



Shadowfacts Newsletter

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.



Save the Dates...

7/14: Developmental Disability Professionals Day with the Good Life Ice Cream Truck at Tremont St.

9/10-9/16 National DSP Recognition Week with Food Trucks

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

9/12—Food Adventure from 12PM-6PM

9/14—LettUsKnow from 12PM-6PM

9/15—Vampire Taco from 12PM-6PM

Location: Tremont Street

Save the Date...10/18: Mandatory ALL Staff Meeting at Heritage Hills from 9am-3pm

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Save the Dates for Upcoming Town Hall Meetings



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

June 28

Sept 20

Dec 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



Observation is an important part of medication administration. Staff should be observing and documenting any changes, i.e., is the individual having issues swallowing pills, is the individual experiencing side effects, is the medication having the desired effect, etc. As our individuals age they are more likely to develop side effects to chronic medications.

Safety Corner

June is National Safety Month

Do you know who to contact if you are injured on the clock? It is critical to report ALL injuries/accidents to HR. Make sure to fill out workers compensation paperwork RIGHT AWAY. Contact bob-bi.noga@shadowfax.org or call (717) 854-7742, x.3150. W/C packet is available on Bamboo under staff fillable formats.

If you see something affecting safety at work, contact the safety committee—safetycommittee@shadowfax.org

This is the perfect opportunity for us all to gain knowledge to ensure safety in OUR workplace. The most common workplace injuries include overexertion, slips, trips, and falls, and dangerous contact with equipment. Each week we will be highlighting these topics to follow along with the National Safety Council to raise awareness.

2023 NSC Weekly Safety Topics



Week 1



Week 2



Week 3



Week 4

**Accident
Free: 27
days!**

Possible Contamination in SD Biosensor Inc Pilot COVID-19 At-Home Test Kits

The US Food and Drug Administration has issued a safety communication concerning the SD Biosensor Inc. Pilot COVID-19 At-Home Tests, distributed by Roche Diagnostics. There are concerns of bacterial contamination in the liquid solution provided in the test kit. Direct contact with the contaminated liquid solution may pose safety concerns and the bacterial contamination could impact the performance of the test. Specific lot numbers of the test kits have been identified.

SD Biosensor Inc has issued a voluntary recall for the contaminated test kits. It is recommended that those in possession of a contaminated kit throw it in the household trash and not pour the test liquid down the drain. SD Biosensor Inc has set up a website for individuals to check to see if their kit is part of the contaminated lots and to order a free replacement kit if necessary. The SD Biosensor Inc Voluntary Recall information may be accessed at Pilot Covid-19 At-Home Test Voluntary Recall (roche.com)

Baby Levi Bryce Swearingen



Born 4/17/23
8lbs and 21 inch long

Congratulations to Skyler Raber (the mother), Ivy Swearingen (grandmom), & Dan Swearingen (grandpop)!

Baby Lola



Born 4/28/23
6 lbs. 7 oz.
19.5 inch long

Congratulations to Briana Lomax (the mother) and Nick (the father)!



May's Employee of the Month

Congratulations to Maggie for receiving May's Employee of the Month. Selfless is one word to describe Maggie. She has always been someone who loves taking care of people, making this job perfect for her! She loves her coworkers and wouldn't say a bad thing about them. To Maggie, this is not a job, this is something she does from the heart.

“A smile is worth more than a paycheck”—Maggie



Welcome aboard!



Ana Rodriguez
DSP-FT
Program 24



Alysha Pritz
DSP-PRN
Program 22



Michael Dickson
Packager
Pattison St.



Jayda Trust
DSP-PRN
Program 40



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!

Jasmin Ramage—Accredited DSP Education 25 Hours

Victoria Matheson-Boehme—Accredited FLS Education 25 Hours

James Morthland—Ongoing Health Support

Doanique Willis—Self-Reflection & Individual Activities & Ongoing Health Support

Amanda Olson—Individual Activities & Ongoing Health Support & Abuse Reporting & Promoting Health

Wendy Albright—First Aid

Kendra Emenheiser—First Aid & Community Safety

Rebecca Lieberknecht—Abuse Reporting

Sara Devore—Crisis Intervention

Tracy Stadd—Accredited DSP Education 10 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

Self-Determination:

As a DSP, I will assist the people I support to direct the course of their own lives.

Furthermore, as a DSP, I will:

- ◇ Support the rights of individuals to lead self-directed lives, working in partnership with other members of the person's support network
- ◇ Promote self-determination in physical, intellectual, emotional, social, and spiritual pursuits.
- ◇ Honor a person's right to assume risk in an informed manner.
- ◇ Recognize that each individual has potential for lifelong learning and growth.
- ◇ Celebrate, accept, and learn from life's rich experiences with people through triumphs and failures.

Person-Centered Supports:

As a DSP, my first allegiance is to the person I support; all other activities and functions I perform flow from this allegiance.

Furthermore, as a DSP, I will:

- ◇ Commit to person-centered supports as best practices.
- ◇ Focus first on the person and understand that my role in direct supports will require flexibility, creativity, and commitment.
- ◇ Recognize that each person is capable of directing their own life.
- ◇ Honor those who cannot speak by seeking other ways of understanding them.
- ◇ Recognize that the unique culture, social network, circumstances, personality, needs and gifts of each person I support must be the primary guides for the selection, structure, and use of supports for that person.
- ◇ Advocate with the person I support and others when the demands of the system override the needs of those I support, or when individual preferences, needs or gifts are neglected for any reason.

From the Training Office

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

Upcoming Training Dates

MANDT A

@ 9:30 AM
6/9
6/20

Med Admin

8 AM on 6/5 and
6/6

Diabetes

1 PM on 6/6
9:30 AM on 6/16

Other than Oral

1 PM on 5/30
9:30 AM on 6/15
1 PM on 6/27

Body Mechanics

All classes will be
held online.

ASL 8 Week Session

10 AM on 6/1
11 AM on 6/1

W. R. A. P. Wellness Recovery Action Plan

June 12th & 13th, 8am-4:30pm

Based on the concepts that you are the expert of yourself, and only you can create a plan to address your challenges.

Make your life the way you want it to be!

- ◆ Sign up on Relias
- ◆ Counts as one Lifestyle Improvement Activity for the Wellness Initiative.

- ◆ Shape every aspect of your life
- ◆ Gain freedom from troubling thoughts, behaviors, or patterns
- ◆ Feel empowered to make life decisions
- ◆ Discover your own simple, safe wellness tools

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., Marlo Sell and Olga Zurita. Please get into the habit of contacting us both.

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 program areas

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. A large number of staff have been wearing Crocs. Crocs are allowed as long as the strap is around the heel. 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!

New Podcast Alert

Wellness Matters for Direct Support Professionals is available on Spotify. The daily demands of being a DSP can often lead to stress, burnout, and medication errors. Self-care is important! Check it out!

OSS Company Direct Program

Orthopedic issues are common and can be very painful and bothersome. The OSS Company Direct program can help! It provides high-quality orthopedic services, including but not limited to:

- Surgical and non-surgical orthopedic spine care
- Fracture Care
- Joint Replacement Surgery
- Rheumatology
- Imaging Studies
- Physical Therapy



By going through this program instead of your medical insurance, the services you receive will be at no cost to you. Your out-of-pocket costs will be waived when you use this program, which can save you a lot of money. It typically covers fees for office visits, urgent care, surgery, facility fees, anesthesiologist, implantable devices, instrumentation, pain management, imaging, and rehabilitation.

If care is needed, contact the Patient Navigator at OSS Health at 717-848-4800, Extension 4424 or email gsmatoske@osshealth.com. If you are going to OSS Urgent Care, just be sure to inform them at the time of service that you'd like to use your OSS Company Direct Program through Shadowfax .

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.

Years of Service Celebrated

Congratulations to the following staff who have hit the benchmark for years of service at Shadowfax!

5 Years

Terri Hunt

Jeffrey Tate



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.

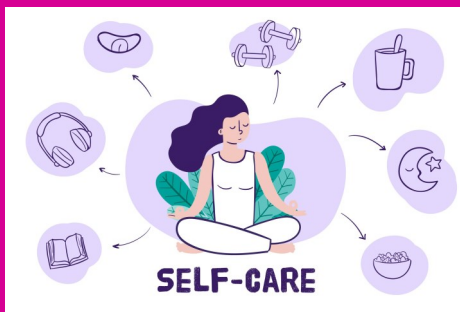
Beneficiary Information

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!

“Self-care is how you take your power back.”

—Lalah Delia.



Going Green

Did you know, “all that glitters is not gold?” Glitter today is a mix of plastic and aluminum.



Glitter is found in wrapping paper, holiday decorations, greeting cards, craft projects, and even personal cosmetics.

Almost anything that sparkles contains plastic-based glitter. Since glitter particles are so small, they’re considered **microplastics: a major source of ocean, air, and soil pollution.**

Remember, “all that glitters is not gold” — William Shakespeare.

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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