

Weekly  
check for  
goal tracking

## Data Ability Team Meeting Agenda

August 5, 2014

3:00 pm

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

### 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 CJ'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

Email 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:

Anna 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

HB Artwork

In show

College of Direct Support

into Consumer-Planning

245D person centered