

Data Ability Team Meeting Agenda

January 19, 2012

3:15 pm

Attending: Megan M, FatouC, TAWebb, Anna G, DebbieG, MaureenT, Deb R, Katie W

Announcements: Quarterly birthdays 1/31/12 Tuesday. Portugal. LMayo will lead Cummins Scanning Data Entry Job- Thoughts? Questions?

1. Staff review of changes: including new outcome training, changes in Outcomes and Risk Management Plans, and health and safety concerns. **Sign outcomes in outcome book.**

Caseload breakdown.

Medium Deb:

PB: *working in revision.*
LP: *consistency in goals - date books & inventory.*
TR: *Moving to SLS. Date: 8 mag min - subtracting easier for TR*
CB: Annual meeting 2/2. Goals?

Debbie G

JG: *Discover Pro?*
CJO: *Goals. Excel 1x per week*
JC: *Week of Jan 9*
NJ: *Time out before Ant.*

Fatou

VP: *Too many phone calls*
EP:
CG:

TAW

MR:
JT:

Megan:

SM:
HB: *Will not be moving in February.*
RN:
NT:

Maureen

LM:
MW: *→ At least 2x per week*
New goals: Letter to acquaintance 1 per month. Continue recycling.
Informal: continue with am time card, Excel on Fridays.
JIP: Annual in Feb. Continue with planner, initial at end of day. Behavioral on transportation: continue with stickers. New: **Complete Entire Shopping Spree Card.**
TV: *Rule → look at my cards/pile*

Anna G

KW: Eco Loaner. Questions about ECO process with computer?
KH:
CJE:
KL: Annual on Feb 24th.

Katie: SS Health Update
DC
BH Health Update
LZ
MS
TB

- 911
2. Safety training: Medical emergencies/Seizure Protocols *IN FRONT OF MED BOOK
1st 2 sheets sent with her*
 3. Discussion: *Tres*
Planning Ahead: Cinco De Mayo celebration?
Release Form For LiveScribe (recording voices)

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 to the Outcome book to be signed at the next staff meeting.