

HAPPY HOLIDAYS

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Data Ability Team Meeting Agenda

November 12, 2010

8:30 am

Attending: MeganM, FatouC, TA Webb, DebbieG, MaureenT, Deb Ripp, KWhiteford, Anna G.

Heartfelt thanks to all for making our United Way events such a success!!

And here we go..... YIKES, ITS THE HOLIDAYS!!!!

Thanksgiving Dinner: Monday, November 22nd. Menu items?

Holiday Party: Wednesday, December 15. The traditional Italian Holiday Foods?

The Taste of Italy

Turkey Dressing
Mashed potatoes
Cranberries
green bean
Hot dish
pies
Dinner Rolls
DRINKS

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

Caseload breakdown.

Medium Deb: PB, TR, LP, CB

CB: Continue with recycling break until after 1/1. New and additional med beginning Monday, November 15 at 2:00: Neurontin (Gabapentin) 600 mgm. for tremors.

TR: Messages-new ideas?

LP: Counseling for room mate issues. Reduction in work schedule? Thursdays off

PB: Metro Standing Order/Promotional video

Debbie G: JC, NJ, Cjo, JG

JC: Prompt for doing time card goal: Putting in topic for discussion.

JG: Appt at DRS upon completion of application here.

Cjo

NJ: Baselineing NJ. In with goal sheets.

Terri A W CG, VP, JT, JV

CG

VP: Set music on phone upon arrival at work.

JV

JT No thick et

Megan: SM, HB, RN, Jlp

SM: Home is moving (6/11?) to New Hope.

JIP:

HB:

RN:

ReDo in Recep ✓ list

Maureen- LM, NT, TV, MW

LM: Trip in Feb. to FLA. Sign outcomes/

Honeymoon Trip / calendar, Flyers, Bathroom schedule

NT: Husband is ill with cancer again. Surgery for Tim

MW: Dynavox in the shop.

TV: Review BMP, tips. 2 bathrooms.

Anna G

KW: 10^{am} & 12pm (eyedrops)
KL: What up lately?
KH:
CJE:

Lori Tracy Susan Brian
Katie-LZ, DC, TB, SS, BH, MS

4. Safety training: Medical emergency
5. Discussion:
 - Minor med system change. OK??
 - Capital Program? Ideas of whom?
 - Cookie Swap? - Bring in cookies =
 - Alternate times/days for staff meetings. Planning ahead?
 - Safety suggestion.
 - Shredding: Confidential at point of disposal, other in closed box.
 - Hugging guidelines for RISE. Any overall concerns?

Nominated? → Fellowship Internship?
Nicole (Attendance?)
John (using comm board)

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.

911 procedure
Notify Nurse
call 911
perform CPR/First Aide