

Data Ability Team Meeting Agenda

August 18, 2011

3:15 pm

Attending: Megan M, FatouC, TA Webb, DebbieG, MaureenT, Deb R, ~~Anna G~~, Katie W

Announcements: 1. Erica M, Dynavox area. rep, is willing to come and do training with staff on the devices. Any interest? PS. It is free! *YEP me - Anne*

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.**

2. Caseload breakdown.

**Medium Deb:** PB, TR, LP, CB

PB: Annual in Sept. Allergy to Ibuprofen?

LP:

TR Annual on 8/23.

Continue communication 5 times per wk to use internet on Wednesdays.

Excel functions. Sort, etc. RMP-no change. Continue to finely cut pasta.

**Debbie G:**

JG: Where has he gone?

CJO: ☹ Septic arthritis. No change.

JC: Encourage comments on him time card to use for his email.

NJ # of cards and hours on time card at end of the day.

**FC**

VP.

EP:

CG: Goals? RMP changes?

**Terri A W** JT, JV

JV:

JT:

**Megan:** SM, HB, RN, NT

SM: Starts in St Paul on Thu and Friday! Hurray! Wait have not heard back from mom.

HB: Annual in Sept. Continue with sign language here on Fridays. Other goal?

RN: Up and down?

NT: ☹ Partners in Policymaking on waiting list.

**Maureen-** LM, TV, MW Jlp

LM Continue goals. More independence in composition of letters before staff Assists or corrects. Continue with time card.

RMP: If Lori's ECO or power chair stops working during workday, call Jason To arrange staff coverage at home at 4:00, not 5:00

JIP: Behaviors: SIB improved. S.E: Complaints of dizziness?

●●●●●●●●●●

!

**Anna G**

KW: Is an ECO in her future? She has loaner-is doing well. (She can maneuver around using the arrow keys). Labeled USB cord connects to computer rather than IRR. Anna will put in speaking drills on her tower soon.

New goals: focused (5 or less eye gazes rather than use of Vanguard) when meeting with staff for discussion.

KL: Focus on activities 1x wk. has improved w/ "tune up"

Adding sign language with HB on Fridays.

Remind her to put 30 min on time card under unpaid time if you note her hanging around desk with KH.

CJE: Lots of staff changes at home- crying in a.m. here? No med changes or surgeries planned

KH: Sign language on Fridays with HB.

Reminders to bring in money to purchase lunch at the lunch truck on Fri.

Please remind to clean desk and put away items at 1:15 on Wed. This is on t Recep. Check off sheet.

**Katie:** SS-New CA drug.

**DC**

**BH**

**LZ**

**MS**

4. Safety training: Violence in the Workplace

5. Discussion: Hurray! Anna G is our United Way rep.

Events will be Disco Day, DA Diner Day, Bake Sale, Pizza Party.

One small group outing before \_\_\_\_\_. Ideas?

Housekeeping: Petty cash is short 2.00 and lockbox for change is off 4.00.

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.

