

Personal Care Connections

A quarterly newsletter of GSIL's Attendant Care programs



FEBRUARY 2016

In This Issue:

In The Know

[News You Need](#)

[Coming Soon](#)

[In My Own Words](#)

Let's Celebrate

[Happy Anniversaries!!!](#)

[New Employees](#)

Learning Center

[Compliance Corner](#)

[Skill Building](#)

What's on the Web

[Link-Ables](#)

Health and Safety

[Simple Tastes](#)

[Health and Wellness](#)

GSIL Information

[HR/ Payroll Corner](#)

[HR – Who Does What](#)

[Program Information](#)

Life has knocked me down
a few times

It has shown me things I
never wanted to see

I have experienced
sadness and failures

But one thing is for sure...I
always get up

.....unknown



For email delivery just
send your email address
to Ann Graf

ann.graf@gsil.org



News You Need

by Kathryn Newcomb, RN Director - South Long Term Supports

Possible Exciting Opportunity for ACWs

The College of America which is out of Southern NH University has a possible opportunity that may be exciting for our Attendant Care Workers. You can only be a student in this program if a company sponsors it. This only means that GSIL may be able to help communicate this opportunity to them, having no financial impact to GSIL.

This program is a competency based education, where students complete projects to demonstrate their learning and ability. There are no tests or classes to attend. They will receive a coach to help them through the process. The cost of the program is only \$2,500 per year for an Associates or Bachelor's degree. These degrees also qualify for student aid.

We are hoping this might be an avenue to offer options for our ACWs that might otherwise be difficult and too costly to desire.

A SNHU representative will be holding a small informational session in January to discuss further and see what we think the interest would be. A small number of consumers and workers have been invited. This is an effort to gather more information that can then be forwarded to consumers and workers.

Here at GSIL we continue to increase opportunities for our ACWs. This may be one way they can take advantage of bettering their education at low cost to them.

Stay tuned for more information to come!

Any questions please contact Kathryn Newcomb, RN Director LTS South @ 410-6515 or ask your LTS Program Coordinator and they can direct you.

Winter Safety

Now that the holidays are over, we are settling in for a long, cold New England winter. Being prepared is the best way to stay safe and maintain optimal health through these cold months.

There are many good references for winter safety and preparedness. The State of New Hampshire has an emergency preparedness website: <http://www.readynh.gov/>. There are recommendations to form a "Family Emergency Plan". This is a plan that involves planning with all family members and is a tool to reconnect in the event of a major weather emergency or disaster.

Another recommendation from this same source is to put together an emergency kit. At a minimum have on hand at least three days of non-perishable food, water and medications. Other suggestions for the kit include a NOAA radio, flashlight and batteries, personal hygiene items, a first aid kit, a whistle, a manual can opener, copies of important documents, blankets and towels, change of clothes, durable weather-proof container, a generator and food for pets.

If forced to use an alternative form of heat, use extreme caution for carbon monoxide exposure. Heating units that are made to be used outdoors cannot be used inside. This can cause a quick build-up of carbon monoxide fumes that can be deadly. The following are signs and symptoms of carbon monoxide poisoning:

- Dull headache
- Dizziness
- Shortness of breath
- Blurred vision
- Weakness
- Nausea or vomiting
- Confusion
- Loss of consciousness

Immediate emergency medical attention should be sought by dialing 911 if carbon monoxide poisoning is suspected.

In addition to emergency preparedness, basic precautions should be taken for safe day to day living in the winter. Prevent falls by having snow and ice removed from walkways, driveways and entrances. Sand or salt should be applied to slippery spots. Prevent frostbite and hypothermia when out in extreme temperatures by wearing warm layers and covering exposed skin. Wear sensible warm footwear to prevent falls and frostbite to feet.

It is not too late to get the flu shot! The flu typically peaks in February and is often seen as late as May. If you have not yet received your vaccine, please contact your primary care provider. The flu shot is also given at many pharmacies.

Service animals and family pets are also vulnerable to the cold. Please do not leave an animal outside in the cold for prolonged periods and never overnight. Keep animals dry in the winter. If the natural fur coat is not heavy, an animal may require a coat to wear for longer periods outside. If the animal's foot pads are noted to be cracked and dry, apply a small amount of petroleum jelly a couple of times a day.

Have a safe and happy winter!

Sources

<http://www.readynh.gov/>

<http://www.mayoclinic.org/diseases-conditions/carbonmonoxide/basics/symptoms>

<https://www.animalhumanesociety.org/news/keeping-pets-safe-cold-weather>

<http://www.cdc.gov/flu/>

Simple Tastes – Quick and Easy Recipes by Cheryl Pinheiro



Recipe for: Brussel Sprouts and Shrimp Skewers

Ingredients :

- | | |
|--|--|
| <input type="checkbox"/> 12 med to large shrimp | <input type="checkbox"/> 2 tablespoons water |
| <input type="checkbox"/> 8 Brussel sprouts | <input type="checkbox"/> 1 tablespoon turmeric powder |
| <input type="checkbox"/> 2 tablespoons olive oil | <input type="checkbox"/> 2 tablespoons almond butter (or PB) |
| <input type="checkbox"/> 1 teaspoon curry powder | <input type="checkbox"/> Sea salt and pepper |

Directions:

1. Preheat the oven to 400F.
2. Remove the shell from the shrimp and cut the Brussel sprouts in half.
3. In a bowl, mix the oil, almond butter or peanut butter, water, and all the spices.
4. Dip the Brussel sprouts into the sauce and place on a cooking pan. Cook on medium heat for 5 minutes and set aside.
5. Place the shrimp in the same sauce and cover them well.
6. Using skewer sticks, insert the shrimp and vegetable on them. Spread the extra sauce all over the skewers.
7. Lay on a pan and bake in the oven for 8 minutes. Until the shrimp becomes red.
8. Serve on a bed of green salad. The extra sauce running from the skewers will mix well with the lettuce and will become your tasty dressing.



Compliance Corner by Carrie Hanser

What is the best way to obtain workers?

Here at GSIL we offer many avenues to help acquire and maintain workers. As most of you should know we have been diligently working on maintaining a current "registry" so it will hopefully be a more effective tool for you to use. We also have options to place "want ads" in your local papers. You are entitled to 12 one week paid advertisements a year with approval by your coordinator. Behind the scenes we are constantly running generic ads state wide trying to attract new workers to join our team. We strive to work very hard in conjunction with our consumers to help them fill their worker needs.

Sometimes it may require you as the consumer to become a little bit more flexible with your routines. For instance; a consumer may say that they need someone from 7am-11am 5 days a week. We may have been able to talk to a potential worker who can fill that need for the most part but, they are unable to start the day until 8:00am. Some consumers would not entertain that because they want someone for 7am. What we are asking of you (the consumer) is if you are able to be a little bit flexible with your hours it may help obtain a worker in a timelier manner. Now, we understand there are certain circumstances when people have obligations that they have to meet and they cannot change their time frames. But, if you are faced with having a really descent potential worker and they are unable to meet you where you are at in terms of starting times and or ending times, ask yourself if you could tolerate a small change to your routine.

As always keep in close communications with your coordinators when you have a need to find another worker as we are all dedicated and committed to helping in each and every way we can.

Skill Building

by Cheryl Pinheiro

Travel Time Sheets

Attendant Care workers who travel from one consumer to another back to back need to fill out the travel time sheet. The consumer whom the worker leaves to travel to their next consumer will need to initial time of departure and the consumer whom worker travels to will need to initial arrival. Now this only works if the worker is doing back to back visits. If an attendant care worker has time in between working to run errands or grab lunch then the travel time does not apply.

Example: Attendant care worker arrives at Bozo's house at 7 am and works until 11am. She then drives to Major Mudd's house for 11:15am. The travel time sheet would be filled in 11:00am to 11:15 Bozo initials the departure and Major Mudd initials the arrival.

Now the same worker works for Major Mudd 11:15 to 1:15 pm completes her time sheet and leaves. Her next shift isn't until 5pm. There would be no travel time from when she leaves Major Mudd's home and arrives at her next consumer at 5pm.

Travel time sheets are separate from time sheets. Both sheets need to be turned in to Payroll by Tues 5pm. Any time sheets or travel timesheets incomplete will be put aside until which time the time sheets can be corrected to reflect actual time worked.

If you are having any issues filling out time sheets or travel time sheets please contact Human Resources/Payroll or your consumer's LTS Program Coordinator.



In My Own Words

"Life is good"

by Glen Lurvey

Glenn set a new goal for himself, to find another accessible van as his was no longer safe for travel.

Glenn is 40 years of age and is a consumer with a Spinal Cord Injury. He is thankful to all involved for assisting him to "begin my life again" He was able to purchase another van with the assistance through the GSIL SCI fund.

He states "To some this may not be a big deal but to me, I know longer feel like a prisoner in my own home. I would like to thank Jackie Morin my RN, LTSC and Sarah Melasecca for their role in supporting me with achieving this success". My family is so happy to see me out and about again. LIFE IS GOOD!



Glenn Lurvey

Would you like to share your knowledge and experience?

Consider writing an article for Personal Care Connections!

Contact Jodie Pemberton at 603-228-9680 or email at jodie.pemberton@gsil.org

HR/Payroll Corner by Kathryn Semonelli, Cindy Walsh and by Linda Tsantoulis



Jessica Petroski
LTS Program Coordinator



Jessica Dollar
Part Time Receptionist at Chenell



Melissa Borowski
PCA Floater - North

Importance of Accurate Personal Information

Throughout the year an individual's contact information can change for various reasons: new home, marriage, lost cell phone.

It is important to provide GSIL your most up-to-date information in order for your records to be accurate. Correct addresses ensure that Medicaid claims are processed for payment and that paychecks are received timely, as well as W-2s. Correct telephone numbers and email addresses are needed when contact is required for the LTS staff to communicate information necessary for a consumer's program & for when the Payroll staff has timesheet questions.

Any time it is necessary to update personal information, please contact the staff at GSIL. For changes to consumer information, please contact the LTS Department and employee changes, please contact the HR Department.

Happy Anniversary!!!! November, December, January Congratulations!!!

Celebrating 5 years of service!!

Glynda Rosebrook	11/9/2010
Lorrie Byrne	11/10/2001
Melissa Borowski	11/10/2010
Leticia Costa	11/15/2010
Debbie Reynolds	11/16/2010
Thomas Fortune	11/21/2010
Annamarie Bailey	11/26/2010
Judith Molkentine	12/10/2010
Stephanie Giovannucci	12/12/2010
Raelean Wright	12/22/2010
Jaymie Bouchard	12//30/2010
Sherri Farrell	1/3/2011
Mariah Gallagher	1/3/2011

Celebrating 5 years of service!!

Kimberly Hamel	1/6/2011
Annabelle Brown	1/12/2011
Joyce White	1/17/2011
Jade Newquist	1/22/2011
Marianne Gray	1/27/2011

Celebrating 10 years of service!!

Bruce Howes	11/4/2005
Patricia Alexander	12/7/2005
Barbara Donovan	1/11/2006

Celebrating 15 years of service!!

Jacqueline Keefe	11/22/2000
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Locations for Hiring Process Appointment

Concord Area: Hours: 9 a.m. to 12:30 p.m. and 1:00 p.m. to 4 p.m.

Manchester Area: Tuesdays by appointment only call Stephanie at 603-410-6576

Gift Card Winners!!!!

Newsletter Quiz - Congratulations Tina Savage to whose entry was drawn as the lucky winner of a \$25.00 award for submitting the correct answers for last quarter's newsletter quiz.



LINK-ABLES

Websites to access information regarding benefits,
Healthcare and disability culture.

Where Do the Candidates Stand on Social Security?

<http://states.aarp.org/nh-for-the-long-haul/>

Get Help Paying Home Heating Bills

<http://www.aarp.org/money/low-income-assistance/info-10-2012/get-help-home-heating-nd1889.html>

New Hampshire's General Court website, where you can find anything regarding legislative activity in NH.

<http://www.gencourt.state.nh.us/>

 Have an idea for a Link-Ables, contact Jodie.pemberton@gsil.org

Information on specific programs

**Personal Care Attendant (PCA) Program and
Personal Care Services (PCSP) Program**
Call **ext. 1153** or LTSinformation@gsil.org

Agency Directed Home Care Services
North - Donna Potter **ext. 1609** dpotter@gsil.org
South – Kathy Newcomb **ext. 1115** knewcomb@gsil.org

Recruitment Coordinator Vickie Trudelle **ext. 1162** vtrudelle@gsil.org

ACW Liaison/Registry Maureen Whittemore **ext. 1112** mwhittemore@gsil.org

Who Does What in HR?

Stephanie X 1156	Cynthia X 1139	Vickie X 1162	Cindy W X 1166	
All New Hire Paperwork, I-9's, BEAS			Workers with Last Name A - M Stephanie ext 1156	
Change of Address/Name				
Criminal Records Checks				
Change in Employment Status/Terminations				
TB Tests				
Driver/Vehicle Releases			Workers with Last Name N - Z Cynthia ext 1139	
Welcome Packets				
Motor Vehicle Insurance				
Verification of Employment			Vickie	
Voluntary Short Term Disability			Cindy	
Wage Adjustments			Cynthia / Cindy	
Work Related Injuries (must notify GSIL within 24 hrs)			Cindy	

Coming Soon!!

by Kathryn Newcomb, RN Director - South Long Term Supports

Over the next several months we will be issuing photo ID badges to all new and existing Attendant Care Workers (ACW), regardless of the program the ACW works under. This is an effort to increase the security and safety of our consumers, especially where our staff are not required to wear scrubs or any type of uniform. This is so our consumers will be able to identify GSIL employees when they show up at consumers' homes.

We at GSIL understand that under the consumer directed programs some consumers may feel uneasy about their workers wearing a name badge. This is definitely not to take any control from consumers. For those consumers who do not want the badges being seen we will ask that those ACWs have the photo badge with them when working for GSIL. Those ACWs will be able to put in their pocket or purse, etc. However, we will be encouraging our ACWs to wear their badges where they can be seen on their person.

We will be taking photos and making badges at the ACE Trainings in all of our GSIL offices. This will be a good opportunity because we will be meeting many new ACWs. We will work together with consumers and their workers that have already completed ACE Training to be able to coordinate having pictures taken and badges issued. It may take us a bit to reach all of the existing workers but we will work something out as not take any work time from our consumers.

It will be the responsibility of our consumers under consumer directed programs to request their workers hand over their badges when they are no longer working for GSIL. The LTS Coordinators can then pick the badges up at consumers' homes when they are visiting their consumers the next time. The badges can also be dropped off at one of our GSIL offices when no longer working for GSIL.

We want our workers to be able to identify themselves when they are in consumer homes. We hope consumers and workers will feel more secure when an employee can show their photo ID badge.

Any questions at all when we start this process, please feel free to contact the LTS Coordinator who will be able to answer any questions you may have.

Thank you in advance for cooperating while we move forward with this new process!

GSIL
21 Chenell Drive
Concord, NH 03301

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You Could Win a \$25 Award! (taxes applicable)

How???? Just answer these five questions correctly then send the completed quiz to GSIL by mail, 21 Chenell Drive Concord NH 03301, fax 228-1673 or email your answers to Cheryl Pinheiro cpinheiro@gsil.org no later than April 1, 2016. Your name will be entered and one lucky person's name will be drawn to win a \$25 Award (taxes applicable).

Your Name: _____

What other time sheet does an ACW fill out if they go from one consumer to another consumer?

If an employee has a change in address, phone #, or name change who do they call? If a consumer has a change in address or phone # who do they call?

What are some signs of Carbon Monoxide Poisoning?

If an ACW is looking for additional hours/or looking for a consumer to work for, what is the name of the GSIL recruiter they would contact?

What should an Attendant Care worker do with their employee badge (once they are given one) if they should leave employment with GSIL?
