



In-service Training Log – Parkway

Date:

6/13/2023

NOTE: INFORMATION IN GRAY SHADED AREAS MUST BE TYPED IN

Training Time	Trainer Name	Training ID	Area	Content/Description
.25	Nikki Kereluk and Dan Popp			UKG
.25	Jess Gunderson			Site Specific updates, agency wide updates, Remote Services
.25	Dolly Stein			MC Competency review

Make up Date	Initial	EE ID	Name
	JM		Jaime Meyer
	CS		Cindi Stucky
	IML		Ilene Lubick
	JG		John Gebhardt
	PD		Pamala Davis
		N/A	TJ Sargent
	NK		Nikki Kereluk
	DR		Dainaja Ranson

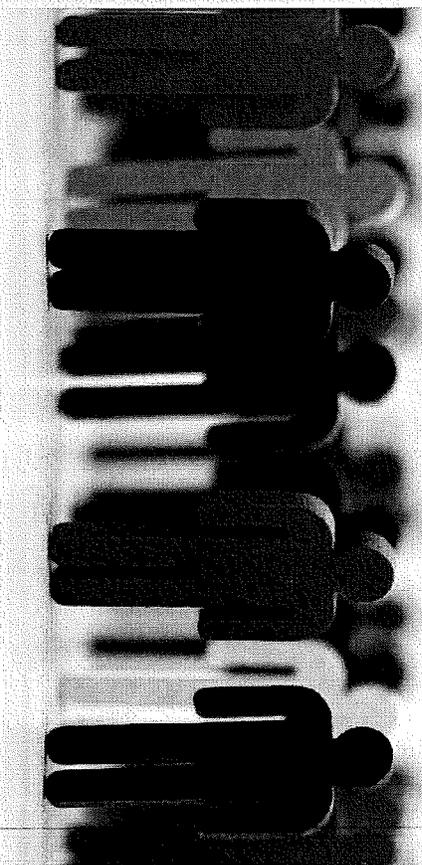
Make up Date	Initial	EE ID	Name
	DP		Dan Popp
	RS		Renee Schmidt
	NS		Nancy Snyder
	KS		Dolly Stein
	DT		Dave Turner
	AW		Anna Wrich
	SG		Sandy Greenly
	DY		Doua Yang
	DS		Donna Storm
	KP		Kathy Perry

Make Up Date	Initial	Manager/Admin
		Kelley, Cortney
		Norwick, Kennedy
	JG	Gunderson, Jessica

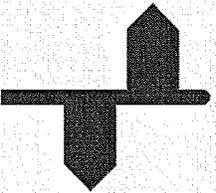
Other Attendees		
6/15/23	TB	Albin (T1550) Cum

PAI-Parkway Team Meeting

Date: 6/13/2023



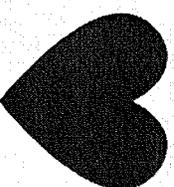
Welcome



Sign In



Introductions



A moment of gratitude

Agenda

Welcome

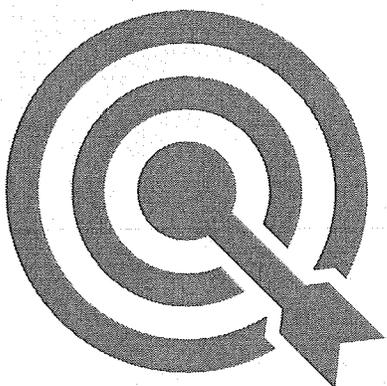
Site-Specific Updates

Agency-Wide Updates

UKG

Competency Quiz

Wrap Up



Site-Specific Updates

- **Lead DSP applications due this Friday!**
- **New staff shadowing on Wednesday: Amelia**
- **Remote Services reminders**

REMOTE SERVICES REMINDERS:

- Billing code needs to be “DSS Remote”
- Documentation needs to be completed on the same day
- Outcomes need to be tracked (on the Z) if applicable
- Competency Quizzes/outcomes need to be completed/discussed at all-staff meetings

Agency-Wide Updates

**PAI is hiring for another
Employment Specialist.**

**Applications due THIS
Friday!**



UKG Week of 6/12/2023:

Check in: First few days of clocking in and out – how's it going – feedback/problems

This week: record your current outstanding PTO requests; will need to resubmit these when UKG is live

Reminder: UKG is live next week!

How to check your alternative balances for Time off:

Home

★ Start

Links

Quick Links (15)

My Information

My Profile
Change Password

My Time

Timesheet
Current Timesheet
Historical Timesheets
Change Requests
Time Off
Request
History
Balances
Calendar

My Information

My Time

My Benefits

My Company

Team Time Off Calendar

My Schedule / My Time Off

JUN 2023

MON	TUE	WED	THU	FRI	SAT	SUN
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

My Timesheet

You can check your current balances from your Time off request page, or the Balances page

When you Search from PTO Request:

My Time > Time Off > Request

← Time Off Request

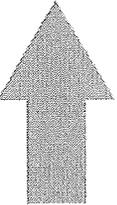
Time Off Type

Choose...



∨ Accrued Balances Details

Jan 1, 2023 - Dec 31, 2023 PTO ∨



17.09 hrs
Current Accrued

17.09 hrs
Projected Accrued

6.09 hrs
Current Balance

-1.91 hrs
Projected Balance

11.00 hrs
Taken

0.00 hrs
Scheduled

◀ JUN 2023

▶ Today

Employee View

Team View

When you search from "Balances" page

MyTime > Time Off > Balances

← Time Off Balances

PTO

current
6.09 hours

Jan 1, 2023 - Dec 31, 2023

Current Accrued	17.09 hrs
Projected Accrued	17.09 hrs
Current Balance	6.09 hrs
Projected Balance	-1.91 hrs
Taken	11.00 hrs
Scheduled	0.00 hrs
Requested	8.00 hrs
Previous Carry Over	0.00 hrs
Projected Carry Over	6.09 hrs
Expiring Value	0.00 hrs
Accrue Rate	0.08 Hours/Every Hour Worked

Request

Med Pool

current
0.00 hours

Jan 2, 2023 - Jan 1, 2024

Current Accrued	0.00 hrs
Projected Accrued	0.00 hrs
Current Balance	0.00 hrs
Projected Balance	0.00 hrs
Taken	0.00 hrs
Scheduled	0.00 hrs
Requested	0.00 hrs
Previous Carry Over	0.00 hrs
Projected Carry Over	0.00 hrs
Expiring Value	0.00 hrs
Accrue Rate	0 Hours/Yearly

Request

Float Holiday

current
16.00 hours

Jan 1, 2023 - Dec 31, 2023

Current Accrued	16.00 hrs
Projected Accrued	16.00 hrs
Current Balance	16.00 hrs
Projected Balance	16.00 hrs
Taken	0.00 hrs
Scheduled	0.00 hrs
Requested	0.00 hrs
Previous Carry Over	0.00 hrs
Projected Carry Over	0.00 hrs
Expiring Value	0.00 hrs
Accrue Rate	16 Hours/Yearly

Request

Anniversary

current
5.00 hours

Jan 1, 2023 - Dec 31, 2023

Current Accrued	5.00 hrs
Projected Accrued	5.00 hrs
Current Balance	5.00 hrs
Projected Balance	5.00 hrs
Taken	0.00 hrs
Scheduled	0.00 hrs
Requested	0.00 hrs
Expiring Value	0.00 hrs
Accrue Rate	5 Hours/Yearly

Request

Birthdays

current
1.00 hours

Apr 16, 2023 - Apr 15, 2024

Current Accrued	1.00 hrs
Projected Accrued	1.00 hrs

Competency Reviews

Melissa Coffey

Date: 6/13/23



Service Span: ___ May 2023- May 2024 ___

Is this person able to self-manage according to the IAPP, SMA & Support Plan Addendum – check yes or no below	
Allergies: <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	List & Describe Supports: Medication Allergies? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes *Listed on MAR, only administer meds per dr. order*
Seizures: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe Supports: Febrile seizures. History of febrile seizures as an infant. No seizures since 1980.
Choking/ Specialized Diet: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Describe Supports: Eats quickly, doesn't always chew/swallow her food before taking another bite, give verbal prompts to slow down. Ileostomy bag and she is at risk for blockage if certain foods are eaten. Needs staff support to avoid foods that cause her pain and discomfort. Cannot have popcorn or nuts. Staff will not serve her raw vegetables such as carrots and celery.

Chronic Medical Conditions: <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	List & Describe Supports: *Located in main file, share DNR/DNI? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes with EMT in emergency*
Medication: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Describe Supports: No daily med at PAL. Daily medication at PAL? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes *A trained staff will administer meds per a signed dr. order*
Personal Cares: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Describe Supports: Needs full assistance with brief change and trained staff will empty/replace her ileostomy bag. Melissa's mother requests that only a female assist her with brief changes — male staff can empty her ileostomy bag.
Mobility/Fall Risk: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Describe Supports: Melissa can walk short distances. She has an unsteady gait and may easily trip and fall. Staff help her with obstacles, curbs, ice and stairs. Staff provide step by step verbal instructions on what to do. ("hold handrail," "walk slowly," "look at your feet," "step down," "Stand up straight," ect.). Staff may offer hand/arm as needed. When Melissa is walking down the steps <u>staff</u> will be in front of her. When she is walking up the steps staff will be behind her.
Community Support: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Describe Supports: <input checked="" type="checkbox"/> Staff will model pedestrian & stranger safety, provide transportation in the community, & provide supervision to meet health & safety needs Melissa uses a wheelchair in the community for outings that require a lot of walking. Staff will stay within eyesight of Melissa at all times in the community.



Sensory Support: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A	List & Describe Supports: Staff give her verbal encouragement such as "good job "you try it"
Behavior Support: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	List & Describe Supports: Staff offer preferred activities when she is upset such as photo albums, books, iPad.
Unsupervised time while at PAI? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes No unsupervised time.	
Important to: Mom, music, walks, outings	
Important for: Staff who understand her care needs related to her ileostomy bag, encouraging independence, staff encouraging participation in activities and independence, being included, fitness	
Likes: Raffi, The elephant Show, iPad, music, books, sensory items	
Dislikes: Being rushed, being hugged/touched unexpectedly	
Communication Style: Vocalizations, signs, and occasionally a few words	
Learning Style: Gentle reminders, physical cues and short verbal requests with physical prompts	



Tomorrow: 1:45-2:45
LMS

Wrap Up

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

Any final thoughts?



