



# In-Service Training Log – Oakdale

Date:

1-18-2022

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	Maddy K program Supervisor			AGI - CSSP
.25	Maddy K program Supervisor			JJ - CSSP
.25	Emily E program Supervisor			checking in medication
.25	Maddy K program Supervisor			call in procedure

Make up Date	Initial	EE ID	Last Name
	MBP		Basurto-Poferl, Mari
	SB		Berglund, Sara
	TB		Bongard, Tyler
	AD		Diaz, Amanda
	Pd		Dyer, Paris
	AFM		Fierro-Montes, Alfredo
	TG		Gould, Trey
	AI		Hartman, Lisa
			<del>Larson, Nancy</del>

Make up Date	Initial	EE ID	Last Name
	TL		Lorsung, Tristen
	JP		Pratt, Jalysa
	DST		St. Martin, Deb
	MS		Sweeney, Maurita

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

Make up Date	Initial	EE ID	Other Attendees



### **What will the provider do?**

Axis MN and PAI will implement the services and goals as outlined in the support plan. Axis MN and PAI will ensure that Alex's health and safety needs are met.

Providers will supply a written plan of the goals to Alex, his guardians, and his case manager so they can refer back to the plan as needed. Alex's providers are also responsible for assisting him in accomplishing his goals. They will implement the services that Alex's guardians have discussed with case manager and will provide directed services and advocacy as requested. Axis MN and PAI will work with Alex to assure he is making choices during his days as to leisure activities, food choices, and purchases. Axis MN and PAI will encourage Alex to walk as much as he is willing each day. Axis MN will work with guardians to arrange weekly home visits.



**What will the case manager do?**

DD Case Manager will continue to meet with Jill a minimum of two times annually and/or as needed to work on goals, service plan, review waiver services, monitor needs, and complete Coordination Services and Support Plan. Case manager will continue to complete documentation and necessary paperwork to ensure Jill continues to receive waiver services to meet health and safety needs.

**What will others do?**

Jillian's family will continue to provide formal and informal support with daily living tasks as needed to ensure Jillian's health and safety needs are met in and outside of her home. Jillian's parents will provide guardianship tasks. Jillian's family will help her in accomplishing her upcoming goals

**What will the provider do?**

All of Jillian's services and formal supports will continue to meet Jillian's health and safety needs while supporting her independence. Providers will advocate for Jillian with any comments, concerns, questions, and requests they may have



### Call-In

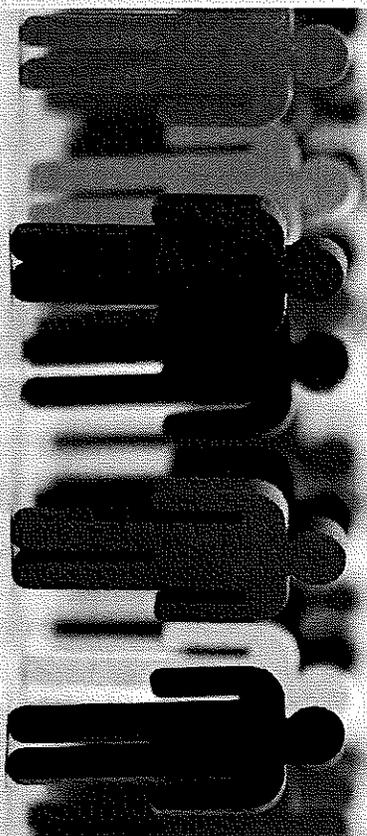
1. If you are unable to report to work or you are arriving late, you must talk to the person (defined below) or leave a message in the General Mailbox prior to the time given by your supervisor.
2. When you speak directly to the designated person, you have fulfilled the call-in requirement. If you leave a voice message in the General Mailbox, you must call back before 12:00 p.m. and speak directly to the designated person regarding your absence.
3. Except under extraordinary circumstances, you are expected to call personally.
  - a. If an extraordinary circumstance arises and another person calls-in for you (i.e. an emergency hospitalization), you are expected to call as soon as possible to confirm the information.
4. You are expected to call-in each day you will not be at work; this includes unplanned FMLA leave, jury duty, etc. If you have an extended unplanned absence, call-in each day until approval is given by your supervisor to call at other intervals. Failure to do so will result in your absences being recorded as a "no-call, no-show."



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**PAI-  
Linden/Oakdale  
Team Meeting**

**1/18/21**





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# Agenda

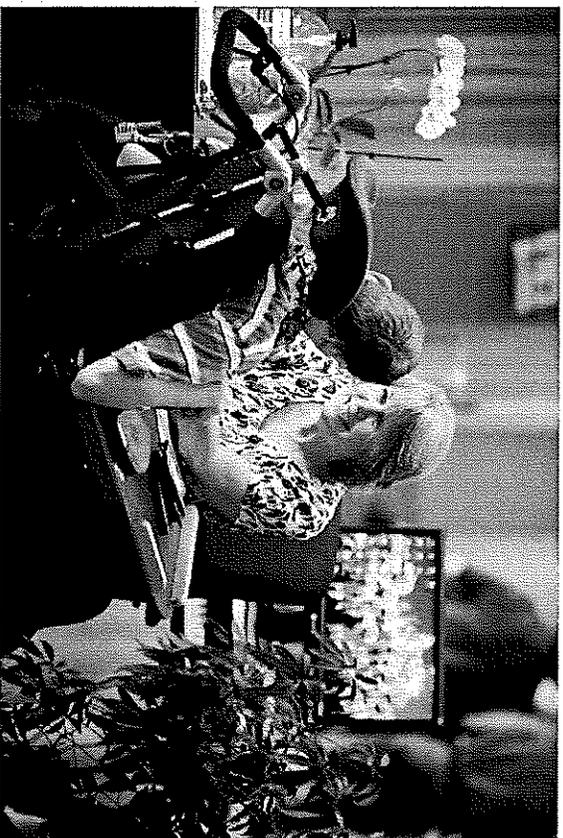
- Welcome**
- Site-Specific Updates**
- Policy and Procedure Review**
- Employee Handbook Review**
- CSSP Reviews**
- Wrap Up**



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## Site-Specific Updates

- LMS Training Reminder
- COVID-19 Precaution Review
  - Encourage participants to wear masks when visiting, if they are able.
  - Maintain cohorts.
  - Minimize visits to other rooms; keep to under five minutes.
  - Practice sanitary precautions - washing hands, changing gloves between providing varied supports, regularly sanitizing surfaces throughout program spaces. (program chairs, tables, doorknobs, supplies, equipment, matt tables, etc.)



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# Policy and Procedure Review

## PROCEDURES FOR RECEIVING MEDICATION AT DAY SERVICES

1. Keep an adequate supply of medications for each person. Check the medication supply weekly to ensure each person has at least a 10 day supply. Use the *Medication Reorder Contact Log* form or the backside of the person's medication administration record to document the reorder request for the medication supply refill from the person's place of residence.
2. Check the prescription labels to ensure they have the following information:
  - name of drug;
  - strength of drug;
  - quantity of drug;
  - directions for use;
  - expiration date of all time-dated drugs;
  - name of individual; and
  - physician's name.
3. Check each label against the medication administration record to make sure they correlate. If there are discrepancies, call the nurse, or the person's place of residence.





## Policy and Procedure Review Cont...

4. Open the container and check the pills. If they look different from the pills in the old prescription, call the pharmacy, nurse, or person's place of residence.
5. If requested by the nurse, the medication name, dosage, and quantity of medication received will be documented in the individual's record. This documentation may be made on the backside of the medication administration record.
6. Place the medications in the medication storage area.



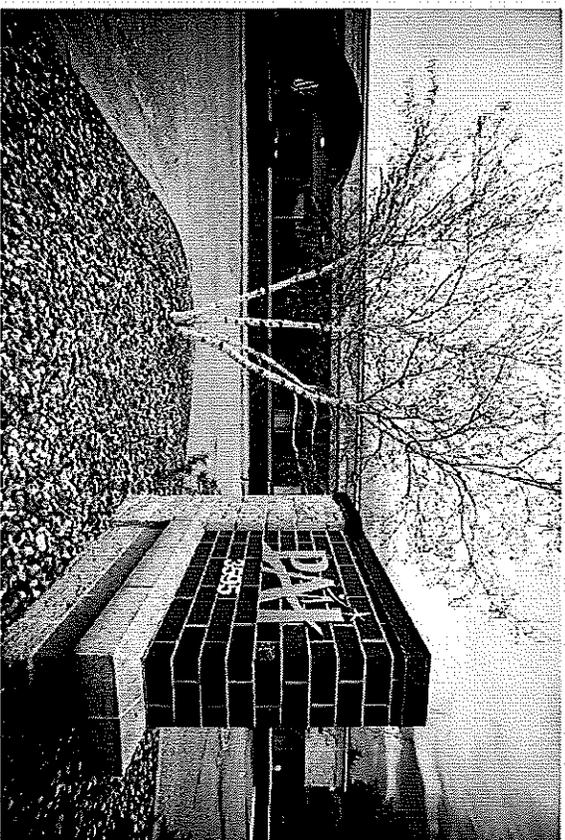
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# Employee Handbook Review

## Call-In

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1. If you are unable to report to work or you are arriving late, you must talk to a Program Supervisor or leave a voicemail prior to 7:45am. (651-777-5622)
2. If you leave a voice message, you must call back before 12:00 p.m. and speak directly to a PS regarding your absence.
3. Except under extraordinary circumstances, you are expected to call personally. (If an extraordinary circumstance arises and another person calls-in for you. i.e., an emergency hospitalization, you are expected to call as soon as possible to confirm the information.)
4. You are expected to call-in each day you will not be at work; this includes unplanned FMLA leave, jury duty, etc. If you have an extended unplanned absence, call-in each day until approval is given by your supervisor to call at other intervals. Failure to do so will result in your absences being recorded as a "no-call, no-show."



# CSSP Reviews

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Jilli Jazewski – Navigators



Alex Guthmann - Wild 1



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## 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?

