

Data Ability Team Meeting Agenda  
February 18, 2014  
3:15pm

Attending: Debbi G, Deb R, Jane H, Katie W, Anna G, Sarah L, Maureen T

**1. Announcements/Discussions:**

a. New Staff STL- Sarah Lovelace and Anna Green as Case Manager

**b. Reminders**

1. Med timer - if you hear it beep, please reset for 5 min & let the med person know
2. It is everyone's responsibility to send out medication request slips when you notice a medication is low (10 days or less)
3. JT cream for sore - please remember to apply when in that bathroom and document in medication book
4. Sign in/out JP's meds when on bus route
5. HB fall chart

c. **Cummins Scanning Data Entry Job**---Schedule for staff to be at front office to scan papers, prep work & QA. Tues - Deb R, Wed - Jane H, Thur - Debbie G. DT will do the data entry on her computer.

d. Moving to the main lunch room for lunch??

2. **Birthday Club:** We need someone to continue with Birthday Club with LM (every 3 months) JH *each CTS will decorate their people*

*Departure  
time  
typed*  
3. **Staff Computer Time:** Can we condense the personal computer time ex. (FB, personal emails, etc.) to when it is a more quiet time ex. (during lunch hour, after the Archie bus leaves, etc). Please remember to acknowledge the consumers during arrival and departure time. If everyone helps with taking off and putting on coats, it will be less chaotic and the metro drivers will not have to wait too long.

4. **Timecards:** Reminder to fill out timecards on your day, same day as your med day. Please make sure you fill out all data including card #'s. MR is entering the data into the payroll template so she really need the data on the timecards to be as correct and legible as possible.

5. **Staff Review of Changes:** including new outcome, changes in outcomes, Risk Management Plans and health and safety concerns.

Kari

Christine

Eric

Caseload Breakdown

**Medium Deb:**

CJe: Wheelchair safety log 2 week baseline  
TR: Goals? What is he interested in? Find out what TR is interested  
CB: Cont Behavior goal An opening at Adult Day  
EP: stop work at 120 pm. Choice research or email  
Recycling

**Debbie G:**

CJo: - New DuraJob? Quart. Summary continues endtime. Rmp carries \$20  
NJ: Is he moving? What are the plans? - PT, He will move to new house same goals  
JC: New med at home - clonazepam used for Question about staying same company  
JP: goals new behavior. Dad's in hosp semi Annual

**Jane:**

VP: Back from his trip  
MW: Journaling Goal....Research Goal  
CG:  
LP: Loss her grandmother has an agenda for meeting

**Anna:**

LM: How many times  
MR: Payroll for consumers and staff  
DT: Cummins data entry  
SM: Learning new task/job per quarter  
MS: working on updating the consumer list and vertex, surveys

**Sarah:**

KW:  
AR: Training for receptionist in March Anna move to Kate's desk  
PB: Attendance? Log if she questions email mom about it  
KL: Does she really want to come back to work? about her MA/wages

**Katie:**

DC: - Process tooth Extract most of her - dentures - extreme decay  
BH: - 3 hours how lunch  
LZ: - She wants to walk with the crutches  
MS: -  
TB: -  
RN: -  
Safety training: Snow/severe weather/Utility emergency

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

Drop down menu  
4 Sticker for group participation