

Data Ability Team Meeting Agenda  
December 12<sup>th</sup>, 2017  
3:15 pm

Attending: Sarah L, Sam T, Deb R, Jenna M, Haddy S, Arleen S, Katie W, Maureen T

**1. Announcements/Discussions**

- a. Attendance award for November – AS, BW, JM KW ★
  - b. Positive Recognition Drawing – Haddy, 1 hr PTO
  - c. Closed Dec 25<sup>th</sup>, 26, and Jan 1<sup>st</sup>
  - d. Christmas Banquet Dec 20<sup>th</sup> – catered from Sweet Taste of Italy, \$ from staff?
  - e. Possible Community support position
  - f. Lunchroom check ins ✓
  - g. Cell Phone Use Policy
  - h. Route Sign Up? ✓
- \* Supervising work floors

**2. Monthly Training**

- a. Emergency Use of Manual Restraints Review
- b. Review Emergency Contacts and Personal Info in GreenShades

**3. Next meeting January 16<sup>th</sup>, 2018**

Caseload Breakdown

**Katie:**

BH: Holiday time w/ family  
RN: anxiety about old roommate,  
LZ: decrease in skills and quality of work  
DC:  
TB: wheelchair speed

**Arleen:**

JP: Nov Annual, classes goal / address / open ss independently  
CJO: LOA  
JR: new job @ Premium Waters, very excited  
JC: no changes

**Deb R:**

CB: seatbelt still broken,  
AH: hospitalized for vomiting / BM issues, Dad passed last u  
TB: wipe in bathroom, may not feel any BM  
JT: document behaviors

**Haddy:**

KL: out for pneumonia



TR: Make sure to assist w/ coat, ~~letting~~ <sup>working</sup> ~~new~~ <sup>independent</sup>  
LM: vacation to vegas  
MW: working great

Jenna:

MR: Nov annual  
HB: won the Bill Murray Choice award  
DT: Tim's diagnosis  
SM: jumping into conversations

Brittany:

KW: say staff/aide  
AR: wound still healing  
CG: remember to record bathroom observations  
LP: Nov Annual - cont surveys / start work 15 min

Sam:

VP: vacation to Sri Lanka until Jan 10th

Sarah:

EP:  
CJE: Nov Annual, biography / german,  
HL:

After the annual meeting, please remember to make a copy of the updated Standing Order Med Sheet and Seizure protocols and put in the medication book, Copy of new CSSP Addendum, SMA, and IAPP in the RMP book, and a copy of the outcomes in the Outcome book to be signed at the next staff meeting.

\* CSE wheelchair safety

