



THE QUALITY NEWS

“A life is not important except in the impact it has on other lives”

Jackie Robinson

Person Centered Planning & Thinking



How to Help Others to use the Tools:

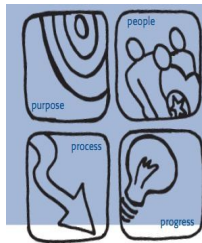
Person Centered Planning & Thinking has captured the attention of our agency and it is our hope that through various teaching methods, including this newsletter, you have been introduced and exposed to a number of PCT tools that can help you to develop your skills in both your professional and personal life. To really make a difference in someone’s life and to ensure that the person has more choices and control, employees supporting the individual needs to participate in an ongoing loop of listening, learning and action.

This can be done through habitually using Person Centered Thinking Tools. The tools are the foundation of change and they can help staff to learn what matters to an individual; what good support looks like; and how an individual communicates their choices and makes decisions.

Through using Person Centered Thinking, employees can think about their role in the individual’s life and how they can bring about action. They can analyze what life is like for the person now, what is working for them and what is not working and what needs to change. Then staff can continue to learn about what is important to and for the individual and how to balance the two.

There are a number of different ways that you can help others develop their skills in using the tools. Demonstrate: Share something that you have already done...Side by Side: Work with people to use the tool....Progressive delegation: Gradually hand over responsibility as the other person develops their skills. Applying learning immediately is important for people to see the relevance and the usefulness of the tools.

Look and listen....PCT is all around you. Next time you are in the Training Room—look at the PCT Tool Posters. Listen closely during the IHP Meeting for PCT language and story sharing. Do you want to know more? We welcome your question/feedback! :)



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1 Support Quality of Care & Support
2 Reduce Costs
3 Manage Risk & Compliance

Therap
Tips!

T- LOGS

T-Logs have evolved since the introduction of Therap...they are smarter, sharper and offer a balanced forum to communicate effectively. Essentially, this is our Communication Log.

Basic Facts:

- Our Communication Log
- Entries are to be made by employees of each shift on a daily basis
- The shift supervisor is responsible to ensure that entries are made prior to the end of their shift
- All employees must read all unread T-Logs upon their arrival to the program and check mark as “read”
- Employees should make entries throughout the shift as needed to ensure all information is documented
- All information must be professionally and objectively written and will not include any personal messages between employees

How to Create a T-Log:

1. Choose new to create a T-Log
2. Choose program name and Individual name
3. Enter T-Log Summary
4. Write your T-Log
5. Click “Show Details” and select Share this if applicable
6. Select Submit

What is documented?

Each shift must complete a summary of activities and events that occurred. Shift summaries will include at a minimum (not an inclusive list)

- * Full names of employees on duty
- * Individuals who attended employment programs
- * Any medical or behavioral issue
- * Meals that were consumed
- * Any guardian or family contact
- * Any incident, accidents or near misses
- * Any appointments or missed appointments
- * Any contact with outside agencies or DDD
- * Any meetings that were held or were cancelled
- * Problems with transportation
- * Administration of PRN meds
- * Unexpected visits to the doctor or hospital
- * Unexpected staff shortages
- * Names & times of visitors

Documentation is a critical piece and responsibility that we all share. Use best practices and be thorough when completing T-Logs. Do not forget to Click to SHARE with other departments when applicable.

Do you have a Therap tip or question? We want to hear from you! Email your tips or questions to:

info@thearcofsomerset.org

We are currently using:
Therap Version: Version: 9.1.14

What's On The Training Board?

- ◆ Employees & Supervisors: Please check your training status and the training status of your employees on Therap! Let's all keep on top of our certifications!
- ◆ All employees must take OSHA & Danielle's Law annually! Check the date of your last certification in Therap. Go to [Training History](#) under [My Training Class](#) to check the dates of ALL your Training Certifications today!