Staff Meeting November 1, 2016

* Reminder on Participant Safety-

1. During outings and group activities in the community- it is imperative that we are accountable for every individual- Staff should be conducting constant head counts so that we are aware of each participant.
2. Staff should be reviewing and understand each participant’s limitations and levels of assistance that may be needed during a community outing. (Think in terms of what are their safety skills- Can they cross a street properly? Do they use cross walks? Can they be monitor by earshot or do they need to be in staff eye site at all times?)
3. Minimize distractions – staff should be aware that many day to day distractions can lead to improper supervision. Please- limit cell phone usage; remember to avoid other distractions that prevent you from being able to see each participant/ conducting staff to staff conversations, etc.

* Christmas Parties

1. Each program area will be setting up a time and place for their annual Christmas Party
2. TCLE would like for these events to take place in the community
3. Your immediate supervisor will be contacting staff for planning and assistance

* Staff Party

1. Arrangements are being made – more information will be forth coming. Currently, we are looking at January 20th (it’s a Friday); once this is confirmed we will send out more information

* Community Based Programs

1. Thank you goes out to everyone for a great job with providing community based activities- Many of our participants are now experiencing different community outings—Keep up the great work!
2. Additional information and regulations regarding programing will be forth coming- State of Maryland has submitted their Waiver Plan for review. Once the plan has been approved by the Federal Government (CMS)- providers will have a better understanding of what will be expected so that we can maintain compliance (new regulations)

* Our next fundraiser (Christmas Trees sales) will take place December 1, 2016 until- ? Anyone wishing to help please contact Randy.