



DUNGARVIN MATTERS

The Newsletter of Dungarvin Oregon

July 2024

Director's Corner



DD having a blast at the Oregon Aquarium!



“Respecting and responding to the choices of people in need of supports.”

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Congratulations!

119th for

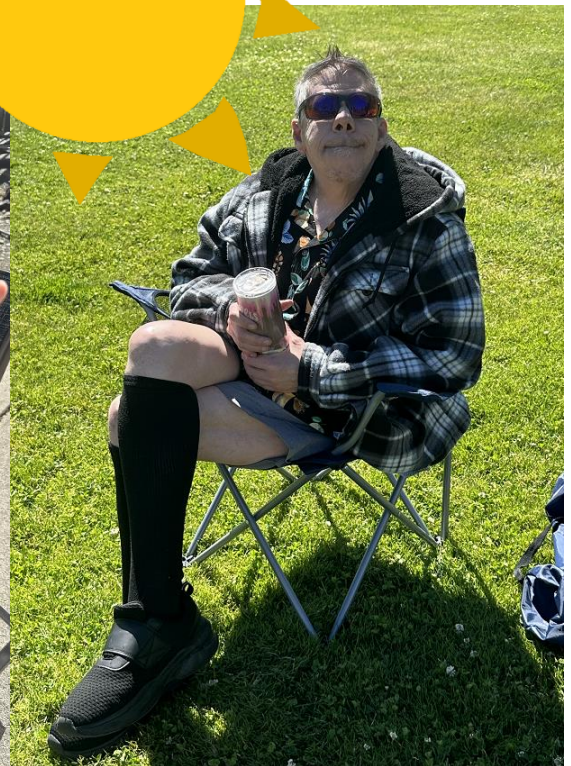
passing
licensing!

Great job team!

PASSED



Billy, Kim, Donald at Gresham
Splash Pad enjoying the
water and sun rays.



EMPLOYEE CORNER

Employee of the Month Nominees

for June:

- Wyatt Turrentine
- Mini Gentry
- Clayton Alvarado
- Aretha Jackson



NEW HIRES

CONGRATS ON
GRADUATION FROM
ORIENTATION PERIOD!



EUGENE

Rose Allen
Reiley Olson

PORTLAND

Amberly Smith
Joshua Sandoval
Katie Jones

BIRTHDAYS

- 02 Fidel Garcia
03 Blanca Tobon-Ortiz
12 Kyle Woodyatt
13 Aunora Zauber
15 Barbara Warren
18 Diane Avalon
20 Justina Sarpee
21 Stacy Buckley
22 Harvin Valencia
26 Larissa Akin
30 Laquisha Cochran



SERVICE ANNIVERSARIES

Six Years

Diane Avalon
Tina King
Diana Helton

Four Years

Cory Broyles
Mary Guthrie-Scott

Three Years

Jacqueline Knoder

One Year

Luis Barreto
Aleah Coleman
Sarah Dodson
Emily Goldstein
Krystine Kilger
Pey Cooper

Employee of the Month

Portland Area Employee of the Month for June

Clayton Alvarado



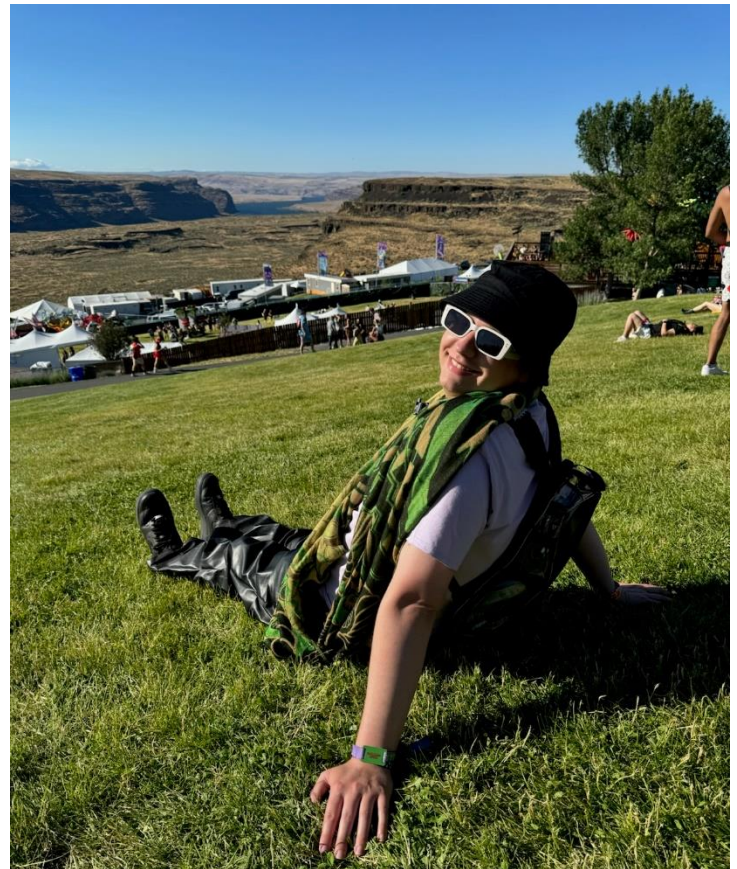
"Aye Aye Captain"

Every day Clayton is learning and growing with Dungarvin and striving to improve and expand his skills sets. He is open to ideas and accepting of training. His oversight of the staff is consistent and balanced and he meets challenges that arise with grace. He is a valuable resource to Dungarvin and his knowledge and abilities are exceptional.

When Clayton is on shift, tasks are completed with accuracy, and the most important, client care, is at the forefront. His leadership abilities show every day, and as he stays in Dungarvin the possibilities are endless.

Eugene Area Employee of the Month for June

Wyatt Turrentine



I would like to nominate Wyatt to be employee of the month because he continues to surprise me with the amount of hard work and dedication he has put into the program. He is sitting in for a PC who is out on leave and has excelled expectations. Wyatt is continuing to keep the program successful and retraining staff the day of. They are working open shifts without being asked. When there is a concern, they are quick to address it head on. I am excited to see where he goes once the PC returns.

Training Tidbits

Event & Report Dates

When writing a GER, the Event Date & Report Date should be the same.

If you're late entering the GER- Enter the date as the current date, for both Event Date & Report Date. In the body of the GER is where you will take note of the actual date – if different.

This also applies with documentation and medication errors. Enter the Event Date & Report Date as the same (current date), and disclose in the GER actual date – if different.

General Event Reports (GER) New + ?

1 Basic Information 2 Event Information 3 Actions Taker

Basic Information

Individual Dungarvin Oregon ⓘ

Program Oregon

Site Oregon

* **Event Date** 06/30/2023

* **Report Date** 06/30/2023

* **Reported By** Foster, Chelsea / Program Quality Coor

* **Reporter's Relationship to Individual** Staff

Event Basics

* **Event Type**

- Injury
- Medication Error
- Restraint Related to Behavior
- Restraint Other
- Death
- Other

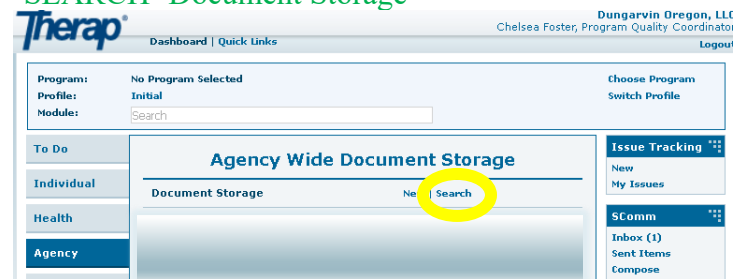
* **Notification Level** Medium

Location Program/Site

...Respecting and responding to the choices

Accessing Dungarvin Policies on Therap

Agency Tab on the left
'SEARCH' Document Storage



Choose the type of policy you wish to view, or leave 'TYPE' blank and pull all policies.

Therap Dashboard Menu Chelsea (DUN-OR) Logout

Document Search

Entered By

Form ID

File name/Description

Type

Received Date From 05/31/2023

To MM/DD/YYYY

Upload Date From MM/DD/YYYY

To MM/DD/YYYY

Status

Policies will list

Therap Dashboard

Document Search

Filter

| Form ID | Status | Description | Upload Date | Updated Date | Type |
|-------------------------|--------|---|-------------|--------------|--------------------------|
| DOC-DUNOR-M8F4PELYS4SMN | Active | E-17 Management Audit Plan | 06/12/2023 | 06/12/2023 | E-Miscellaneous Policies |
| DOC-DUNOR-M8F4PELYB4SMM | Active | E-16 Consumer Nutrition and Food Handling | 06/12/2023 | 06/12/2023 | E-Miscellaneous Policies |
| DOC-DUNOR-M8F4PELW24SMV | Active | E-12 Smoking and Nonsmoking | 06/12/2023 | 06/12/2023 | E-Miscellaneous Policies |
| DOC-DUNOR-M8F4PELW24SMU | Active | E-11 Media Request | 06/12/2023 | 06/12/2023 | E-Miscellaneous Policies |
| DOC-DUNOR-M8F4PEKZ4SMC | Active | E-10 Pets | 06/12/2023 | 06/12/2023 | E-Miscellaneous Policies |

Training Tidbits

When to use 'On Hold' vs 'Missed/Refused'

REGULOID POWDER (METAMUCIL) - Powder, Oral (mouth), Scheduled (Medication) [Switch to Detail Mode](#) [Jump to](#)

Strength: 5ml Attachment: [amy.pdf\(1.36 MB\)](#) Prescriber: Alison Nance (Delta Oaks Medical Clinic)

Give Amount / Quantity: 5Powder Frequency: TWICE DAILY
Begin Date & Time: 01/01/2021 7:00 am
Schedule Repeat: Every Day 2 time(s) a day Schedule Time Slot(s): 7:00 am, 7:00 pm

| Time | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN |
| 7:00 am | OH | OH | KS | KK1 | NSJ | KS | NSJ | KK1 | KK1 | KK1 | NSJ | NSJ | KK1 | KK1 | KK1 | KS | KK1 | NSJ | NSJ | KK1 | KK1 | KK1 | KK1 | NSJ | | | | | | | |
| 7:00 pm | OH | KS4 | KBA | KS4 | KBA | KBA | KBA | KS4 | KS4 | ACF | ACF | ACF | KBA | KBA | KS4 | KS4 | KBA | ACF | KBA | ACF | KS4 | NSJ | KK1 | | | | | | | | |

Indication/Purpose
CONSTIPATION

Instruction/Comments
TAKE ONE TEASPOONFUL (5 ml powder) IN WATER OR JUICE AND CONSUME BY MOUTH TWICE DAILY. HOLD FOR DIARRHEA AND RESUME AFTER 24 HOURS OF NO DIARRHEA. (REPORT TO MD IF ANY HAS A FEVER OF 100.0, CHILLS, AND ABDOMINAL PAIN)

On hold is to be used **ONLY** when there is a clear doctor order to do so. Examples of this typically applies to bowel care medications. Senna, Metamucil, Mirlax Powder, etc... Typically it will say "hold for diarrhea" **This is an order.** This may also apply if someone is getting blood work or a procedure, the Doctor may order we hold all medications or certain ones.

When marking the MAR 'MISSED' it's because the medication wasn't given. This could be staff omitted it by mistake. However, that is not an 'On Hold' it is a missed. If a medication isn't on site, that is 'Missed' not 'On Hold'

When going into detail mode to change from anything other than 'Administered' you must leave an explanation. This is required per OAR 411-325-0120 (3) b. H.

On hold, missed, refused, & LOA must have a comment as to why this is the Record Type.

Instruction/Comments
Take one tablet by m

REGULOID POWDER

Strength: 5ml Attach

Give Amount / Qua
Begin Date & Time: E
Schedule Repeat: E

| Time | 1 | 2 | 3 |
|---------|-----|-----|-----|
| | FRI | SAT | SUN |
| 7:00 am | OH | OH | KS |
| 7:00 pm | OH | KS4 | KBA |

Indication/Purpose
CONSTIPATION

Instruction/Comm
TAKE ONE TEASPOON
AND RESUME AFTER 2
ABDOMINAL PAIN)

Trazodone - Tablet, O

Strength: 100mg Attachment: [amy.pdf\(1.36 MB\)](#) Prescriber: Alison Nance (Delta Oaks Medical Clinic)

Detail Data

Update History (1)

Record Type *

Administer Date *

Administer Time *

Administered By

Recorded By

Comments
This medication is on hold for the next 24 hours per AE diarrhea protocol.

Cancel Save



WHAT'S COOKIN'

3-Cheese Pasta Bake



Ingredients

- 1 (16-ounce) package ziti
- 2 (10-ounce) containers refrigerated Alfredo sauce
- 1 (8-ounce) container sour cream
- 1 (15-ounce) container ricotta cheese
- 2 large eggs, lightly beaten
- 1/4 cup grated Parmesan cheese
- 1/4 cup chopped fresh parsley
- 1 1/2 cups mozzarella cheese

How to Make It

1. Prepare ziti according to package directions; drain and return to pot.
2. Stir together Alfredo sauce and sour cream; toss with ziti until evenly coated. Spoon half of mixture into a lightly greased 13- x 9-inch baking dish.
3. Stir together ricotta cheese and next 3 ingredients; spread evenly over pasta mixture in baking dish. Spoon remaining pasta mixture evenly over ricotta cheese layer; sprinkle evenly with mozzarella cheese.
4. Bake at 350° for 30 minutes or until bubbly.

I want to recognize Emily Goldstein and Stephanie Rowland for their awesome supports in taking an individual to make an important family visit. A ten-hour round trip that started at 6am, and they were both total troupers. So grateful that our individual was able to make this trip, as there was no way it could have happened without Emily and Stephanie's supports. Thank you for stepping up and showing this level of dedication, you are both rad!

Kyle Woodyatt, you did your first solo ISP meeting and you rocked it! Way to be a compassionate advocate for individuals we support. Your flexibility and willingness to make this happen is much appreciated.

Andrea Hanson, you are creating so much awesome content for our host homes marketing! So grateful for the work you're doing, it's going to give us traction and we'll be taking off before we know it. I see you; I know how hard you're working and the level of support you're giving to the team. So appreciative.

-Stacy Buckley, Director

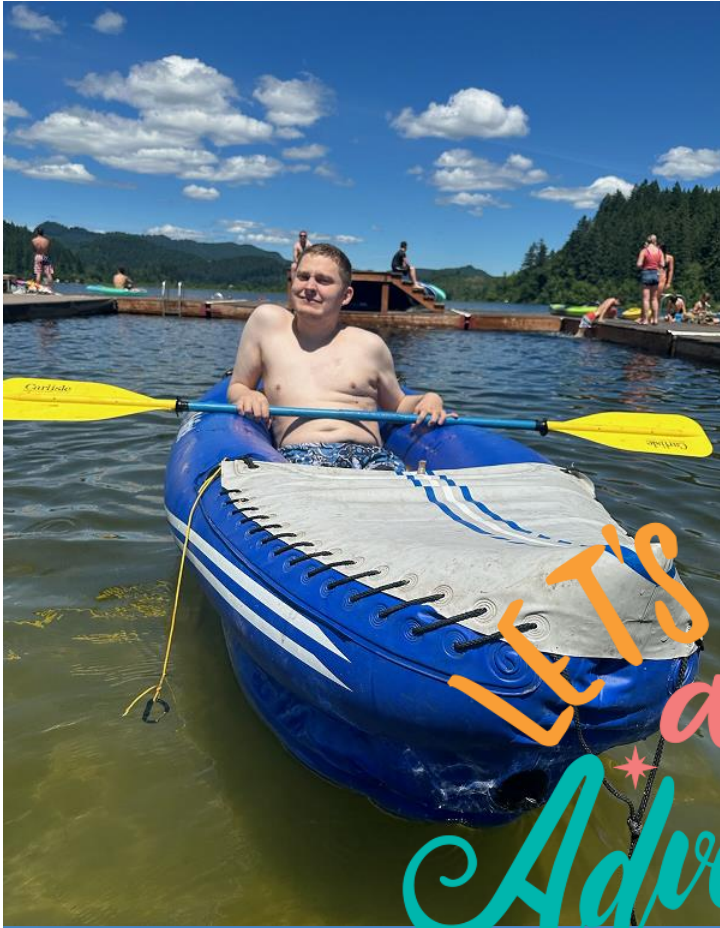
Shout out to the E1 team!

Reiley Olson, Rose Allen, Savannah Wilson and Will Wilson for being so on top of everything and keeping the home running so smooth after such a hard transition. Thank you to Diana Helton, Cory Broyles, Jamie Bateman, Kaci Chase and Alyssa Sikel for always being so open to help with open shifts. I cannot say how much I appreciate each one of you for all you do and the incredible long hours you are all willing to put in for our clients.

Shout out to the Wooden Way team! Thank you Wyatt Turrentine for being a PC for the last few months. Also, welcome back Nohely Gomez Cano! We had a lot of staff out and each of the team members at WW held down this home with little interruption in routine. Thank you for always going out of your way to do all you can to make the program run so well. I appreciate you all!

-Shawnee Graham, PD

Elliot Roy enjoying his Summer



LET'S GO on
an
Adventure





Benefits Open Enrollment is coming up soon!

Benefit enrollment cards will be mailed directly to employee addresses by the end of June. If you have recently moved, please email OR-HR@dungarvin.com and provide your updated mailing address.

Other than premium adjustment, there are no changes to the Oregon medical insurance plans. Healthscope will continue to provide coverage to our Eugene-based employees, and Kaiser will continue to cover our Portland-based employees.

This is a passive enrollment. If you wish to keep the same coverage, there is no need to do anything. Your current benefits enrollments will roll over to the next plan year. However, if you wish to make any changes, you will need to follow the instructions provided in the benefit enrollment cards referenced above.

Policy and Form updates completed as of July 2024

Updated Policies: *None*

Updated Forms: *None*

New Forms or Policies: *None*



Dungarvin advises employees of changes in policies and forms once a month. Any employee can submit recommendations for a change in a policy or form to HR. Changes will be reviewed by local HR and by NCO HR.

All policies are uploaded to Therap under the "agency" tab.

Legally required posters with employment information are posted at each site. If your site is missing a poster, please scomm HR.

| | |
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| <p><i>Dungarvin Oregon, LLC</i></p> <p><i>We are on the Web!</i></p> <p>www.dungarvin.com</p> | <p><i>Dungarvin Oregon, LLC</i> Central Office 7360 SW Hunziker Road Suite 101 Portland OR 97223 503-624-0205 Fax 503-624-1715</p> |
|--|--|

Monthly Safety Meeting

Meeting: 6/20/24 @ Eugene Office & Portland Office

Safety Chairperson: Tateum Gamache

Secretary: Amber Weight

In Attendance: Kyle Woodyatt, Mimi Salinas, Robert Bachicha, Jamie Coyne, Shawnee Graham, Andrea Hanson, Darwin Forca, Cindy Ecklund, Tateum Gamache, Amber Weight, Mary Guthrie-Scott, Chelsea Foster, Brenda Linden, Stacy Buckley, Charles Fox, Lynda Hendrix, Scott Hatalla, Jamie Portugal, Nermina Cehic

OLD BUSINESS:

- Minutes from previous committee meeting were reviewed and approved as written.
- **Safety Topics:** Record heat - take safety precautions when going out into the community. Vehicle maintenance. – top off fluids. Maintain PPE inventory to prevent germ spreading. Possibly invest in fire blankets for each program to put our fires as alternative to extinguisher use (extinguishers should still be present and properly maintained).

NEW BUSINESS:

- **Injuries:** 1) Staff tripped on step in garage and fell, injuring pinky finger. Program will post caution sign near step. 2) N. SL had staff slip and fall during hike with client, resulting in fractured shoulder. Staff is now back at work. 3) Bite in Portland, client to staff. See info in IRC notes below. Not a severe incident, no medical attention needed.
- **Safety Walks:** Halsey program – went well. Kudos to team there. MSDS book needed to be updated and was corrected same day.
- **New OSHA Kits:** Available now and being distributed to each site. Intent is to remove the old kits and replace with new ones. Turn in old kits to your local Dungarvin office. All new kits are now standardized across all sites. Thank you, Chelsea!
- **Incident Review Committee:** 1) Client bit staff member; was correctly documented. 2) Client choked while eating breakfast. GER was completed correctly, choking protocol was used. 3) Client slipped and fell and broke finger. Appropriate medical help and consultation was received. Client has chosen not to cast finger, so staff is properly consulting with client about precautions to use while healing. Notes: Client safety – follow program protocols and be in appropriate proximity to clients for safety. ER visits must be documented per policy.
- **Safety Topics:** Make sure all program MSDS binders are up to date. All materials should be listed alphabetically. Properly dispose of chemicals/paint

that is not being used or is expired. Old paint can often be taken to paint stores. Call and find out. Empty paint cans can often be recycled if residual paint is dried out. Summer heat – know your client protocols. Bring water when out in community. Be extra diligent around water sources. Vehicle safety: Monitor tire pressure and keep fluids topped off. If engine light is on, take it for service ASAP. Keep extra water and complete first aid kit in vehicles. Keep bag of needs for clients in vehicles when taking road trips. Drive safely, follow laws and rules of the road. Safety stickers are on every fleet vehicle, and we do receive observation reports from community members. Heat reminder: OSHA heat and smoke rules – make sure there is plenty of water in programs. Store in cool places to prevent leaks and damage to containers. Be sure there are always places to stop and be in shade when out in community. Watch for signs of heat exhaustion and heat stroke.

https://www.cdc.gov/extreme-heat/about/index.html?ACSTrackingID=USCDC_201-DM130621&ACSTrackingLabel=Stay%20safe%20during%20summer%20heat%20&deliveryName=USCDC_201-DM130621

- **TVFR:** Fire safety – safely celebrate holiday with safe use and disposal of fireworks. Use only legal fireworks, light them away from vehicles and on pavement or rocks. Dispose of used ones in bucket of water so they cannot reignite. Always supervise use of fireworks. Keep fireworks away from pets and known veterans. The sounds and lights can be very triggering and traumatizing.
- **Agenda Items:** Please contact Tateum with suggested future topics to discuss.

Recent w/c injuries:

Oregon work comp injuries in June – 0

| Safety Incident w/C REPORT - Dungarvin Oregon | | | |
|---|---|-----------------------------|---|
| Total injuries for 2024: | 4 | Current staff on Light Duty | 0 |

POST MINUTES at:

- Each site
- Company newsletter
- Send to all PM/PDs, Directors, State Director, Regional Director, Risk Manager

Upcoming Meetings:
July 18th at 12pm via Teams
(Invitations were sent via Email)
QUESTIONS? SAFETY CONCERNS?
 Contact any of the Safety Committee members
 (503) 624-0205 tgamache@dungarvin.com