



# Shadowfacts

SHADOWFAX NEWSLETTER

SEPTEMBER 2023

## Save the Date! Mandatory All-Staff Meeting

Wed Oct 18, 9am-3pm  
Heritage Hills, 2700 Mt. Rose Ave.

Lunch will be provided!  
Please RSVP on Relias



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## August

### Employee of the Month: Reina Caraballo Asencio

Reina has been a Production Packager for a little over a year. When asked what she likes best about Shadowfax, she said she loves the teamwork and collaborative working environment nurtured by her supervisor, Gilbert Colon. Reina, we appreciate all that you do and

are honored to have you on staff!



## September

### Employee of the Month: Michael Nimon

Michael has been at Shadowfax for a year as a full-time DSP at Program 20. He enjoys reading, gardening, and hiking. He also is a big Buffalo Bills fan! Michael's brother, Adam, also works at Shadowfax! Thank you, Michael, for all you do. You are greatly valued and appreciated!



The Arc of PA's:  
Making Employment Work



## ACRE: Basic Certification Training

Certifications have recently  
been earned by these Day Services staff:

**Mel Watts**

**Rebecca Lieberknecht**

**Shaunteyea Knight**

**Congratulations**

*Just a  
friendly reminder  
about footwear!*

Closed shoes must be worn  
in all program areas, includ-  
ing Day Programs at Pattin-  
son Street, AND Residen-  
tial Homes.



**September is...**

## Gynecologic Cancer Awareness Month

See pages 9-12 for the four types of gynecologic cancer, along with key facts, symptoms, risk factors, and risk reductions.

# From the Training Office...

*Just a friendly reminder that during ALL trainings, staff are expected to actively listen, participate, and treat each other with respect.*

*This includes limiting cell phone use while in training.*

*Per Policy, HR.3024.000.000 Cell Phone Use, the use of a cell phone while at work may present a distraction to you and/or your co-workers.*

*Staff members who violate this policy will be subject to disciplinary action up to and including termination.*

If you have questions, please reference the following policies via BambooHR:

HR.3024.000.000 Cell Phone Use

ORG.1022.000.000 Code of Ethics and Business Conduct Policy

HR.3004.002.000 General Employment Rules Procedure





# Shadowfax Professional Development Credentialing Program

In partnership with the  
National Alliance for Direct Support Professionals

## **Congratulations to the following staff**

*who have earned professional certifications:*

*Kendra Emenheiser - DSP-I*

*Tracy Stadd - DSP-II*

*Judy Ramos - DSP-I*



## **Congratulations to the following staff**

*Who have earned various ebades this month*

*as they pursue professional certifications:*

*Jessica Hess*

*Wendy Albright*

*Donielle Turner*

*Elaine Hockenbury*

*Karen Swarr*

*Courtney Knaub*

*Jasmin Ramage*

*Jameelah Newby*

*Sara DeVore*

*Jen Grove*



The NADSP Code of Ethics upholds nine tenets of ethical practices when supporting individuals. The staff who are working towards certification often refer to these practices when they're submitting their experiences as support professionals. One or two will be shared in each newsletter. The complete brochure can be found at [www.nadsp.org](http://www.nadsp.org).



**This month we're highlighting *Relationships:***

***As a DSP, I will assist the people I support to develop  
and maintain relationships.***



## **Furthermore, as a DSP, I will:**

- **Advocate** with the people I support when they do not have opportunities to build and maintain relationships.
- **Recognize** the importance of maintaining reciprocal relationships and proactively facilitate relationships between the people I support, their family and friends.
- **Assure** that people have the opportunity to make informed choices in safely expressing their sexuality.
- **Separate** my personal beliefs and expectations regarding relationships (including sexual relationships) from those of the people I support. If I am unable to separate my own beliefs and preferences in a given situation, I will remove myself from the situation and seek the assistance of a qualified coworker.
- **Refrain** from negative views, harsh judgments & stereotyping of people.

## Safety Corner: Stop the Spread of Germs!

With the coming of the fall and winter seasons, also come colds and the flu, not to mention the COVID variants that are around the corner!

Please take a couple of minutes to review some simple ways to stop the spread of germs. A few small actions can make a big difference!



Cough or sneeze into a tissue, then throw it away. Use your arm or sleeve to cover if you don't have a tissue. Avoid touching your eyes, nose, and mouth at all times.

Wash your hands immediately after sneezing, coughing, or blowing your nose. Use soap and hot water, rubbing vigorously for 20+ seconds. Washing is best, but if you can't wash, then use an alcohol-based sanitizer on all areas of your hands and fingers,

Clean shared surfaces and equipment often. Use disinfectants to clean frequently touched items such as doorknobs, copy machines, computer keyboards, phones, etc. And it's okay to challenge others to do the same!

Stay at home when you are sick. Check in with a health care provider if needed.

Practice the six-foot rule at all times, not only for yourself and your family, but also for the protection of others.

**Be aware, be sensitive, be respectful, be careful  
And be on your guard against those tiny enemies called GERMS!**

## Medications are Therapeutic



Medication is defined as a substance used for medical treatment. Administering medications in therapeutic amounts as prescribed by physicians will ensure ongoing health and quality of life for our individuals.



**Elvira Torres**  
Day DSP Full-time



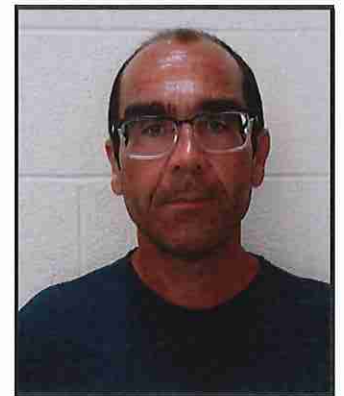
**Ola Fadahunsi**  
Res Awake Overnight - 310



**Jesse Broome**  
Res Supervisor - 880



**Blair Fitts-Harris**  
Res Awake Overnight - 64



**Scott Breil**  
Day DSP Full-time



**Donald Johnson**  
Res Awake Overnight - 300



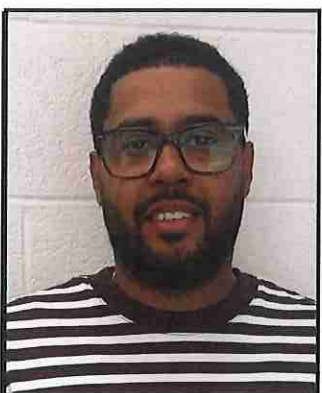
**Shakia Miller**  
Residential Supervisor - 58



**Mike Allison**  
IM Coordinator



**Brandi Parks**  
LPN Consultant/Educator



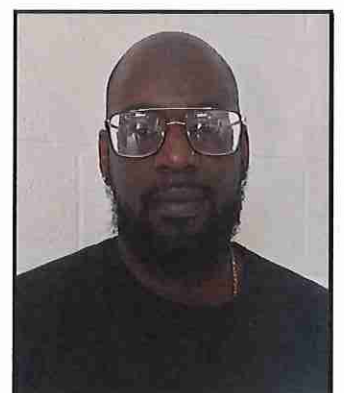
**Gerald Gonzalez**  
Res Awake Overnight - 810



**Jeremiah Sokan**  
Res DSP PRN - 44



**DaShawna Quarles**  
Res DSP PT 20 - 810



**Shane Stewart**  
Res DSP PT 20 - 62

## **Do you want to get the most from your BENEFITS?** **Adopt a Consumer Mindset!**

*From AleraGroup Rep, Kimberly Canfield*

When it comes to getting the most from your benefits, you want to use a "consumer mindset" to access the health care you need at a price that meets your budget. That means doing your research when you need services, and making decisions accordingly, the same way you would if you were making a major purchase such as a house or a car. Here are some ways to do so successfully:

Choose your health plan wisely. Take action during enrollment by anticipating your needs, exploring your choices and using what you learn to select the benefits that make the most sense for your situation. Don't just assume the most expensive plan offered is best or the least expensive plan is enough. Instead, you want one that meets you and your family where you are in terms of coverage and costs.

Utilize TouchCare to compare pricing and get cost estimates. The price for healthcare services can vary significantly for the same procedure. Touchcare will assist you in finding quality providers at the most affordable costs. They can also assist you if you have billing questions. Contact at 866-486-8242 or email [assist@touchcare.com](mailto:assist@touchcare.com). Their website is [www.touchcare.com](http://www.touchcare.com). They also have a mobile app you may utilize.

Know how your plans work. For example, using in-network providers costs less than going out of network, Enhanced Level providers cost less than Standard Level providers, telemedicine costs less than primary care office visits, generic drugs cost less than brand names, and mail-order costs less than the retail pharmacy for medications you use regularly.

Utilize your additional medical benefit programs. KISx Card may eliminate your cost for surgical procedures or imaging services. Regenexx offers an alternative to orthopedic surgery. The OSS Company Direct Program offers you no cost orthopedic care including imaging, surgery, orthopedic urgent care, and physical therapy. CancerCARE offers you cancer advocates to assist you in getting second opinions, personalized care, and access to some of the best cancer centers nationwide. Please see your benefit guide for more information and how to contact these valuable programs.

Participate in the Wellness Initiative. Your participation will not only help you live a healthier, happier, and more fulfilling life. You can also earn a wellness premium contribution incentive for the following year reducing the cost of your medical plan per pay. Submit your tracking sheet and all supporting documentation to be counted as completion.

## Employee of the Month



*Have you nominated someone for Employee of the Month yet? Who is your favorite co-worker—someone who demonstrates the mission of the company by consistently serving the individuals with dedication and sacrifice? Check your email for the link to the Employee of the Month Nomination Form. If you don't have it, call Human Resources, at (717) 854-7742!*

### **Referral/Recruitment Bonus**

Refer hard-working, reliable, caring and conscientious people by filling out referral forms within 3 days of when they apply. If hired & they work at least 90 days you'll receive:

**\$500 Bonus**

**paid over 6-month period**  
(as long as the person remains on staff)

Referrals must be submitted to HR within 3 days of receipt of the application. Forms are available in Staff Resources, or at reception desks.

### **Receiving Referral Bonuses!**

**Vickie Emig**

**Rachel Anders**

**Carrie Hoffman**



*The next one could be you!!!*

### **Beneficiary Info**

All full-time staff receive life insurance coverage upon completion of 90 days of employment. Be sure to keep your beneficiary information current for both the life insurance and 403b plans. Keeping your info current with the HR Dept. will ensure that money is allocated correctly in the event of a tragedy.

*Thank you!*

### *Years of Service*



*Celebrated*



Congratulations to the following Staff who hit a benchmark for years of Service at Shadowfax!



5 Years

Patricia Pessoa



## Working Together To Improve Communication!

### Check Relias!

Avoid being out of compliance on trainings!



### Check Your Email!

Avoid missing important staff updates, information, and personal messages!

### Check Bamboo!

Avoid missing messages and announcements!

Log in at least once a week—at the very minimum!



A quick glance daily is even better! You'll be glad you did; it will keep you in tune with what is happening!

If you have training concerns, please contact: [sftraining@shadowfax.org](mailto:sftraining@shadowfax.org)

*We're here for you!*

# Going Green

## Paper Wants To Be Recycled!

What is it used for?

Office paper, newspapers, advertising, mail, envelopes, magazines, catalogs, food packaging, shoe boxes, paper towels, toilet paper rolls, boxes, paper bags, etc.

Why it wants to be recycled.

Every ton of paper recovered for recycling saves 3.3 cubic yards of landfill space. Approximately 75% of the U.S. paper mills use some recovered fiber to make everything from paper-based packaging to office paper and newspaper. Paper is the most recycled solid waste.

How CAN I recycle it?

Curbside recycling bin, local recycling drop-off center, workplace or school recycling bin. Public space recycling bins usually accept paper products.

What does it become?

With a recycling rate of over 60%, many paper products have recycled content. Recycled newspaper is usually made into more newsprint, paperboard, and tissue. Recycled office paper becomes raw material for tissue, printing paper and paperboard. Most recycled corrugated boxes are made into new corrugated boxes, with the rest used for paperboard packaging, like cookie & cracker boxes.

*From iwanttoberecycled.com, "Recycling Explorer"*



## The Shadowfax Corporation

386 Pattison Street, York PA 17403 (717) 854-7742 [www.shadowfax.org](http://www.shadowfax.org)

### Mission Statement:

To set the standard for quality in the human service field through consistent demonstration of dependability, integrity, collaboration, innovation, and commitment to our stakeholders.



Shadowfax Corp



Shadowfax Corporation



Shadowfaxcorp



# uterine / endometrial cancer

## Know the key facts

**Endometrial cancer, also known as uterine cancer, is the most common gynecologic cancer.**

**85% of women with endometrial cancer survive, because of early detection.**

**Three out of four women are diagnosed at Stage I.**

**Endometrial cancer usually occurs around the time of menopause, but younger women are also at risk.**

### Symptoms

- Abnormal vaginal bleeding; younger women should note irregular or heavy vaginal bleeding
- Bleeding after menopause
- A watery pink or white discharge from the vagina
- Two or more weeks of persistent pain in the lower abdomen or pelvic area
- Pain during sexual intercourse

Over 90% of women diagnosed with endometrial cancer say that they experienced abnormal vaginal bleeding prior to their diagnosis.

Please see a gynecologist or gynecologic oncologist and ask about an endometrial biopsy if you experience any of these symptoms.

[foundationforwomenscancer.org](http://foundationforwomenscancer.org)

### Risk reduction

- Exercise regularly
- Keep your blood pressure and blood sugar under control
- Manage your weight

If endometrial cancer is suspected or diagnosed, consult a gynecologic oncologist. Women treated by gynecologic oncologists are more likely to get appropriate surgery and have a higher cure rate.

### Risk factors

- Taking estrogen alone without progesterone
- Obesity
- Late menopause (after age 52)
- Diabetes
- Never becoming pregnant
- Hypertension
- A family history of endometrial or colon cancer
- Use of tamoxifen



**gynecologic cancer**  
**awareness month**



Foundation  
for Women's Cancer

# ovarian cancer

## Know the key facts

**Only 15%** of all ovarian cancer cases are detected at the earliest, most curable stage.

**One in 71** women will develop ovarian cancer in her lifetime.

Ovarian cancer is the **fifth leading cause** of cancer death in women.

### Symptoms

- Bloating
- Urinary symptoms, urgency or frequency
- Pelvic or abdominal pain
- Difficulty eating or feeling full quickly

These symptoms are particularly concerning if they occur almost daily for a few weeks or more. If this happens to you, see a doctor, preferably a gynecologist, and specifically ask about the possibility of ovarian cancer as a cause of your symptoms. If ovarian cancer is suspected or diagnosed, seek care first from a gynecologic oncologist.

### Risk reduction

- Use of oral contraceptives.
- Consider risk reducing surgery if genetic testing indicates very high risk.
- Understand your risk and listen to your body for symptoms.
- If ovarian cancer is suspected or diagnosed, seek care first from a gynecologic oncologist.

### Risk factors

- Risk increases with age, especially around the time of menopause.
- Family history of ovarian cancer, fallopian tube cancer, primary peritoneal cancer, or premenopausal breast cancer, or a personal history of premenopausal breast cancer.
- Infertility and not bearing children are risk factors, while pregnancy and the use of birth control pills decrease risk.
- Family history of both colon and endometrial cancers: any male family member with breast cancer.
- Ashkenazi Jewish heritage.

[foundationforwomenscancer.org](http://foundationforwomenscancer.org)



**gynecologic cancer**  
**awareness month**



Foundation  
for Women's Cancer

# cervical cancer

## Know the key facts

**Most cases of cervical cancer are now preventable.**

**Vaccinating young children before they become sexually active can prevent cervical precancer and cancer.**

**Regular Pap tests and HPV testing at recommended intervals are equally important in preventing cervical cancer.**

### Symptoms

- Bleeding after intercourse
- Excessive discharge and abnormal bleeding between periods
- Vaginal odor
- Pain

These symptoms may be caused by cancer or by other health problems. It is important for a woman to see her doctor if she is having any of these symptoms. Most women will have no symptoms, so getting vaccinations and regular Pap tests plus HPV tests when recommended is key to preventing cervical cancer.

### Risk factors

- Almost all cervical cancer is caused by a persistent infection with the human papillomavirus, or HPV.
- Cervical cancer usually affects women between 30 and 50, but younger women also are at risk.
- Smoking weakens the immune system and a weakened immune system can lead to persistent HPV infection.

### Risk reduction

- Get vaccinated before you become sexually active.
- Have your children vaccinated starting at age 11 or 12.
- Get Pap tests and HPV tests at the intervals recommended by your health care provider.

[foundationforwomenscancer.org](http://foundationforwomenscancer.org)



**gynecologic cancer**  
**awareness month**



Foundation  
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# vaginal and vulvar cancer

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## Know the key facts

**Vaginal cancer begins in the vagina, the muscular tube that connects the outer part of the female genitalia (vulva) to the uterus. Most vaginal cancers occur in the lining of the vagina.**

**The vulva includes the labia majora (outer lips), the labia minora (inner lips), the clitoris and the opening of the vagina. Vulvar cancer most often affects the inner edges of the labia majora or the labia minora.**

### Symptoms of Vaginal Cancer

- Unusual vaginal bleeding
- Bleeding after vaginal sex
- Pain
- Problems with urination or bowel movements
- Watery discharge
- Lump or mass in the vagina

### Symptoms of Vulvar Cancer

- Chronic itching
- Abnormal bleeding or discharge
- Skin color changes (lighter or darker, red or pink)
- Bump or lump with wart-like or raw surfaces
- Open sore

### What can you do to prevent or detect vaginal or vulvar cancer early?

- Get the human papillomavirus (HPV) vaccine before becoming sexually active
- Schedule regular check-ups, including pelvic exams
- Use a mirror to examine your vulva for any changes
- See a doctor if you experience any symptoms

[foundationforwomenscancer.org](http://foundationforwomenscancer.org)



**gynecologic cancer**  
**awareness month**



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