



## FAMILY AND FRIENDS MEETING

Date: April 21, 2020 12:00 pm Virtual via Zoom

**Attendees:** Exec Team, other staff members, families, guardians, service coordinators, etc.

Agenda Topic / Task	Owner	Action	Notes
Stimulus Check	Brian Watson	FYI	<ul style="list-style-type: none"> <li>- Non-filers can complete the form on the IRS website <a href="https://www.irs.gov/coronavirus/non-filers-enter-payment-info-here">https://www.irs.gov/coronavirus/non-filers-enter-payment-info-here</a></li> <li>- The blue button in the middle of the page “Enter info here” takes you to: <a href="https://www.freefilefillableforms.com/#/fd/EconomicImpactPayment">https://www.freefilefillableforms.com/#/fd/EconomicImpactPayment</a></li> <li>- Enter general info, it’s a 5-10 minute process. Will receive email confirmation upon submitting. Will receive response in 24-48 hours.</li> <li>- This should not facilitate the need to file a tax return next year, since this is for non-filers.</li> <li>- Email Brian Watson (<a href="mailto:bwatson@luinc.org">bwatson@luinc.org</a>) or Denise Garcia (<a href="mailto:dmgarcia@luinc.org">dmgarcia@luinc.org</a>) with questions.</li> <li>- The Stimulus money is not counted against income. Janet Dover suggested looking into Able accounts at this time.</li> <li>- Community Living is tracking who receives, so LU can help guardians follow up on those who do not receive.</li> <li>- If individual is dependent over 17 years of age, they unfortunately do not qualify.</li> </ul>
Spendedown/ Autopay	Susie Schneider	FYI	<ul style="list-style-type: none"> <li>- Spendedown can be cancelled for the time period of this crisis.</li> <li>- If you’re on autopay you have to initiate this cancellation w/ the form on the website. You fax it 573-526-3946 or mail it in. Suggest both. 30 day processing time.</li> <li>- You will have to initiate auto payment again when desired.</li> <li>- <a href="https://dss.mo.gov/mhd/faq/pages/spend-down-faq.htm">https://dss.mo.gov/mhd/faq/pages/spend-down-faq.htm</a></li> </ul>
My Day services	Julie Edlund/ Julie Turley	FYI	<ul style="list-style-type: none"> <li>- Will be following CDC and internal guidelines as to when it’s considered safe to re-open as more information surfaces.</li> <li>- Will be working to create a plan for re-opening. Will likely not be offering services traditionally with all 50 individuals and staff in one building. This could be a slow process to get back to normal operation.</li> <li>- Discussed possibilities to ration 1 staff to 3 individuals to offer smaller day program classes in smaller facilities/rooms.</li> </ul>





## FAMILY AND FRIENDS MEETING

Date: April 28, 2020 12:00 pm Virtual via Zoom

**Attendees:** Exec Team, other staff members, families, guardians, service coordinators, etc.

Agenda Topic / Task	Owner	Action	Notes
Re-Entry Plans	Julie E	FYI	<ul style="list-style-type: none"><li>- Looking at June 1<sup>st</sup> as prospective date to re-open to give the city time to analyze possibility of resurgence.</li><li>- Will be working to create a plan for re-opening. Will likely not be offering services traditionally with all 50 individuals and staff in one building. This could be a slow process to get back to normal operation.</li><li>- Discussed possibilities to ration My Day 1 staff to 3 individuals to offer smaller day program classes in smaller facilities/rooms.</li><li>- CSO/employment will be reaching out to start planning their re-opening.</li><li>- Practicing flexibility and compromise to plan for those with high medical needs and take into account guardian preferences.</li></ul>
Advocay/Appendix K	Julie Edlund	Please complete advocacy email links.	<ul style="list-style-type: none"><li>- Email sent out with two different links to complete. Please complete and share with your networks.</li><li>- All funding for IDD services has been removed from the Appendix K including retention payments and rate increases. The governor can still resubmit this to the Federal Government.</li><li>-</li></ul>
Craft Donations	Julie T		<ul style="list-style-type: none"><li>- Can drop any craft donations with Julie Turley at Broadacres.</li></ul>



## FAMILY AND FRIENDS MEETING

Date: May 5, 2020 12:00 pm Virtual via Zoom

**Attendees:** Exec Team, other staff members, families, guardians, service coordinators, etc.

Agenda Topic / Task	Owner	Action	Notes
Re-Entry Plans	Julie E	FYI	<ul style="list-style-type: none"><li>- Everything is going good health and safety-wise.</li><li>- Looking at June 1<sup>st</sup> as prospective date to re-open to give the city time to analyze possibility of resurgence.</li><li>- Will be working to create a plan for re-opening. Will likely not be offering services traditionally with all 50 individuals and staff in one building. This could be a slow process to get back to normal operation.</li><li>- Discussed possibilities to ration My Day 1 staff to 3 individuals to offer smaller day program classes in smaller facilities/rooms.</li><li>- CSO/employment will be reaching out to start planning their re-opening.</li><li>- Practicing flexibility and compromise to plan for those with high medical needs and take into account guardian preferences.</li><li>- If you wish for your individual to be first or last to transition please contact the program director.</li><li>- Houses are approved to start utilizing drive-thru or food pick up services.</li><li>- Transition homes are available for quarantine precautions.</li></ul>
Health Update	Christy S.	FYI	<ul style="list-style-type: none"><li>- Still taking temperatures and checking symptoms 2x day.</li><li>- Handouts for individuals on what the virus is and cleaning precautions are available.</li><li>- No masks have been given to individuals since they are being discouraged to enter the community yet.</li></ul>
Guardians Socially Distancing Visits	Amy T	FYI	<ul style="list-style-type: none"><li>- Starting to have conversations on this subject.</li><li>- Start with low risk homes who can adhere to social distancing and not upset them.</li><li>- This will be case by case basis. Please contact your team supervisor or program manager.</li></ul>
DSP Day	Julie E	FYI	<ul style="list-style-type: none"><li>- Day to recognize DSPs for stepping up and all the hard work they have done and continue to do.</li><li>- DSPs drive through campus and have different stations where staff can pick up gifts (shirts, meals, etc.)</li><li>- Station to recognize Kim Boden, DSP of the Year.</li></ul>





## FAMILY AND FRIENDS MEETING

Date: May 13, 2020 12:00 pm Virtual via Zoom

**Attendees:** Exec Team, other staff members, families, guardians, service coordinators, etc.

Agenda Topic / Task	Owner	Action	Notes
Announcements	Julie E	FYI	<ul style="list-style-type: none"><li>- Congrats to Brandi Hatfield, My Day Supervisor, for completing DSP-1 certification!!</li><li>- Thanks to CHS for the parade!</li></ul>
DSP Day	Julie E	FYI	<ul style="list-style-type: none"><li>- Day to recognize DSPs for stepping up and all the hard work they have done and continue to do.</li><li>- DSPs drive through campus and have different stations where staff can pick up gifts (shirts, meals, etc.)</li><li>- Station to recognize Kim Boden, DSP of the Year.</li><li>- If you are interested in parking along the parade route contact Denise G. She will be sending out a survey and map.</li></ul>
Re-Entry Plans	Julie E	FYI	<ul style="list-style-type: none"><li>- Everything is going good health and safety-wise.</li><li>- Looking at June 1<sup>st</sup> as prospective date to re-open to give the city time to analyze possibility of resurgence.</li><li>- Contact Mary D., Julie T or Amy T, Amy Y for re-entry planning questions.</li><li>- One staff has tested positive for COVID-19. They are quarantined and all other staff and individuals in the home have been tested with negative results.</li></ul>
Guardians Socially Distancing Visits	Amy T	FYI	<ul style="list-style-type: none"><li>- Starting to have conversations on this subject.</li><li>- Start with low risk homes who can adhere to social distancing and not upset them.</li><li>- This will be case by case basis. Please contact your team supervisor, program manager, Mary D or Amy T to discuss.</li></ul>
Training Update	Vince B.	FYI	<ul style="list-style-type: none"><li>- All originally required trainings are still being continued with during this time of crisis. Training methods/format may have changed depending on the training.</li></ul>





## FAMILY AND FRIENDS MEETING

Date: May 19, 2020 12:00 pm Virtual via Zoom

**Attendees:** Exec Team, other staff members, families, guardians, service coordinators, etc.

Agenda Topic / Task	Owner	Action	Notes
CHS Parades	Amy T.	FYI	<ul style="list-style-type: none"><li>- CHS has been hosting car parades through campus.</li><li>- They need to be working with Amy T/Mary D in CL to coordinate.</li></ul>
Re-Entry Plans	Julie E	FYI  Contact Amy T or Program Director with questions.	<ul style="list-style-type: none"><li>- All individuals will be evaluated on a case by case basis. These need to be team discussions when making decisions on re-entry.</li><li>- Need to discuss how to mitigate risks for the individual and the other individuals in that home/program. ISP addendums will be required for re-entry plans.</li><li>- If there is any disagreement in planning then they must go through Due Process and involve the regional office.</li><li>- Looking at June 1<sup>st</sup> as prospective date to re-open. Then phase on June 15, July 1 and July 15.</li><li>- Start working with individuals on wearing masks and hand washing.</li></ul>
Company Testing through DMH	Julie E	FYI	<ul style="list-style-type: none"><li>- We are working with DMH on organizational wide testing for individuals and staff.</li><li>- If this is implemented we will need to act quickly.</li></ul>
COVID Preparation Plan	Vince B.	FYI	<ul style="list-style-type: none"><li>- Vince is working to create a COVID Policy and Procedure manual that includes what changes we have made and implemented during this time of crisis. As well as all forms that have been used during this time.</li></ul>
DSP Day	Denise G	Please join us and RSVP--	<ul style="list-style-type: none"><li>- DSP Day 05/29 1:30-5:30 pm.</li><li>- Please RSVP on EventBrite:</li><li>- Bring chairs, noisemakers, signs, decorate cars, etc.</li><li>- Handing out staff meals, t-shirts, station recognizing Kim B, DJ</li><li>- Practicing social distancing and cleaning precautions. Map of stations and parking will be set up.</li></ul>





## FAMILY AND FRIENDS MEETING

Date: May 26, 2020 12:00 pm Virtual via Zoom

**Attendees:** Exec Team, other staff members, families, guardians, service coordinators, etc.

Agenda Topic / Task	Owner	Action	Notes
Re-Entry Plans	Julie E	FYI  Contact Amy T or Program Director with questions.	<ul style="list-style-type: none"><li>- All individuals will be evaluated on a case by case basis. These need to be team discussions when making decisions on re-entry.</li><li>- If there is any disagreement in planning then they must go through Due Process and involve the regional office.</li><li>- DMH has implemented the use of addendums for re-entry planning. These must be complete by the individuals team for anyone starting to enter the community. CHS is utilizing and Eitas will probably follow suit.</li><li>- Christy Carlson from CHS shared a sample of the form.</li><li>- Signatures will be needed on these forms and LU is requesting that these not be verbal but electronic or printed signatures.</li></ul>
My Day Plans	Julie Turley	FYI	<ul style="list-style-type: none"><li>- June 1<sup>st</sup> was listed as the prospective start date. With the implementation of addendums this may be pushed out to June 8<sup>th</sup> to allow for meetings and addendums to be in place.</li><li>- All individuals starting at the day programs will need their own transportation. LU is not allowing the use of public transportation to My Day to mitigate risk.</li><li>- Day Program activities may not include community integration at this time.</li><li>- My Day will still be continued in the homes for those who cannot attend on-site yet or cannot adhere to social distancing.</li></ul>
DSP Day	Denise G	Please join us!	<ul style="list-style-type: none"><li>- DSP Day 05/29 1:30-5:30 pm.</li><li>- Bring chairs, noisemakers, signs, decorate cars, etc.</li><li>- Handing out staff meals, t-shirts, station recognizing Kim B, DJ</li><li>- Practicing social distancing and cleaning precautions.</li></ul>
Other information	Julie E.	FYI	<ul style="list-style-type: none"><li>- COVID-19 Preparation Plan will be added to the LU website.</li><li>- Rep Payee – Next group of individuals have been submitted to the SS Division. No exact timeline on this yet. Working as quickly as possible to get them transitioned.</li><li>- Vince Bustamante shared a PowerPoint presentation on the Training Department of LU. (attached)</li></ul>



## FAMILY AND FRIENDS MEETING

Date: June 02, 2020 12:00 pm Virtual via Zoom

**Attendees:** Exec Team, other staff members, families, guardians, service coordinators, etc.

Agenda Topic / Task	Owner	Action	Notes
COVID-19 Testing	Amy T.	FYI	<ul style="list-style-type: none"><li>- DMH and LU are working with the local health department to test all employees and individuals in any program in our organization.</li><li>- Hoping to set up drive thru stations on campus.</li><li>- This is a nasopharyngeal swab test.</li><li>- This is one piece of information on the timeline to help us with re-entry planning. This will also help catch asymptomatic carriers.</li><li>- Consent from guardians will be required. Testing is not required by highly advised and could effect re-entry planning if declined.</li></ul>
Guadian Visitation	Amy T	FYI	<ul style="list-style-type: none"><li>- Case by case basis. Discussion with Director of Nursing and Program Director.</li><li>- Working to create a general screening questionnaire to help expedite this process.</li></ul>
My Day Re-entry	Julie T.	FYI	<ul style="list-style-type: none"><li>- Working w/ service coordinators to obtain ISP addendums for any changes in care plans.</li><li>- 90 individuals so please be patient as these meetings are being scheduled.</li></ul>



## FAMILY AND FRIENDS MEETING

Date: June 9, 2020 12:00 pm Virtual via Zoom

**Attendees:** Exec Team, other staff members, families, guardians, service coordinators, etc.

Agenda Topic / Task	Owner	Action	Notes
ISP Addendums	Julie E	FYI	<ul style="list-style-type: none"><li>- Team meetings are occurring for re-entry plans.</li><li>- Signatures will be required on these plans.</li></ul>
Thanks for your advocacy!	Julie E	FYI	<ul style="list-style-type: none"><li>- Thanks to your advocacy efforts the government announced there will be funds available to recoup some of the additional costs for COVID-19 supplies.</li></ul>
COVID-19 Testing for all staff and individuals	Julie E	FYI	<ul style="list-style-type: none"><li>- This test is highly encouraged and will help with re-entry. Even if tested before, encouraging retest.</li><li>- Forms will be required. Will let you know when they are available.</li><li>- Possible drive through testing during a two day period. North LU Manor and South CDD Office.</li><li>- If individual becomes upset and combative, we will work with staff, develop a plan of action. Will not force.</li></ul>
Q&A	All Attendees	FYI	<ul style="list-style-type: none"><li>- Procedure on returning back to services after being home? These are variable and evaluated on a case by case basis. There is possibility for required testing and/or quarantine.</li><li>- COVID-19 requiring two tests? Usually just one, unless the individual has received a positive test.</li><li>- How many individuals have returned to work or workshops? None- this is currently in process but requires team meetings and signed ISP Addendums.</li><li>- Possibility to not lose waiver if out of service for 90 days (theres one in KS)? Not sure. Contact Julie Edlund specifically and she will get the information.</li><li>- My Day Re-opening plans? In stages once ISPs are signed.</li><li>- NKC Renovation? On hold until more information on COVID-19 and funding for 2021 is secured.</li></ul>



## FAMILY AND FRIENDS MEETING

Date: June 16, 2020 12:00 pm Virtual via Zoom

**Attendees:** Exec Team, other staff members, families, guardians, service coordinators, etc.

Agenda Topic / Task	Owner	Action	Notes
COVID-19 Testing for all staff and individuals	Julie E	FYI	<ul style="list-style-type: none"><li>- This test is highly encouraged and will help with re-entry. Even if tested before, encouraging retest.</li><li>- Forms will be sent this week. Using SignNow electronic signature program. If guardians don't have email contact Program Director and we can coordinate mailing or meeting to obtain signature.</li><li>- There is no set date or location yet. Will know more after forms are received.</li></ul>
Station MD	Christy Schneiders	FYI	<ul style="list-style-type: none"><li>- 24/7 availability for telehealth visits.</li><li>- DMH is currently paying for this service due to the pandemic. Going forward the service costs \$24/mo per individual or \$288/year.</li><li>- This service helps keep our individuals out of doctors offices and ER's by diagnosing minor illnesses at home.</li><li>- They provide documentation and after hours support.</li><li>- You can download the app on a phone or tablet. They also have extra tools available such as stethoscope.</li></ul>
Remote Supports/Hearo	Julie E	FYI	<ul style="list-style-type: none"><li>- Looking into providing this type of support for individuals who do not need 24 hour oversight, but could use constant access to communication.</li><li>- Have tablet/monitor/two way talk, bed sensors, door sensors, etc.</li><li>- 2-3 of LU staff will monitor the hub.</li><li>- Helps individuals feel a sense of independence and self confidence. Helps to eliminate some behaviors.</li></ul>
Thanks for your advocacy!	Julie E	FYI	<ul style="list-style-type: none"><li>- Thanks to your advocacy efforts the government announced there will be funds available to recoup some of the additional costs for COVID-19 supplies.</li><li>- Working to create an LU specific email service such as the one previously used.</li></ul>



## FAMILY AND FRIENDS MEETING

Date: June 23, 2020 12:00 pm Virtual via Zoom

**Attendees:** Exec Team, other staff members, families, guardians, service coordinators, etc.

Agenda Topic / Task	Owner	Action	Notes
Hearo Remote Supports	Paul Twenter & Jim Carr, Hearo	FYI	<ul style="list-style-type: none"><li>- Hearo is an IDD specialized remote monitoring support company located in Springfield, Missouri.</li><li>- Our staff would have a headquarters to monitor the individuals.</li><li>- Each Hearo has a “Home” monitor screen, equipped with cell service to use as a backup if the home does not have WiFi</li><li>- Reminder system for medicine and other reminders, including mass system reminders for weather, LU announcements.</li><li>- Real time audio and video, door/window and motion sensors. Cameras also available.</li><li>- Button for support staff call. Also creating calling circles for social calls.</li><li>- Power backup and auto restart functions.</li><li>- Each person in the house can also have their own personal tablet which can go with them into the community or home to visit family.</li><li>- Stores and retrieves 30 days worth of info.</li><li>- Emergency button and light systems.</li><li>- Working with DMH and grants to cover funding costs. If this system doesn’t work for a certain individual the equipment can be redeployed for someone else in the organization.</li></ul>
COVID-19 Testing for all staff and individuals	Julie E	FYI	<ul style="list-style-type: none"><li>- Test date is set for this Friday 06/26 from 9:00am to 4:00 pm at the Liberty Manor (2135 Manor Way, Liberty, MO 64068.)</li><li>- Forms sent this morning. Please contact your Program Manager/Director or Tami Hayes <a href="mailto:thayes@luinc.org">thayes@luinc.org</a> if you have not received.</li></ul>
Station MD	Christy Schneiders	FYI	<ul style="list-style-type: none"><li>- 24/7 online Telehealth service for anyone in the organization.</li><li>- Helps keep individuals out of emergency rooms unless necessary.</li><li>- Guardians can conference in to appointments with their individual and the Dr.</li><li>- Discussed the statistical decrease in hospitalizations, re hospitalizations and transfers using this service.</li><li>- \$24/individual per month. DMH is currently covering. There are excess costs for equipment such as stethoscope, blood pressure cuff, etc. Working on funding and grants to cover these.</li></ul>



## FAMILY AND FRIENDS MEETING

Date: June 30, 2020 12:00 pm Virtual via Zoom

**Attendees:** Exec Team, other staff members, families, guardians, service coordinators, etc.

Agenda Topic / Task	Owner	Action	Notes
COVID-19 Testing for all staff and individuals	Amy T	FYI	<ul style="list-style-type: none"><li>- Testing was held Friday, great turnout. Thanks for those that made it!</li><li>- Starting to get calls on results. Should hear back this week.</li><li>- Covid cases are rising due to re-entry into the community. We are still taking the necessary precautions to keep our individuals safe.</li><li>- Individuals visits into the community are being decreased due to these rising numbers.</li><li>- Work with your team for plans.</li></ul>
Hats Off to Mothers (HOTM)	Mark B	FYI	<ul style="list-style-type: none"><li>- Due to standing COVID regulations the even is being cancelled for this year.</li><li>- Will hold April 28, 2021. Same original honorees and two additional will be selected.</li></ul>
My Day	Julie T	FYI	<ul style="list-style-type: none"><li>- Starting to hold Day services at My Day, Main House and Mill Street locations ins small groups. Still not going into the community yet.</li></ul>
Clay County Health Statistics	Christy S	FYI	<ul style="list-style-type: none"><li>- The importance of testing, masks, and precautions.</li><li>- <a href="https://experience.arcgis.com/experience/34f9ef5e486b4ef3a0a1364c457944bb/page/page_1/">https://experience.arcgis.com/experience/34f9ef5e486b4ef3a0a1364c457944bb/page/page_1/</a></li></ul>
Rep Payee	Brian W	FYI	<ul style="list-style-type: none"><li>- Social Security is starting back on transitioning the Rep Payee process to LU. If you are curious where your individual is in the process please contact Brian Watsons (<a href="mailto:bwatson@luinc.org">bwatson@luinc.org</a>) or Cindy Norris (<a href="mailto:cnorris@luinc.org">cnorris@luinc.org</a>).</li></ul>
Q&A		FYI	<ul style="list-style-type: none"><li>- Cleaners for individuals houses? Since majority of locations are not having visitors visitors and those that are visiting are following precautions we are not planning to use a service.</li><li>- DSPs are educated in sanitary and cleaning precautions and have really stepped up during this time.</li></ul>



## FAMILY AND FRIENDS MEETING

Date: July 7, 2020 12:00 pm Virtual via Zoom

**Attendees:** Exec Team, other staff members, families, guardians, service coordinators, etc.

Agenda Topic / Task	Owner	Action	Notes
COVID-19 Testing for all staff and individuals	Julie E.	FYI	<ul style="list-style-type: none"><li>- If you have not received a call, LU is calling all employees with results again today and tomorrow.</li><li>- The organization we used was not very organized and some information was lost/missing. There is a small list of people who will need to retest if they wish.</li><li>- The number for Samuel Rogers is 816-474-4920.</li><li>- If we hold another test date a different provider will be used.</li><li>- If you have not received results or did not get tested and want your individual to please contact Christy. We can bill DMH to get reimbursed for testing expenses for individuals.</li></ul>
COVID Statistics	Christy S	FYI	<ul style="list-style-type: none"><li>- The importance of testing, masks, and precautions.</li><li>- Number of cases are trending upward.</li><li>- <a href="https://experience.arcgis.com/experience/34f9ef5e486b4ef3a0a1364c457944bb/page/page_1/">https://experience.arcgis.com/experience/34f9ef5e486b4ef3a0a1364c457944bb/page/page_1/</a></li><li>- Homeland Security Health level went up. 7 hospitals in the Kansas City area have a significant level of COVID cases.</li><li>- 1 individual in services has tested positive. All individuals, staff and guardians who have been in contact have been notified.</li><li>- If your individual is showing signs or symptoms contact Christy directly and she will inform you of next steps.</li></ul>
Flu Shots	Julie E	FYI	<ul style="list-style-type: none"><li>- Drive Thru Flu shot clinic offered to staff First week in October. This will be required of staff this year.</li></ul>
Visits	Amy T	FYI	<ul style="list-style-type: none"><li>- Decided to go back to restricting visits to being offered inside the LU homes to limit community exposure and monitor precautions/social distancing practices.</li><li>- Mary D is working with SCs on addendums for these visits.</li><li>- Notice for first time visits will take time, since addendums required. If you have already gone through this process it is just working with PM/TS on scheduling these visits as discussed in the plans.</li></ul>
My Day	Julie T	FYI	<ul style="list-style-type: none"><li>- Phase I is going well. Individuals divided into 3 locations. Doing well with masks and precautions.</li><li>- Phase II will add 8 more divided among the locations.</li><li>- My Day is stil happening in the homes for those not going to the programs.</li></ul>



## FAMILY AND FRIENDS MEETING

Date: July 14, 2020 12:00 pm Virtual via Zoom

**Attendees:** Exec Team, other staff members, families, guardians, service coordinators, etc.

Agenda Topic / Task	Owner	Action	Notes
Clay County Health Statistics	Christy S	FYI	<ul style="list-style-type: none"><li>- The importance of testing, masks, and precautions.</li><li>- <a href="https://experience.arcgis.com/experience/34f9ef5e486b4ef3a0a1364c457944bb/page/page_2/">https://experience.arcgis.com/experience/34f9ef5e486b4ef3a0a1364c457944bb/page/page_2/</a></li><li>- <a href="http://marc-gis.maps.arcgis.com/apps/opsdashboard/index.html#/1c93961075454558b3bf0dfad014feae">http://marc-gis.maps.arcgis.com/apps/opsdashboard/index.html#/1c93961075454558b3bf0dfad014feae</a></li></ul>
My Day	Julie T	FYI	<ul style="list-style-type: none"><li>- Added a few more individuals to each location for phase II and this integration is all going well.</li><li>- Probably not going to integrate Phase III until things start looking better.</li><li>- Thanks to Brandi Hatfield for running Zoom classes!!</li></ul>
Visits	Amy T.	FYI	<ul style="list-style-type: none"><li>- Family visits are being offered at the LU homes, encouraged to be outside.</li><li>- Working to purchase fans, furniture, etc. to make outdoor visits comfortable.</li><li>- Service Coordinator (SC) visits will be conducted via Zoom.</li><li>- Clay county is on remote visit list and has a mask mandate.</li><li>- Working to have LU nurses start home visits to have another body checking on individuals served during the pandemic. Nurses will be in full PPE.</li><li>- DMH is starting to provide guidance on what is an essential medical visit. Will be working with nursing, SCs, guardians to make a plan for these visits.</li><li>- Implementing Station MD in houses.</li></ul>
Flu Shots	Christy S	FYI	<ul style="list-style-type: none"><li>- Beginning to work with pharmacy on scheduling a Flu shot clinic for individuals served.</li><li>- This is an extremely important precaution this year with everything going on. Individuals are encouraged to receive the flu shot if they are able to.</li><li>- All Staff will be required to obtain a flu shot this year unless they have an approved religious or medical exemption. LU is offering a drive thru clinic in late October.</li></ul>
COVID Testing	Julie E	FYI	<ul style="list-style-type: none"><li>- LU expresses major apology for the COVID Testing experience. The organization we used was extremely disorganized and test results were delayed and or missing.</li><li>- We will not be using them anymore.</li><li>- DMH is suggesting surveillance testing of 10% of people within the organization monthly or bi-monthly to limit outbreak and exposure. More information will be made available when we decide what this will look like for LU.</li></ul>





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Agenda Topic / Task	Owner	Action	Notes
Clay County Health Statistics	Christy S	FYI	<ul style="list-style-type: none"><li>- The importance of testing, masks, and precautions.</li><li>- <a href="https://experience.arcgis.com/experience/34f9ef5e486b4ef3a0a1364c457944bb/page/page_2/">https://experience.arcgis.com/experience/34f9ef5e486b4ef3a0a1364c457944bb/page/page_2/</a></li><li>- <a href="http://marc-gis.maps.arcgis.com/apps/opsdashboard/index.html#/1c93961075454558b3bf0dfad014feae">http://marc-gis.maps.arcgis.com/apps/opsdashboard/index.html#/1c93961075454558b3bf0dfad014feae</a></li></ul>
Visits	Amy T.	FYI	<ul style="list-style-type: none"><li>- Family visits are being offered at the LU homes outside.</li><li>- Masks and social distancing protocols required.</li><li>- Coordinate these visits at least 24 hours in advance</li><li>- Service Coordinator (SC) visits will be conducted via Zoom.</li><li>- Working to have LU nurses start quality check home visits to have another body checking on individuals served during the pandemic. Nurses will be in full PPE.</li><li>- DMH is starting to provide guidance on what is an essential medical visit. Will be working with nursing, SCs, guardians to make a plan for these visits.</li><li>- Implementing Station MD in houses.</li></ul>
My Day	Julie T	FYI	<ul style="list-style-type: none"><li>- 20 individuals amongst 3 different locations</li><li>- Brandi Hatfield and Rochelle Stumph offering virtual classes.</li><li>- If you received a letter that you will lose services please contact your director. This was not what LU was told by DMH.</li></ul>
Flu Shots	Susie S	FYI	<ul style="list-style-type: none"><li>- All Staff will be required to obtain a flu shot this year unless they have an approved religious or medical exemption. LU is offering a drive thru clinic in late October.</li><li>- Beginning to work with pharmacy on scheduling a Flu shot clinic for individuals served.</li><li>- This is an extremely important precaution this year with everything going on. Individuals are encouraged to receive the flu shot if they are able to.</li><li>- If staff qualify for Religious or Medical exemption they will continue wearing a mask through flu season.</li></ul>
Thanks DSPs	Julie E	FYI	<ul style="list-style-type: none"><li>- If you have contact with staff please thank them.</li><li>- The DSPs have been exceptional in dealing with this pandemic and doing what they need to do to support our individuals and keep them safe.</li><li>- If you have the capability please coordinate buying them a meal, treat, thank you card or even consider donating to the DSP fund.</li></ul>



## FAMILY AND FRIENDS MEETING

Date: July 28, 2020 12:00 pm Virtual via Zoom

**Attendees:** Exec Team, other staff members, families, guardians, service coordinators, etc.

Agenda Topic / Task	Owner	Action	Notes
Clay County Health Statistics	Christy S	FYI	<ul style="list-style-type: none"><li>- Numbers are still on the rise.</li><li>- All protocols are still in place in the homes including monitoring symptoms, temp checks, masks, and other safety precautions.</li><li>- <a href="https://experience.arcgis.com/experience/34f9ef5e486b4ef3a0a1364c457944bb/page/page_2/">https://experience.arcgis.com/experience/34f9ef5e486b4ef3a0a1364c457944bb/page/page_2/</a></li><li>- <a href="http://marc-gis.maps.arcgis.com/apps/opsdashboard/index.html#/1c93961075454558b3bf0dfad014feae">http://marc-gis.maps.arcgis.com/apps/opsdashboard/index.html#/1c93961075454558b3bf0dfad014feae</a></li><li>- Beginning to analyze best measures to keep everyone safe. Including halting re-entry plans until cases and exposure rates drop.</li><li>- 159 positive cases in community providers. 8 deaths in the IDD field.</li><li>- LU only has one individual that is recovering now.</li></ul>
My Day	Julie T	FYI	<ul style="list-style-type: none"><li>- Into phase III. 20 individuals amongst 3 different locations</li><li>- All individuals in homes are still receiving services if they cannot attend My Day in person.</li><li>- If your needs aren't being met please contact Julie Turley.</li></ul>
Visits	Amy T.	FYI	<ul style="list-style-type: none"><li>- Family visits are being offered at the LU homes outside. Masks and social distancing protocols required. Coordinate these visits at least 24 hours in advance</li><li>- Working with DMH on community integration guidelines.</li><li>- SCs will be conducting visits electronically. Expanding these visits to include further monitoring of the home including environmental scans, money and med checks.</li><li>- Working to obtain a balance between exposure and having several people monitoring individuals. QA monitoring is important to make sure an individual's needs are being met. Staggering scheduled visits will be conducted in the home to monitor quality assurance while limiting exposure. These staff will be in full PPE.</li></ul>
Station MD			<ul style="list-style-type: none"><li>- Received a grant, working to obtain tablets and tools for each home.</li><li>- Will provide annual physicals via Telehealth.</li></ul>



## FAMILY AND FRIENDS MEETING

Date: August 4, 2020 12:00 pm Virtual via Zoom

**Attendees:** Exec Team, other staff members, families, guardians, service coordinators, etc.

Agenda Topic / Task	Owner	Action	Notes
Clay County Health Statistics	Christy S	FYI	<a href="http://marc-gis.maps.arcgis.com/apps/opsdashboard/index.html#/1c93961075454558b3bf0dfad014feae">http://marc-gis.maps.arcgis.com/apps/opsdashboard/index.html#/1c93961075454558b3bf0dfad014feae</a> <a href="https://www.clayhealth.com/288/Local-Data">https://www.clayhealth.com/288/Local-Data</a> <a href="http://mophep.maps.arcgis.com/apps/MapSeries/index.html?appid=8e01a5d8d8bd4b4f85add006f9e14a9d">http://mophep.maps.arcgis.com/apps/MapSeries/index.html?appid=8e01a5d8d8bd4b4f85add006f9e14a9d</a> <ul style="list-style-type: none"><li>- Reviewed statistics on above websites. Cases are still on the rise.</li></ul>
My Day	Julie E	FYI	<ul style="list-style-type: none"><li>- 20 individuals amongst 3 different locations</li><li>- Visiting over at My Day. Everyone is wearing masks. Very impressed.</li><li>- Looking at different types of masks/barriers.</li><li>- Plans for nursing, QA visits.</li><li>- Progressing. We are on hold on increasing anymore integration. But everyone is getting used to our new normal.</li></ul>
Community Living	Amy T.	FYI	<ul style="list-style-type: none"><li>- Continuing to work on obtaining ISP addendums.</li><li>- Working with SCs on Zoom virtual monitoring visits.</li><li>- Still not doing visits into the community. Are hosting outdoor visits at the LU homes.</li><li>- Working with Christy and the community living department to work in supervisory visits and how to conduct these as safely as possible.</li></ul>
Therap Project	Amy T	FYI	<ul style="list-style-type: none"><li>- Merging South with North to form one version of Therap.</li><li>- Will be reaching out to get you your new login and password.</li><li>- This will create consistency across our organization.</li></ul>
Development Updates	Mark Bertrand	FYI	<ul style="list-style-type: none"><li>- LU is announced Best of the Northland Charitable/Non-Profit Organization! Thanks to those that voted.</li><li>- DDRB approved funds for two additional vans! Thanks DDRB!</li></ul>
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## FAMILY AND FRIENDS MEETING

Date: August 11, 2020 12:00 pm Virtual via Zoom

**Attendees:** Exec Team, other staff members, families, guardians, service coordinators, etc.

Agenda Topic / Task	Owner	Action	Notes
Clay County Health Statistics	Christy S	FYI	<ul style="list-style-type: none"><li>- Delayed some medical appts.</li><li>- Form created for guardians and physicians to get input on what appts are medically necessary to do in person vs. telehealth.</li><li>- Station MD equipment is being ordered. Starting to utilize this service more</li></ul>
Programs update	Amy T	FYI	<ul style="list-style-type: none"><li>- Nothing really new with visits. Still hosting open air at LU homes. Please schedule 24 hrs in advance.</li><li>- New – discussing some online activities. Any yard, outside activities or equipment. Also working with the Recreation on online classes.</li><li>- Also focusing on the plan for schools re-openings, and how we can work with employees to make sure they are supported.</li></ul>
Development Updates	Mark B	FYI	<ul style="list-style-type: none"><li>- Working on virtual bowling event for Sarah Oyens Annual Bowl-A-Thon individuals can compete in an in-home bowl a thon to participate. These funds support the Recreation Program. Trying to eliminate any risk factors for this event. More information to come!</li><li>- Working to set up a legislative advocacy page on our website, where people can compose messages, or find a comprehensive list on issues being voted on.</li></ul>
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Name \_\_\_\_\_ DOB \_\_\_\_\_

PHYSICIAN/SPECIALTY	DATE OF LAST APPT	Pre-Covid-19 FREQUENCY	PROPOSED CHANGE DURING COVID RESTRICTONS	Telehealth Available?	Currently using telehealth?	TEMPORARILY WAIVE Face to Face Medical Visits- <i>Guardian initial and Date</i>
PCP-DR NAME-annual physical						
PSYCH-DR NAME						
PODIATRIST-DR NAME						
DENTAL-NAME						
VISION-NAME						
NEUROLOGY-NAME						
CARDIOLOGY-NAME						
MAMMOGRAM						
BONE DENSITY						
LAB DRAWS						
NON URGENT ISSUES						

Guardian signature \_\_\_\_\_ date \_\_\_\_\_

Guardian Comments \_\_\_\_\_

Physician signature \_\_\_\_\_ date \_\_\_\_\_

Physician comments: \_\_\_\_\_

Life Unlimited Nurse signature \_\_\_\_\_ date \_\_\_\_\_

Service Coordinator signature \_\_\_\_\_ date \_\_\_\_\_

\*As always, if a true emergency arises staff will take appropriate steps to care for our individuals by calling 911 or transporting to the nearest Emergency Room.

Date \_\_\_\_\_

To: \_\_\_\_\_

Fax #: \_\_\_\_\_

From: \_\_\_\_\_ Phone# \_\_\_\_\_

RE: Covid-19 Medical Appointments \_\_\_\_\_ # of Pages (Including Cover) \_\_\_\_\_

Dear Family, Guardians and team members,

Due to the current Covid Pandemic, Life Unlimited has put several precautions in place to protect our high risk individuals. One of those precautions is using telehealth medical appointments whenever possible to avoid possible exposure while out in the community and in medical facilities. Telehealth has worked very well for most medical appointments since these precautions have been put in place. However, we would like to have family, guardian, and physician input on which medical appointments the team deems necessary to complete face to face at the physician's office. Attached are the current medical appointments that are normally scheduled throughout the year. With the teams' decision, we will continue using telehealth for all visits to help protect our individuals and staff. If an urgent medical concern arises where an in-person appointment is deemed necessary, prevention methods will be used.

During this time, Missouri's Department of Mental Health has paid for the use of Station MD to help reduce the risk of exposure to Covid-19 in traditional medical settings.

"StationMD was founded by emergency medicine physicians who recognized a need for better quality care for individuals with intellectual and developmental disabilities (I/DD). Our team of board certified physicians deliver superior medical care to people with I/DD in their homes through easy to use telehealth technology. Our physicians all have a special commitment to caring for people with I/DD and have dedicated training in this area"- Station MD Website

StationMD is available for annual physicals, routine visit, mental health concerns, lab orders, and non-emergent medical concerns. Life Unlimited has purchased specialized equipment such as stethoscopes and otoscopes that connect to the physician during the video call allowing the physician to hear lung sounds, heart rate, and see into their ears and mouth. Family members can be included in these visits with Station MD to be able to participate in all health care needs.

All information from these visits are sent to each person's Primary Care Provider for continuity of care.

For more information on the StationMD process, please visit <https://www.stationmd.com/>.



## FAMILY AND FRIENDS MEETING

Date: September 1, 2020 12:00 pm Virtual via Zoom

**Attendees:** Exec Team, other staff members, families, guardians, service coordinators, etc.

Agenda Topic / Task	Owner	Action	Notes
Clay County Health Statistics	Christy S	FYI	<ul style="list-style-type: none"><li>- The majority of this weeks numbers are finally trending downward. With schools going back in session this may not continue, we will continue to monitor.</li><li>- Still have all sanitary and social distancing precautions in place.</li></ul>
General Updates	Julie E	FYI	<ul style="list-style-type: none"><li>- Service coordinators and staff are working on individualized plans.</li><li>- Working on purchasing telehealth Station MD equipment. If you are interested in joining these appointments, please make that preference known.</li><li>- If you want more information on telehealth please contact Christy or Program Managers.</li><li>- Most emails for staff are first initial, last name @luinc.org.</li><li>- New Therap instance is live today. This is one consolidated instance, which will help with consistency across teams and departments.</li></ul>
Development Updates	Mark B	FYI	<ul style="list-style-type: none"><li>- Working on virtual bowling event for Sarah Oyens Annual Bowl-A-Thon individuals can compete in an in-home bowl a thon to participate. Donation page is live. Please share with your networks. If you have a Wii or another platform, please submit bowling pictures to encourage participation.</li></ul>
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