



# In-Service Training Log – Oakdale

Date:

02.5.2020

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

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
	TK	e0841	King, T.
		e0793	Lorsung, T.
		e0463	Muellner, J.
		e0727	Nichols, A.
	SO	e0795	Otto, S.
		e0835	Perales, K.
	HSS	e0846	Safford, H.
	SB	e0741	Shabaiash, S.
		e0752	Sweeney, M.

Make Up Date	Initial	EE ID	Managers/Admin
		e0446	Borscheid, S.
	N/A	<del>e0728</del>	<del>Craft, S.</del>
2-7-2020	MD	e0389	Duffy, M.

Make up Date	Initial	EE ID	Other Attendees
2/10/20	KL		Lind, K



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## February Team Meeting Agenda

### Staffing

- Rotations - moving forward staff rotations are now 4 weeks and then it will be reevaluated at program meetings. In addition, moving forward med passers will be for 2 weeks instead of the month long rotations.
- Ratios- PAI is in the process of hiring 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 - we are running out of the wipes before the new shipment arrives; chat with Kath about this
- Wash hands between clients
- Use gloves for the entirety of cares and change them for each person

### Meds

- SC – KS full can of boost with lunch, no need to give via g-tube just 200 flush
- NL – DW ( new med and time), SF( percentage of lunch eaten), SK (decrease in baclofen)

### New Outcomes and Documenting Outcomes

- JL – went over new outcomes
- Other SC outcomes – talked specifically about JL, SO,KS,AH,TH,AN went over and provided more clarification on these outcomes
- TT, SK, PM – went over and provided more clarification on these outcomes
- Other NL outcome

### LMS Training

- How has this been going? – ok, staff felt we should have a sit down prior to this being implemented- having Tyler show on the tv in the conference room how to log in, where to find the lessons etc.

### Any Questions? Comments? Concerns?