

# Shadowfax Newsletter

Shadowfax Corporation

August 2023

## Save the Dates

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

*With food trucks @ Tremont Street:*

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

Tuesday 9/12—Rig-a-Toni from 12pm-6pm

Wednesday 9/13—Food Adventure from 12pm-6pm

Thursday 9/14—LettUsKnow from 12pm-6pm

Friday 9/15—Vampire Taco from 12pm-6pm

### 10/18 Mandatory ALL Staff Meeting

*Location-Heritage Hills Golf Resort*

*Time- 9am-3pm*

**Must sign-up on Relias**



## 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.*

### INSIDE THIS ISSUE:

Town hall meetings	2
Med Errors and Safety Corner	
NADSP	3
New hires	4
EOM	
Training updates	5
Special Congratulations	
Message from ALERA	6
Important information	7
EOM, MOQ	8
Referral bonus	
Social Media	
Beneficiary info	9
Go Green	
Congrats newlyweds!	

## Save the Date for Upcoming Town Hall Meetings

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

**September 20**

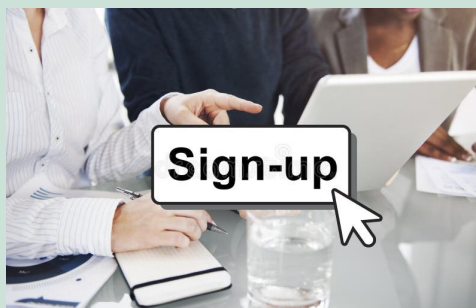
**December 12**

A link will be sent out to submit questions in advance of each meeting. The same agenda will be addressed in the AM and PM sessions on each date.



## Avoiding Medication Errors

What are other than oral medications? These are medications that are administered via routes such as topical, nasal, otic (ear), optic (eye), sublingual, transdermal, inhalation, rectal, vaginal, and injections. Don't forget to sign up for this in person training annually in Relias!



## Safety Corner

Slips, Trips, and Falls are a common cause of worker's comp incidents.

How can we avoid this?

Good housekeeping, adequate lighting, safety signs, spill cleanup, proper footwear, floor quality, and plans and protocols.

This month we focus on good housekeeping!

How? Keep clutter away from the floor to prevent injuries, close drawers when not in use, put boxes away from the walkways, store cables in protective covers.





## Shadowfax Professional Development Credentialing Program

In partnership with the National Alliance for Direct Support Professionals

Congratulations Doanique Willis for obtaining the DSP-I Credential!

Congratulations Michelle Williams for obtaining the DSP- I Credential!

Congratulations James Morthland for achieving the Frontline Supervisor Credential!

Congratulations Amanda Olson on achieving the Frontline Supervisor Credential!

Congratulations Rebecca Lieberknecht on achieving the Frontline Supervisor Credential!

Congratulations Tracy Stadd on achieving the DSP-I Credential!

Kendra Emenheiser	DSP Accredited Education 75 Hours
	Supporting Well-being
James Morthland	Community Resources
	Team Meetings
Judy Ramos	First Aid
	Crisis Intervention
	Individual Activities
	Medication Administration
Rebecca Lieberknecht	Promoting Health
	Participant Directed
	Supporting Well-being
	Empower DSPs

### Achievement bonus for DSP Credentialing

- Bonus awarded for each level of certification:
- DSP-I \$750
- DSP-II \$1000
- DSP-III \$1,250
- FLS-\$1500

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 **Justice, Fairness and Equity**:

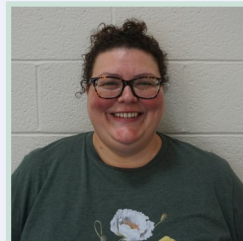
*As a DSP, I will affirm the human rights as well as the civil rights and responsibilities of the people I support. I will promote and practice justice, fairness, and equity for the people I support and the community as a whole.*

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

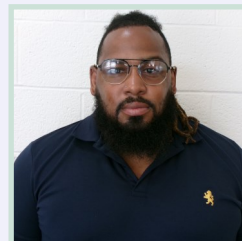
- Assist the people I support to access opportunities and resources in the community that are available to everyone.
- Facilitate the expression and understanding of rights and responsibilities with the people I support.
- Understand the guardianship or other legal representation of the people I support, and work in partnership with legal representatives to assure that the person's preferences and interests are honored.



Neil Koons  
Packager



Jennifer Wolfe  
Program Specialist



Dennis Tate  
DSP A/O @ 880



Madelyn Snare  
Day Services DSP  
PRN



Shaunteyea Knight  
Day Services Job  
Coach



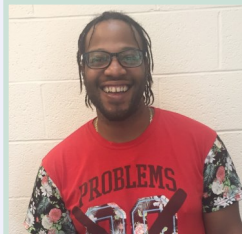
Elijah Ares-  
Maldonado  
Production Assistant



Bonnie Daly  
DSP-PRN @ Pattison



Bradley Garland  
LPN Consultant



Jahmeare McCowin  
DSP-PRN @880



Damaris Ares  
Packager



Alicia Geesey  
Residential Supervisor  
@ 810

# Congratulations Jameelah Newby

## July Employee of the Month!

Jameelah currently works in our Day program but has worked in both our Day and Residential programs at Shadowfax for the past 33 years, She loves working with the individuals!

Outside of work Jameelah enjoys walking, exercising, going on vacations, and spending time with her family and friends.

*Congratulations Jameelah!*



# Training Office



Avoid being out of compliance on trainings by checking Relias. It is your responsibility as a Shadowfax employee to check Relias, emails, and Bamboo on a daily basis.

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

## Upcoming Training Dates

MANDT A	Diabetes Class	FA/CPR/AED	OTO
8-3-23 9:30am-4:30pm	8-10-23 9:30am-10:30am	8-25-23 1pm-3pm	8-10-23 9:30am-10:30am
8-28-23 9:30am-4:30pm			

# Congratulations Elizabeth Dellinger!



Elizabeth has successfully completed and mastered the Relias Administrative Mastery Program (RAMP)!



## Make Your Preventive Care a Priority

There's a reason most in-network preventive care is covered at 100% under many health plans. When you get routine health screenings, you're more likely to uncover and address any health issues before they become more serious or costly. And that's the name of the game when it comes to long-term wellness.

The fact is, the lifestyle choices you make now have a major impact on your health and the healthcare services you'll need today and down the road. For example, if you avoid tobacco, eat well, exercise and manage your stress, you'll have a better chance at good overall health than if you didn't take those precautions. You'll also have a better chance of achieving your own personal goals if you stay on top of the status of your health year after year, as measured by important health markers, such as body mass index, cholesterol, blood pressure and sugar.

### Preventive Care vs. Diagnostic Care

There's a difference between preventive care and diagnostic care. It's important to know the distinction, especially for insurance purposes since they're not covered the same way. Preventive care is designed to uncover any issues; diagnostic care is meant to address them.

For example, once someone has had a preventive mammogram, a radiologist may ask for a second scan to check for something that may have been detected. This follow-up is diagnostic — and not considered or covered as preventive (which, in some cases, is at 100%).

- ▶ Preventive care — or routine care — is recommended by leading health agencies to help detect or prevent serious diseases and medical problems before they become major.
- ▶ Annual checkups and immunizations, as well as certain tests and screenings, are a few examples of preventive care services.

This raises the question: What's the best way to do it? First, make sure you have a primary care physician (PCP) you trust, who knows your health history and can help you navigate your care. And then see the PCP for the recommended screenings and immunizations you need each year. Depending on your age, gender and family background, these can include the following:

- ▶ **Annual checkup**, where your PCP checks all areas of your health.
- ▶ **Flu shot** to protect you from certain strains of the flu.
- ▶ **Mammogram**, for women over 40, to check for any signs of cancer or other abnormalities.
- ▶ **Colonoscopy**, for folks over 50, to check for colon cancer.
- ▶ **Adult- and child-related vaccinations** for COVID, shingles, the measles, mumps, rubella, polio, etc.

## 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!*



### 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 provide important information about your rights to defer compensation in the Shadowfax 403b 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 it possible.

The Employee Giving Committee's goal is to assist 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.



## 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



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## 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.

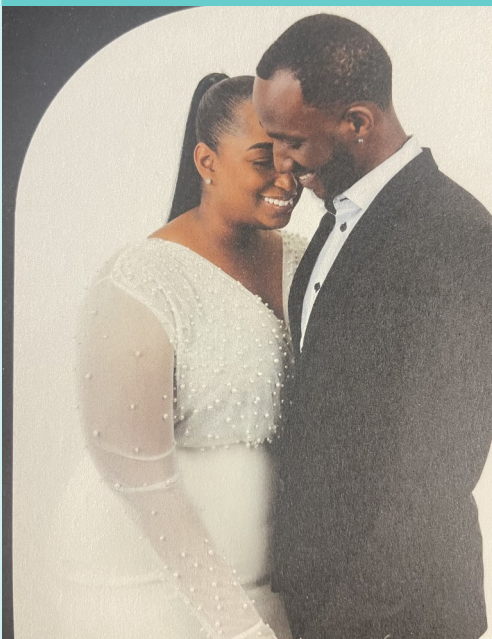
Forms are available in Bamboo.



## 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!***



***The Program Specialist Team wants to personally congratulate Maya Everett on tying the knot!***

## Go Green Column

***True or false:*** Wasting less food is a way to reduce greenhouse gas emissions...

***True.*** Did you know more than a third of food produced globally never makes it to the table.

Some of this wasted food spoils in transit, while consumers throw some of this food out.

Approximately 8-10% of the world's greenhouse gas emissions relate to food waste.



***The Shadowfax Corporation***

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