

Data Ability Team Meeting Agenda
March 18, 2014
3:00pm

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

1. Announcements/Discussions:

a. Dylan Croeker will start with Data Ability 03/24/14 😊

b. 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. Please remember to assist the clerks up front when they need something (i.e. coats, questions, computer setup, etc)

c. Please remember to assist taking off/putting on coats when the bus arrives/leaves and save personal computer usage to less busy times

d. Outcome book – remember to update as the clerks on your caseload get new outcomes

2. Birthday Club: We need to continue with Birthday club.

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

4. New lunch room? Thoughts? Hows it going?
Caseload Breakdown

Medium Deb:

CJe:

TR: Will he be more receptive to Dylan

CB:

EP:

Debbie G:

CJo:

NJ:

JC:

JP:

Jane:

VP: *weekly meeting*

MW:

CG:

LP: New receptionist outcome

Anna:

LM: Remember to removed headrest when assisting in the bathroom

MR: Doing prep for Cummins and doing great!

DT: Cummins data entry she's doing a great job

SM: Learning new task/job per quarter

pay for repair

Brain injury board paid 2 years

*right shoulder
Metro mobility*

0273

JT-

[Signature]

*Meeting
Count us
piece rate*

email
Nick

MS: working on updating the consumer list and vertex, surveys

HL:

Sarah:

KW:

AR: Training for receptionist in March

PB: Attendance?

KL: Does she really want to come back to work?

TV: Steer away from caffeinated pop if possible (ie. Dr pepper, root beer)

HB: Continued weakness/falls

Katie:

DC:

BH:

LZ:

MS:

TB:

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.

