

standing board
mw

Data Ability Team Meeting Agenda

June 23, 2015

3:30 pm

Attending: Sarah L, Anna G, Deb R, Haddy S, Debbie G, Kelly M, Colleen V, Maureen T

1. Announcements/Discussions

- a. Attendance award May:
- b. Positive Recognition Drawing
- c. New computers on the way!
 - i. Please look into the computers on your caseload
- d. New Clerk to start in late July/August - Anthony

Invite
martha Wilson
Mike Wilson
Holiday Party

2. Reminders:

- a. Clerks requesting assistance – avoid “I’m busy/I can’t” - be aware of voice tone
 - i. If you hear someone asking for help and they haven’t identified a specific person, don’t assume someone else will do it

3. Monthly Training

- i. Hazardous Communication
- ii. Fire Extinguisher Use and Safety

4. Route Sign Up (?)

Caseload Breakdown

Katie W:

- BH: -Anxiety - BM Chart in bag
- RN: June annual, going to Yellowstone
- LZ:
- MS: meeting to demit
- DC:
- TB:

Debbie G:

- JP: mom is back home
- CJO: good days/bad days – came in last week
- NJ: adding a day in July? Thurs - remind staff of home to do mock Thurs.
- JC: July annual

Deb R:

- CB: new computer – settings were resetting = frustration, better now?
- PB: admitted to rehab
- AH: receptionist training

Haddy:

- KL:
- TR:
- LM: - Annual
- MW: participated in a marketing brochure for Rise switches ☺
Friday → may or may not come in

Colleen V:

MR:

HB: helping her walk – any available staff can help, working on braille

DT:

SM: camp!

Kelly M:

KW: Annual → put hook ← near her desk for her cushion

AR: Annual

CG:

LP: back from France

Anna G:

MS:

HL: 60 day notice from her house

VP:

JT:

Sarah L:

EP: concerns with staff at home

CJE:

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