



Personal Care Connections

A Quarterly Newsletter for GSIL's Attendant Care Programs

news you need

higher education - The benefits will surprise you!

Have you ever considered becoming a college graduate or maybe earning a college certificate? Have you thought "I can't afford college", "I don't know what career to go into", "I don't know what college to enroll in"?

GSIL's staff has expertise to help individuals enter college, graduate from college and find employment during and after college. A college degree isn't just a means to a career- it's about having a valuable experience that boosts your self-esteem and self-worth. College grads report being happier at their work than individuals without a college education. They also report having more opportunities to learn new things at work which contributes to their higher job satisfaction. Also, studies show that college graduates earn significantly more money throughout their lifetime than those with only a high school education.

GSIL has put together a wonderful resource guide with information on education, computers and technology.

(continued on page 2)

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Nothing is
impossible.
The word
itself says,
'I'm Possible'

- Audrey Hepburn

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higher education *(continued from page 1)*

This guide provides information on colleges, funding sources, and scholarships (including those specifically for Veterans and individuals with disabilities).

There is a section on donated, low cost, used, and loan/funding programs for accessing a personal computer. The last section has resources on assistive technology equipment and programs

available to acquire this technology.

If you would be interested in this FREE Resource Guide, please call GSIL Information & Referral Department at 602-228-9680 and a guide can either be emailed or sent out to you for your review. Learn the possibilities available to you and then ask GSIL to assist you in your quest for knowledge!

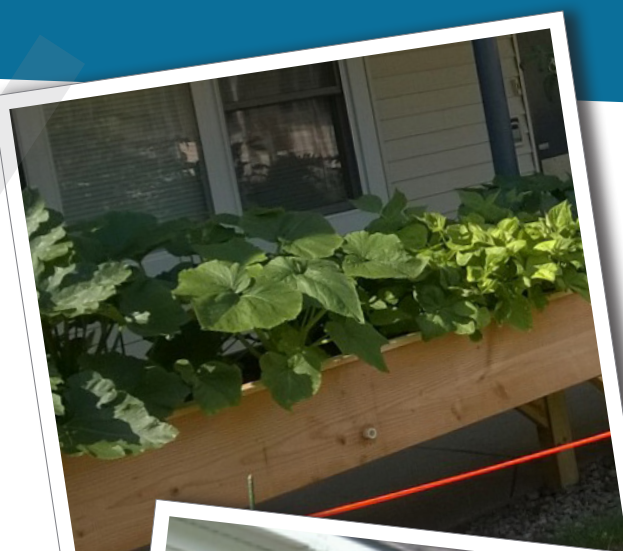
health & wellness

some exciting news!

This past May, GSIL applied for and was awarded a grant through Harvard Pilgrim Foundation for a Farm-to-Table type project. Thanks to their generous support, we were able to build a custom 32 foot, accessible raised garden in the Courtyard of the Crotched Mountain apartment complex in Manchester, NH.

A big planting party was held on June 7th to kick-off the project. Residents at the courtyard and some GSIL staff volunteers came together to plant all kinds of fresh produce, including tomatoes, cucumbers, peppers, zucchini, radishes, green beans, and, yes, even a pumpkin plant! The residents are caring for their garden and it is flourishing from all the tender loving care it receives.

In the fall, we are planning a big harvest dinner. The project also includes classes on health and wellness topics. We even have the privilege of welcoming a few students from the GSIL Earn and Learn programs as they volunteer their help, which makes it a multigenerational garden. It is a great concept and has been tons of fun!



*residents & gsil staff
planting fresh veggies!*

healthy summer living tips

Here are 7 ways to make this summer your healthiest one yet!

1. Try Something New – Remember last winter when the sun was gone by 4pm and the freezing temperatures outside would cause you pain? It can be extremely difficult to get yourself motivated to head out to the gym or take a brisk walk outside during the wintry months. Starting a new activity while the weather is good will make it easier to form a healthy habit that will continue throughout the year.

2. Grow Your Food – Nothing beats the taste of fresh fruits and vegetables in the summer! Planting a garden can be both enjoyable and cost-saving. Getting your hands in the soil can also reduce your stress levels. Do you have a bad back or use a wheelchair for mobility? A raised garden bed can be helpful for individuals that have disabilities or anyone with physical restrictions - *check out GSIL's raised beds pictured to the left*. Start small to keep it a fun and manageable project.

No yard? Growing produce in individual pots can be an efficient way to provide some fresh produce for yourself... and may even result in some left overs for a lucky neighbor or two!

3. Visit a Farmer's Market – Farmer's Markets are a great place to shop for fresh, seasonal produce (typically open 1-2 days a week). Buying food locally allows you to know where your food comes from and who grows it. Plus, you'll be supporting local farmers, working farms and supporting your community.

But once you find the produce, how do you fix it? Ask for recommendations! Some vendors and

grocery stores provide recipes you can take home with you. Google "Easy Healthy Recipes" + the food you purchased to view a wealth of recipes.

4. Use Sunscreen – It's vital to apply sunscreen to protect our skin from damaging UV rays. Make it the first thing on your list when getting ready for your outdoor adventure. Research suggests that one severe burn is enough to increase your chances of developing melanoma later in life by 50%.

5. Stay Hydrated – We all know how important it is to stay hydrated, especially in the heat, but most of us don't consume enough. How much water should you consume in a day? Experts say you drink half of your body weight in ounces of water. For instance, if you weigh 150 pounds, aim for drinking at least 75 ounces of water. Be sure to keep water on you throughout the day.

6. Protect Yourself from Heat Exhaustion – In these summer temperatures, a person with heat exhaustion may suffer from confusion, dizziness, fainting, fatigue, headaches, nausea, vomiting and/or profuse sweating. If you or someone else experiences signs of heat exhaustion, get out of the heat and rest immediately. Drink plenty of fluids, remove tight clothing and apply cooling measures, like fans or ice.

7. Head Indoors – When the temperature outside is 90 degrees or higher, the risk of heat-related illness increases significantly. When it is extremely hot out, avoid doing physically intense outdoor activities. Seek air conditioning in places like shopping malls, movie theaters or other cool establishments. You can also stay physically active by visiting indoor places, like yoga classes, the YMCA for tennis/racquetball or other health clubs.

in my own words

“

Don't get me wrong about this.

I would never say that having a disability is a good thing because my life is certainly not easy.

Prior to my accident, I was too busy to enjoy life. But now, I can take the time to do the things that I enjoy, like gardening, caring for my pets and volunteering at the Humane Society.

My workers have become my left arm and my legs. They assist me so that I can still enjoy a full life.

Without them, I would not be able to live life independently and do the things that mean so much to me.

”

- I.P. Consumer since 2008

bacon cheeseburger bombs

- 1 can Pillsbury biscuits
- 1 pound of lean ground hamburger
- ½ onion
- 3 slices of bacon crumbled
(can substitute bacon bits)
- 1 tsp ketchup
- 2 tsp BBQ sauce
- 1 tsp yellow mustard
- 5 oz of cheddar cheese cut in squares
- 1 egg white

1. Preheat oven to 375 degrees
2. In large frying pan: sautee hamburger meat, onion, bacon, ketchup, BBQ sauce, and mustard until fully cooked.
3. Roll out rolls very thin
4. Place 2 tablespoons of mixture in center of rolled out dough add 1 cube of cheese
5. Fold over dough and seal edges good.
6. Brush with egg whites.
7. Continue this until all rolls are filled.
8. Place on a baking sheet lined with parchment paper, turn oven down to 350 and bake for 13-16 minutes



bon appetite!

Be mindful the mixture inside will be HOT.

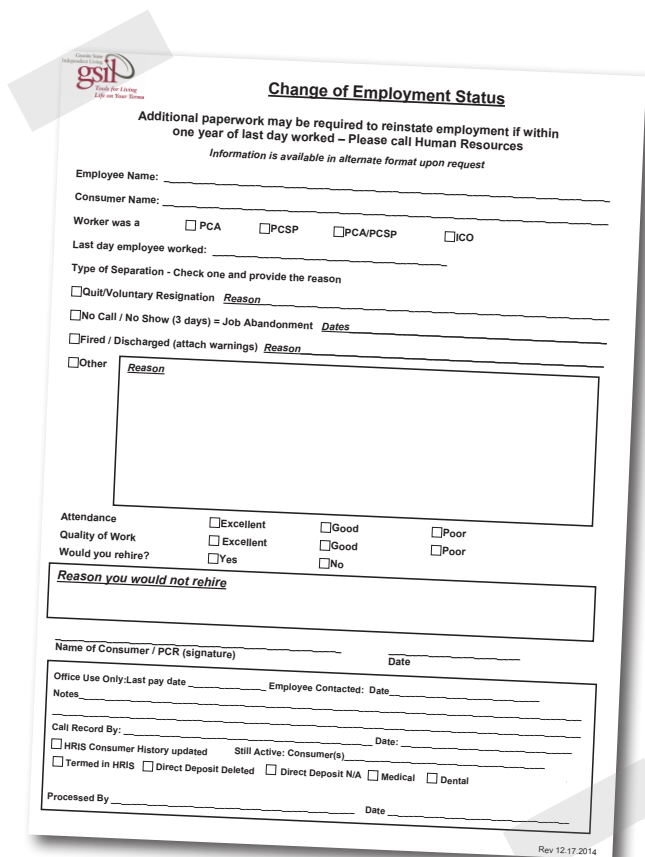
skills training

When an ACW leaves your employment for whatever reason, **the consumer is responsible to complete a change of employment status form.**

These forms are important for multiple reasons:

1. It alerts Human Resources when an ACW isn't working (*in case they file unemployment*).
2. It alerts the LTS coordinator that a consumer has open shifts.
3. It provides a paper trail of employment history.

The form can be filled out online, by hand, or you can always call 603-228-9680 HR or coordinator and give them the information over the phone. The most important thing is that the forms get completed in a timely fashion. For questions, please contact your coordinator and discuss the process.



The form is titled "Change of Employment Status" and includes a logo for Granite State Independent Living (gsil) with the tagline "Teach for Living, Job on Your Terms". It contains several sections for data entry: Employee Name, Consumer Name, Worker was a (with checkboxes for PCA, PCSP, PCA/PCSP, ICO), Last day employee worked, Type of Separation (with checkboxes for Quit/Voluntary Resignation, No Call / No Show, Fired / Discharged, and Other, each followed by a Reason field), Attendance (Excellent, Good, Poor), Quality of Work (Excellent, Good, Poor), and Would you rehire? (Yes, No). There is a section for "Reason you would not rehire" and a bottom section for "Office Use Only" containing fields for Last pay date, Employee Contacted, Date, Notes, Call Record By, Date, HRIS Consumer History updated, Still Active: Consumer(s), Termined in HRIS, Direct Deposit Deleted, Direct Deposit N/A, Medical, and Dental. The form is dated Rev 12.17.2014.

what is an independent living plan?

An Independent Living Plan is an assessment and planning document used to determine which services will be provided to assist a consumer with the pathway to independent living. The LTS coordinator annually and as needed reviews/completes the Independent Living Plan in collaboration with the consumer who must be an active participant in the development of the Independent Living Plan. This plan/goals are the consumer's choices and desires.

The Independent Living Plan includes the following life skills necessary for independence:

- Maintain a clean and safe living environment
- Develop career goals
- Seek and maintain employment
- Create and follow a budget
- Utilize community resources for health care and transportation needs
- Plan meals using economical decisions and healthful eating guides
- Maintaining/managing their ACW
- Acquire Durable Medical Equipment or other items
- Housing options
- Advocacy

... And the list goes on depending on consumers needs and wants at the time of the assessment.

who does what in human resources?

- All New Hire Paperwork, I-9s, BEAS
- Change of Address/ Name
- Criminal Records Check
- Change in Employment Status/Terminations
- TB Tests
- Driver/Vehicle Releases
- Welcome Packets
- Motor Vehicle Insurance

For above categories:

Last names A - M:

Contact Stephanie Janes

Last names N - Z:

Contact Cynthia Paris

- Verification of Employment Vickie Trudelle
- Voluntary Short Term Disability Cindy Walsh
- Wage Adjustments Cynthia/Cindy
- Work Related Injuries (must notify GSIL within 24 hours) Cindy Walsh

hr/payroll corner

department of labor compliance

GSIL and its consumers not only need to adhere to Medicaid's rules and regulations, but we also need to adhere to those set forth by the Department of Labor (D.O.L.). When timesheets are submitted late to the Payroll Department, an employee's wages can result in being paid after the designated pay date. This is a violation of the D.O.L.'s RSA 275:43 that states 'pay all wages due to employees on regular paydays designated.'

Please submit timesheets weekly to the Payroll Department by Tuesday at 5pm. This deadline allows the Payroll staff to process the timesheets and review for any errors. Once the work week has ended, please do not hesitate to submit timesheets. Timesheets that are being faxed or emailed can be submitted at any time once the work week has ended; the fax machine is always on and emails can also be received.

In addition to RSA 275:43, an additional rule that we must follow is RSA 279:27, which states GSIL is required to keep a 'true and accurate record of the hours worked' per employee. When an employee has a correction to a recorded shift, it must be initialed by the employee. This must occur any time an employee crosses out an IN or OUT time or changes an IN or OUT on their timesheet.

Please ensure when approving timesheets that not only are the IN and OUT times are correct, but that if any changes are made, that the employee initials them.



Questions about the D.O.L.

rules? Please do not hesitate to contact the Payroll staff at 603-228-9680 or your GSIL LTS Coordinator.

information on specific programs

Personal Care Attendant (PCA) Program & Personal Care Services Program (PCSP) Extension 1153 or LTsinformation@gsil.org

Agency Directed Home Care Services

(North) Donna Potter ext. 1609 or dpotter@gsil.org

(South) Victoria Chapman ext. 1115 or vchapman@gsil.org

Recruitment Coordinator

Vickie Trudelle - ext. 1162 or vtrudelle@gsil.org

ACW Liaison/Registry

Maureen Whittemore - ext. 1112 or mwhittemore@gsil.org

linkables

<http://www.nh.gov/labor>

<http://collegeforamerica.org/>

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

locations for hiring process appointments

Concord Area

Hours: 9am-12:30 p.m. & 1pm-4pm

Manchester Area

By appointment only.

Call Stephanie at 603-410-6576



Nonprofit
Organization
US Postage
PAID
Concord, NH
Permit #1426

Granite State Independent Living
21 Chenell Drive
Concord, NH 03301

CHANGE SERVICE REQUESTED

you could win a \$25 award!



How??? Just answer these 5 questions correctly, then send your completed quiz to GSIL by mail:
21 Chenell Drive | Concord, NH 03301

You may also fax your answers to 228-1673 or send them to cpinheiro@gsil.org **no later than October 1st**.
Your name will be entered to win a \$25 Award (taxes applicable).

Your Name: _____

1. What does “true and accurate record of time in and out” mean according to D.O.L.?
2. Who in HR is responsible for any worker comp issues?
3. If someone is interested in a free resource guide on education opportunities, who should they contact?
4. What is an IL plan?
5. If an employee leaves employment, which form needs to be completed and sent to HR?

congratulations reinhardt maltby, whose entry was drawn as the lucky winner of a \$25.00 award for submitting the correct answers for the last quarterly newsletter quiz.