

SEASONS ADULT FOSTER CARE  
2025 QUARTER 3 ALL TEAM TRAINING AGENDA  
October 7 & 9, 2025  
9 a.m. - noon

TRAINING OBJECTIVES:

1. Announcements and Updates
2. Professional Development
3. Safety Practices
4. Continued Education

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I. WELCOME & HOUSEKEEPING

- Meeting protocol and expectations
- Training ground rules

II. ANNOUNCEMENTS & UPDATES

- Upcoming events and activities
- New staff introductions
- Staff anniversaries and recognition
- "I Show Up" reliability recognition

III. OPERATIONS

A. Safety and Supervision

- Active supervision and presence
- Keeping people safe, dignified, and engaged
- MN 245D supervision expectations
- Staying alert and engaged
- Anticipating high-risk situations
- Early intervention strategies

B. Safety Protocols

- Power outage response procedures
- Rapid response activation
- Winter weather safety
- Property maintenance (shoveling/salting)

C. Boundaries and Professional Conduct

- Defining professional boundaries
- Maintaining boundaries at all times
- Equal and professional treatment
- No personal relationships outside of work
- Social media privacy

- Protecting dignity and showing respect

#### IV. HUMAN RESOURCES

##### A. Benefit Open Enrollment

- Definition and timeline
- ICHRA (Individual Coverage Health Reimbursement Arrangement)
- Meeting schedule with benefits coordinator

##### B. Minnesota Law - ESST & PFML

- Earned Sick and Safe Time requirements
- Paid Family Medical Leave (.88% contribution)

##### C. DHS Background Study Roster

- Compliance requirements

##### D. Policy Updates (Effective November 1)

- Employee Handbook revisions
- Time & Attendance policy
- Weekend call-in procedures
- DSP Career Progression policy
  - \* DSP I > DSP II > DSP III > House Lead > Designated Coordinator
  - \* Pay scales and level definitions
  - \* Application process for DSP III and Lead positions

##### E. Workplace Communication

- Talk Less: Gossip policy review
- Talk More: Supporting colleagues and persons served

#### V. FINANCE

- Paycor time punch procedures
- Back-to-back shifts and transfers
- Divvy/Bill credit card usage
- Receipt documentation requirements
- Grocery and fuel procedures

#### VI. PROGRAMMING

##### A. Health & Safety

- Infection control practices
- Hand hygiene (20-second scrubbing)
- Personal Protective Equipment (PPE)
- Respiratory hygiene
- Disinfecting procedures

## B. Upcoming Audits

- Hand hygiene
- Medication pass
- Pass down procedures

## C. Person Served Updates

- Individual client updates and transitions
- Program changes and documentation requirements

## D. Medication Error Prevention

- 2025 medication error statistics review
- Top reasons for errors (omission, dose, time, documentation)
- Prevention strategies:
  - \* Review MAR at pass down
  - \* Know medication windows
  - \* Time management
  - \* Eliminate distractions
  - \* Triple check procedures
  - \* Follow Seasons medication administration procedures

## VII. INCIDENT PREVENTION & MANAGEMENT

### A. Crisis Prevention Basics - Core Behavioral Concepts

- Antecedent behaviors
- Behavior as communication
- Reactivity
- Self-regulation
- Triggers
- Body language and non-verbal communication

### B. Crisis & Safety Terminology

- Crisis management
- Crisis response
- Safety and supervision
- Power struggles
- Suicidal ideation
- Threat to self or others
- Assessment
- EUMR (Emergency Use of Manual Restraint)

### C. Approaches and Interventions

- Team approach
- De-escalation techniques

- Behavioral interventions
- Incident debrief
- PRN medication
- Harm reduction
- Distraction
- Deep breathing
- Mindfulness
- Positive reinforcement
- Flexibility
- Giving space

#### D. Relationships & Supports

- Therapeutic rapport
- Body language
- Non-verbal communication
- Supportive listening

#### E. GER Documentation & Reporting

- MN DHS 245D requirements
- Accountability and legal records
- Internal oversight
- External reporting

#### F. When to Complete a GER

- Health & safety events (injury, illness, medical treatment)
- Medication errors
- Behavioral events (aggression, elopement, self-injury)
- Suicide attempt/ideation
- Rights restrictions or restrictive procedures
- Interfering behaviors
- Allegations of maltreatment
- Law enforcement contact
- Guardian/case manager notifications

#### G. GER Documentation Expectations

- Documentation standards: factual, objective, fact-based
- Report before end of shift
- Proper completion procedures
- What NOT to include: subjective statements, assumptions

### VIII. CORE VALUES & RECOGNITION

- Living and supporting with purpose
- Core values submissions
- Professional performance recognitions

- Team unity acknowledgments
- Vanguard Award recipients
- ASPIRE Award presentation

IX. TRAINING FEEDBACK & CLOSING

- Feedback collection
- Questions and answers
- Next training: Q4 (January 2026)



TOTAL TRAINING TIME: Approximately 3 hours  
All Team Members Required to Attend