

Shadowfacts Newsletter

Shadowfax Corporation

July 2023



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.

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Need-to-know

Save the Date

7/14: Developmental Disability Professionals Day

featuring

The Good Life Ice Cream Truck @ Tremont St.

2:30-5:30pm

9/10-9/16: National DSP Recognition Week

With Food Trucks @ Tremont Street:

Mon 9/11—Mammas Meltz from 12pm-2pm & 4pm-6pm

Tue 9/12—Rig-a-Toni from 12pm-6pm

Wed 9/13—Food Adventure from 12pm-6pm

Thu 9/14—LettUsKnow from 12pm-6pm

Fri 9/15—Vampire Taco from 12pm-6pm

10/18: Mandatory ALL Staff Meeting

@ Heritage Hills Golf Resort

9am-3pm

Save the Date for Upcoming Town Hall Meetings

Meetings will be held in the morning (10am) and evening (6pm)

September 20

December 12



Julie Jones, Director of People and Culture, will send a link to submit questions in advance of each meeting. The same agenda will be addressed at the morning and evening sessions on each date.

Avoiding Medication Errors

Current DSPs should be mentoring and providing feedback to new hires on the medication administration process. Training and peer-to-peer accountability will ensure current staff have retained their knowledge of the medication process and new staff will be trained correctly. A good time to accomplish this is during the new hire 15 supervised medication passes. This helps make sure individuals are receiving medications as ordered, and help to prevent medication errors from occurring.



Safety Corner

Be aware of heat exhaustion and heat stroke symptoms this summer!

Have symptoms?

Take action!

> HEAT DANGERS

WEATHER
AUTHORITY

FAINT OR DIZZY →

EXCESSIVE SWEATING →

COOL, PALE, CLAMMY SKIN →

RAPID, WEAK PULSE →

MUSCLE CRAMPS →

← THROBBING HEADACHE

← NO SWEATING

NAUSEA / VOMITING

HEAT EXHAUSTION

- GET TO A COOL, AIR CONDITIONED PLACE
- DRINK WATER, IF CONSCIOUS
- TAKE A COOL SHOWER OR USE COLD COMPRESS

HEAT STROKE

Days Accident Free: 14 days!



Shadowfax Professional Development Credentialing Program

In partnership with the National Alliance for Direct Support Professionals

Congratulations to the following staff for earning e-badges as they pursue professional certifications!

Elaine Hockenbury—Accredited Education DSP 25 Hours

James Morthland—Promoting Health Discovery

Doanique Willis—Community Safety

Amanda Olsen—Discovery; Empower DSPs; Community Resources; Public Relations; Compliance & Conflict Management

Judy Ramos—Accredited Education DSP 50 Hours

Karen Swarr—Accredited Education DSP 10 Hours & Accredited Education DSP 25 Hours

Tracy Stadd—Accredited Education DSP 25 Hours & Accredited Education DSP 50 Hours

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

Integrity and Responsibility:

As a DSP, I will support the mission and vitality of my profession to assist people in leading self-directed lives and to foster a spirit of partnership with the people I support, other professionals, and the community.

Furthermore, as a DSP, I will:

- Be aware of my own values and how they influence my professional decisions
- Maintain competency in my profession through learning and ongoing collaboration with others
- Assume responsibility and accountability for my decisions and actions
- Advance my knowledge and skills through ongoing professional development and lifelong learning
- Seek advice and guidance on ethical issues from others as needed to inform decision-making
- Recognize the importance of modeling valued behaviors to co-workers, people I support, and the community at large
- Practice responsible work habits

Confidentiality:

As a DSP, I will safeguard and respect the confidentiality and privacy of the people I support.

Furthermore, as a DSP, I will:

- Seek information directly from those I support regarding their wishes in how, when and with whom privileged information should be shared
- Recognize the confidentiality agreements are subject to federal and state laws and regulations, as well as agency policies
- Recognize that it may be necessary to disclose confidential information in order to prevent serious or imminent harm to the person I support or others
- Seek out qualified guidance to help clarify situations where the correct course of action is unclear to me

Manager of the Quarter



Kevin Fuhrman is a great asset to our team at Shadowfax, always giving 100 percent in everything he does. His consistently positive attitude permeates everywhere he goes. With all the changes that have occurred in the last year, Kevin appreciates the tremendous amount of support he has received from Amy, Alli, Ellen, Marian, Jeff, and Gilbert in addition to many others! Outside of work, you may find Kevin hiking, bicycling, spending time with his daughter Sydney or attending a Rev's game with his mom. Congratulations Kevin! Well deserved!



Employee of the Month



Congratulations to Amber Bonderowitz-Seiple for being selected as Employee of the Month! Growing up Amber hoped to make a difference in others' lives. Working at Shadowfax has allowed Amber to do just that. We often take for granted what our individuals appreciate the most. Amber finds walks, treats, and hugs never cease to put a smile on their face. Outside of work Amber enjoys gardening, being with family, and singing. Congratulations, Amber and well deserved!

Welcome



Thalia Oquendo
DSP-FT
Pattison St.



Vinson Liggins
DSP 20
Program 300



Trina Miller
DSP 20
Program 650



Deana Freeland
LPN Consultant/Educator
Market St.



Sandra DeGroft
Residential Supervisor
Program 48



Lili Nieves
DSP-FT
Program 880



LeAnn Smith
DSP A/O
Program 64



Jade Katz
Residential Supervisor
Program 300

From the Training Office

For any training concerns please contact: sftraining@shadowfax.org

Upcoming Training Dates

MANDT A	Diabetes	Other than Oral
7/14 @ 9:30 AM	7/21 @ 9:30 AM	7/13 @ 9:30 AM
7/18-7/19 @ 5PM-8PM		7/25 @ 1 PM
8/3 @ 9:30 AM		



Digital Communication:

We are here to help!



safetycommittee@shadowfax.org



sftraining@shadowfax.org

Have a safety concern? If you see something, say something right away! Make it your top priority to keep Shadowfax safe for all!

This email address goes directly to the Training Dept. Please get in the habit of contacting the training dept. for any training concerns.

Attention Staff: Highmark Member Website



Have you ever logged into your secure member account on the Highmark website? If not, you may be missing out on tools, resources, and support to help make your health journey simpler. Go to www.highmark.com/blueshield. From there you will be able to register and log in to your secure member account using your Highmark member ID, name, and date of birth. You can also download the Highmark plan app and use your same login info from the member website.

There are several self-service tools and resources that may be helpful to you on the website. If you ever need a copy of your ID card, you can access it here. You can also see your claims activity. You can find in-network providers near you and compare costs. There are many different forms that may be helpful to you located on the website that you can download.

On the member website you can learn about health and wellness programs available to you. You can also explore discounts that are offered on various health and wellness products and services. Take the RealAge test on the website to get personalized health information from Sharecare.

Set up your member account today and take advantage of all your Highmark benefits!

Just a friendly reminder of the policy regarding footwear in Shadowfax program areas...

The policy reads:

Requirements: Staff members, while working, and guests to Shadowfax locations, may not wear the following items: open-toed or open-backed shoes in all Shadowfax Day and Residential programs.

Guests: Guests that are in violation of dress code requirements may be asked to wait in designated areas instead of being allowed in work areas.



We are clarifying what constitutes a 'program area' at the Pattison Street location. Program areas are any areas that are licensed and where individuals may be. This includes bathrooms and hallways. Whole shoes will be required in any area of Pattison Street other than private offices. While whole shoes are preferred, shoes with an open back and a strap across the heel are acceptable for staff working in programs. This policy also applies to everyone who comes to visit or has business at Pattison Street. If you have any questions or concerns with these expectations, please address them to your supervisor or a member of the Executive Team. Thank you!

Have you checked out the Wellness Matters Podcast for Direct Support Professionals on Spotify? Check it out!

Universal Availability Notice

Regarding 403b Retirement Plan

Attention staff,

The Universal Availability Notice regarding the 403b Retirement Plan was sent on 6/13/23.

The documents attached provides important information about your rights to defer compensation in the Shadowfax 403(b) plan. The two attachments can be found on Bamboo.

Employee Giving Fund

We have been able to assist many staff over the past several years and your contributions have made that possible.

The Employee Giving Committee the goal of assisting individuals and staff who are in **dire need** of financial assistance. Unexpected emergency situations will be considered. To be considered for assistance, staff must be employed with Shadowfax for a minimum of 3 months.

Please note: You will only be considered for assistance one time a year with a lifetime cap of \$5,000.

Thank you to everyone who contributes to the Employee Giving Fund.

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? A nomination form is available on Bamboo, under “files,” then “staff forms.” Fill out the form and send it to the HR Department.

****Must be submitted by a peer.**

Manager of the Quarter

Do you know a manager who has done:

- An outstanding accomplishment that benefited you (or any) department,
- An extraordinary service to internal and/or external customers and/or clients,
- Exemplifies inspiring teamwork, or leadership that aligns with our mission?

All submissions are sent directly to the Human Resources Dept.

Social Media

Do you follow Shadowfax on Facebook, LinkedIn, or Instagram?

If not, GIVE US A FOLLOW!



Shadowfax Corp



Shadowfax Corporation



Shadowfaxcorp

Referral Bonus

Currently Receiving a Referral Bonus:

(This could be You!)

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

\$500 Bonus

Paid over a 6-month period

(as long as the person is on staff)

Referrals must be submitted to HR within 3 days of receipt of the application.

Forms are available in Bamboo.

Beneficiary Information

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 403(b) plans. Keeping the information current with the HR department will ensure that money is allocated correctly in the event of a tragedy.

Thank you!

We want suggestions from YOU!

Submit any recommendations to Julie Jones, chair of the Employee Engagement Committee!



Going Green

Travel Smarter

Going on vacation?

Don't forget to unplug before traveling. Even if electronic devices are shut off or in sleep mode, they are still using energy. Being away for too long wastes a lot of energy that could otherwise have been saved. So before going on vacation make sure to unplug your devices from the wall sockets, in order to save electricity.



403(b) Staff can attend quarterly 403(b) Meetings with Brock Hively, held at Pattison St. Contact Julie Jones, Director of People and Culture, julie.jones@shadowfax.org, or (717) 854-7742, for the date/time of the next meeting.

The Shadowfax Corporation

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