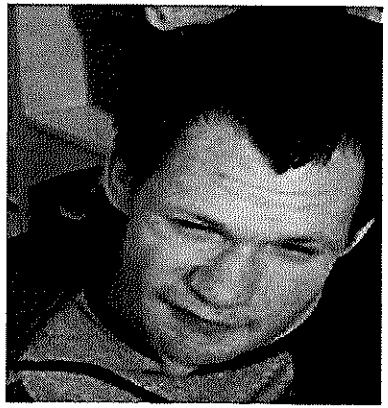
Sue Gilbertson – K2
Alan Fladar – Wild 2
Kieth Bauchman - Maui

Linden:

Matt Bealka – Wild 1

(CSSP Documents included for Make-Up)





Wrap Up

Thoughts and feedback on All-Staff
- Agenda
- Objectives
- Suggestions for continued improvement

Is there information you would like to provided at next meeting?

Any final thoughts?

What will the provider do?

RESIDENTIAL PROVIDER: Residential Provider, AXIS, will continue to work with Matt to build and maintain all skills to meet his goals and to ensure all his health and safety needs are met. Provider will work with Matt to encourage/support on his global goals/dreams and be in regular contacts with the guardians and Case Manager/Supervisor on the progress of his goals/dreams. Staff will work with Matt to help him work on participating as much as he is able with his daily cares and provide enrichment activities that Matt enjoys so that he can live a happy life.

VOCATIONAL PROVIDER (DAY TRAINING AND HABILITATION/SUPPORTED EMPLOYMENT SERVICES): Vocational Provider, PAI, will continue to work with Matt to build and maintain employment and vocational skills to meet his goals, and to ensure his health and safety needs are met during their scheduled time. Provider will work with Matt to encourage/support on his global goals/dreams and be in regular contacts with the guardians and Case Manager/Supervisor on the progress of his goals/dreams. Staff will work with Matt to him to work on his daily cares as much as he is able and provide rich social and enrichment activities that he enjoys.

What will the provider do?

PROVIDER(s) will continue to respectfully work with Susan to support/encourage, build, and maintain all skills to meet her goals and ensure all her health and safety needs are met. Providers will work with Susan on her global goals/dreams and be in regular contacts with the guardians and Case Manager/Supervisor on the progress of her goals/dreams. Provider(s) will work with Susan to not being in pain and to have a happy and healthy life.

RESIDENTIAL PROVIDER: Residential Provider will continue to work with Susan to build and maintain all skills to meet her goals and to ensure all her health and safety needs are met. Provider will work with Susan to encourage/support on her global goals/dreams and be in regular contacts with the guardians and Case Manager/Supervisor on the progress of her goals/dreams. Caregivers will work with Susan to help her work on not being in pain and to have a happy and healthy life.

VOCATIONAL PROVIDER (DAY TRAINING AND HABILITATION/SUPPORTED EMPLOYMENT SERVICES): Vocational Provider will continue to work with Susan to build and maintain employment and vocational skills to meet her goals, and to ensure her health and safety needs are met during their scheduled time. Provider will work with Susan to encourage/support on her global goals/dreams and be in regular contacts with the guardians and Case Manager/Supervisor on the progress of her goals/dreams. Caregivers will work with Susan to her to work on not being in pain and to have a happy and healthy life.

Service
Day Support Services - 15 Minutes

Start Date	End Date	Procedure Code	Frequency	Units	Rate	Avg Monthly	Total Service
08/01/2021	07/31/2022	T2021 UC		5544	$4.17	$1,926.54	$23,118.48

NPI/UMPI	Status	Provider Name	Funding Source	County of Service
M784481600	Approved	PHOENIX ALTERNATIVES INC	DD Waiver	Washington

Areas of Need
Health Related/Medical, Home Management, Personal Assistance, Quality of Life

Support Instructions
Staff will assistance Alan when he is in the center and out in the community

Service Notes

Service
Day Support Services - 15 Minutes

Start Date	End Date	Procedure Code	Frequency	Units	Rate	Avg Monthly	Total Service
10/11/2021	07/31/2022	T2021 UC		4510	$4.17	$1,880.67	$18,806.70

NPI/UMPI	Status	Provider Name	Funding Source	County of Service
A308360800	Approved	PHOENIX ALTERNATIVES INC	DD Waiver	Washington

Areas of Need

Support Instructions

Service Notes

Service Day Support Services - 15 Minutes							
Start Date 08/01/2021	**End Date** 07/31/2022	**Procedure Code** T2021 UC	**Frequency** 2-Weekly	**Units** 5544	**Rate** $4.17	**Avg Monthly** $1,926.54	**Total Service** $23,118.48
NPI/UMPI M784481600	**Status** Pending	**Provider Name** PHOENIX ALTERNATIVES INC		**Funding Source** DD Waiver		**County of Service** Ramsey	
Areas of Need Employment/Training/Skill Building, Supportive Services							
Support Instructions PAI will assist Keith with activities and training as on plan.							
Service Notes							

MnCHOICE