

Data Ability Team Meeting Agenda

August 5, 2014

3:00 pm

Attending: Sarah L, Anna G, Debbie G, Deb R, Dylan C, Kelly M, Colleen V, Katie W, Maureen T

1. Announcements/Discussions

- a. Attendance certificate
- b. Positive recognition drawing
- c. **CARF will be here on Thursday, August 7th from 12pm-3pm!**
 - *i. DT will be leading the tour*
 - ii. Interviews with staff and clients
 - iii. Putting our best foot forward: please work on Rise/clerk related tasks during downtime (i.e. no personal time on the computers, headphones, reading personal books, etc.), and dress to impress!
 - iv. Remember data privacy...
 - v. Check your mailbox and file any needed paperwork
 - vi. Help your clerks clean their desks
 - vii. Outcome book – has everyone signed?*
 - viii. Policies and Procedures are located.....? *RiseNet/A/S office /MToffice*

2. New Rise Website – can everyone sign on? →

3. Sarah/Anna – info from managers retreat

- a. New software is coming
- b. Reminder – minimum wage increase Aug 1st
- c. Aug 11th – deadline for Rise-ing Star and Champion of the Mission nominations
- d. 245D changes *Training Quizzes for Rise*

4. Video shoot today

- *5. VA Online Training -<http://registrations.dhs.state.mn.us/WebManRpt/> *
- a. Please complete by Aug 29th

6. Training: Incident Reports/Medical Concern Reports

7. Route Sign Up

Caseload Breakdown

Katie W:

BH: *cleanliness is question
steep make*

RN: *handi ham*

LZ: *reverse walker (using)*

MS: health update, continue to be on medical leave

DC: return from medical leave

TB:

Debbie G:

JP: *NO CONCERN*

CJO:

order
2 remotes
for TV
replacement of
ye ~~to~~ Tai chi

NJ: Possibly Tired after lunch, wants to add an extra day

JC: new goals to review and sign
Deb R:
CB: Switch sm work station with CB
CJE:

AH: new goals to review and sign
Dylan C:
VP: wants to Apply Receptionist/inventory
TR:
LM: device is back!
MW: change goals

timecard template + indep. prompts
monthly summary = + em when charting

Colleen V:
MR: meeting w/cv and MR
HB: Manual chair Trial - Attempt pulling New Docs for cummingy
DT:
SM: attends ASL job

Kelly M:
KW: new goals to review and sign
AR: new goals to review and sign
CG:
LP: out on vacation

Ann G: JT:
MS: switching scheduled days to Thurs/Fri
HL:
KL:

Sarah L:
PB:
EP:

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

Weekly
check for
goal tracking

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1. Announcements/Discussions

- a. **Attendance certificate:** * Kelly M *
- b. **Positive recognition drawing**
- c. **VA Online Training – who has completed this?**
 - i. <http://registrations.dhs.state.mn.us/WebManRpt/>
 - ii. Anyone who hasn't yet, please complete this training **by Oct 10th**– print off the certificate of completion at the end and give Sarah or Anna a copy
- d. **Clerk Timesheets/Outcome Tracking** – *take your time* and make sure the information is correct. If you are unsure about what time a clerk came in/left/spent in lunch or classes/what outcome they completed, ask your co-workers, supervisors, or the clerks.
 - i. Staff should review the outcome tracking for their caseload regularly to ensure outcomes are being documented correctly
 - ii. "Leisure Time"
 - iii. **Colleen** – briefly go over the timecard "cheat sheet"
- e. **Medication** – signing the back of the bubble pack/counting CJE's med
- f. **Bathrooms** – when exiting the bathroom to give clerk privacy, please stay next to the door to be within hearing range if the clerk needs something
- g. **Time Studies** – when and who?
- h. **Remember to write at least ONE case note per clerk a month**

2. Monthly Training

- a. Violence in the Workplace
- b. Fire Extinguisher Use

3. Route Sign Up

Caseload Breakdown

Katie W:

BH:
RN:
LZ:
MS:
DC:
TB:

Debbie G:

JP: doing well, advancing her goal of accuracy

CJO: work speed is down, cont to encourage to focus on work vs others conversations

NJ: started Mondays, will start Wednesdays in Oct, cont. to encourage breaks

*Smart house - he's here on Tues
postpone wed*

JC: will start looking for categories on cards

Deb R:

CB:

CJE: Oct. 6 Annual - All New staff (House) Exc. goal writing, reading

AH:

Dylan C:

VP: learning prep for Cummins

TR:

LM: back from vacation

MW: out last week for surgery - all went well.

Colleen V:

MR: increased clerical concerns/attendance, learning scanning for Cummins

HB: upcoming annual

DT: Rise'ing Star award!!

SM: Complaining about her house wants to call Social Worker
bruising on leg

Kelly M:

KW:

AR:

CG: new desk = less socializing? New part of 245D

LP:

Anne G:

JT: NO concerns - NO complaints from home

MS: Has been ill - recovering - clerical work

HL: issues at home, upcoming annual - issues w/s worker

KL: - New Desk

Sarah L:

PB: upcoming annual, may be adding a day NO Narcotics - NO withdrawals

EP: started filing - timesheets please write your name clearly and include your employee number

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

Oct 23rd

LP Artwork
HB in show

College of Direct Support
in fo Consumer- planning
245D person centered