

Shadowfacts

Shadowfax
Newsletter

January 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*



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Benefits Open Enrollment

Mon Jan 30 - Sun Feb 12, 2023

For Plan Year Beginning March 2023

Open Enrollment is

Monday 1/30/2023 through Sunday 2/12/2023

Be sure to log in & select your benefits for the 2023-2024 plan year during this time. Otherwise, you will not have any health benefits during the 3/1/23-2/29/24 plan year and you will not be able to enroll again until the 2024 Open Enrollment.

Pay close attention to your work email!

Complete via
Employee Navigator

All staff who are eligible for benefits (full-time staff and part-time staff who averaged more than 30 hrs./week during the calendar year) will receive an email from **EMPLOYEE NAVIGATOR** that includes instructions on how to create an account. You were sent an email to register and access **EMPLOYEE NAVIGATOR**. As of 1/30/2023, you have gained access to make your benefit elections that will take effect on 3/1/2023.

Health care costs continue to rise but we are pleased to announce that Shadowfax is absorbing the full amount of the increase and your payroll deductions for individual coverage will remain the same! The only change to your benefits is an enhancement to the vision package.

Wishing everyone excellent health in the coming year!

Employee of the Year: Kendra Emenheiser

Congratulations Kendra Emenheiser *2022 Employee of the Year!*

Kendra holds the title of Day Services Direct Support Professional, and has been with the company since Aug 2019.

When asked what advice she would give to someone interested in this field of work, she spoke of how important it is to have kindness in your heart.

Congratulations, Kendra!
Well deserved!



Congratulations!

December Employee of the Month: Karen Goldberg

Karen began her journey as a DSP and loved taking individuals out in the community. Karen has worked at all three Shadowfax locations, and is currently the Residential Receptionist, while also helping out as a DSP from time to time. If you know Karen, you know she is well deserving of this award!

Currently working at the Market Street office, she enjoys assisting staff with their needs and walking at lunchtime. She likes live music and dancing, collecting rocks, gems & minerals, and hanging out with family & friends. She has a cat that is 17 years old and a turtle that is 34 years old!



Welcoming Our New Team Members !!!



Yvette Mungata
DSP PRN—870



Nathan DePalmer
Res Assoc. Director



Janine Johnson
DSP FT —850

Congratulations to
Ali Falcon & Bobbi Noga
for successfully graduating from
the leadership course:
Managing from the Inside Out!



Resource from M&S EAP Services

Have you ever wondered if there is a website where you can find articles and other helpful resources pertaining to a variety of wellbeing topics that impact daily life?

M&S EAP Services, formally known as Mazzitti & Sullivan EAP, provide this to you at NO cost! On their website, you'll find resources on the following topics: **COVID-19, Training (skills building pertaining to things like communication, leadership, and interpersonal skills), relationships, financial, health, resilience, legal issues, emotional wellbeing, health risk assessments, calculators, legal forms, recipes, health videos, webinars, and newsletters.** Each month there is also a featured topic! You can also find an orientation video to give you a better idea of the services offered by your Employee Assistance Plan.

To access these resources, please go to www.mseap.com
Click the *Work/Life Login* button at the top of the web page. Next, where it says "Sign In" type *Shadowfax* in the access code area. CHECK IT OUT!

WRAP is an approach to daily living that supports us in maintaining or rebuilding wellness through life challenges.

You are an expert on yourself, only you can create a plan to address your challenges. WRAP helps you make your life the way you want it to be!



What does it do?

- 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

When is it?

2 days. 8-4:30 each day

Dates:

- 3/9/23 & 3/10/23– 1 seat left!
- 4/27/23 & 4/28/23– 12 seats left!

Login to Relias, reserve your spot, and remember space is limited!

Information:

<https://www.wellnessrecoveryactionplan.com/what-is-wrap/>

Information video:

<https://www.powtoon.com/online-presentation/cw8jORCY8tN/?mode=movie#/>

To Sign up:

<https://shadowfax.training.reliaslearning.com/Learning/Catalog.aspx?CourseCode=1392413>

STEPHEN

After almost 25 years of hitting every dollar store and park in the area, I'm afraid this is one outing that I won't be able to take you on.

So, when you get settled up there, above the clouds, remember to keep the fridge door closed so the food stays cold, brush your wings twice a day, and now none of your applesauce will have any of those lumpy pills in it.

Rest easy, lil buddy.

Your program manager, day staff, DSP, DSP lead, associate director, awake-over, and Sid-bro forever...

*Rob Walker
1998-2022*

Congratulations to Courtney Anderson on the birth of her baby boy Jackson Lee Hart. Who we are told is "perfect in every way!"

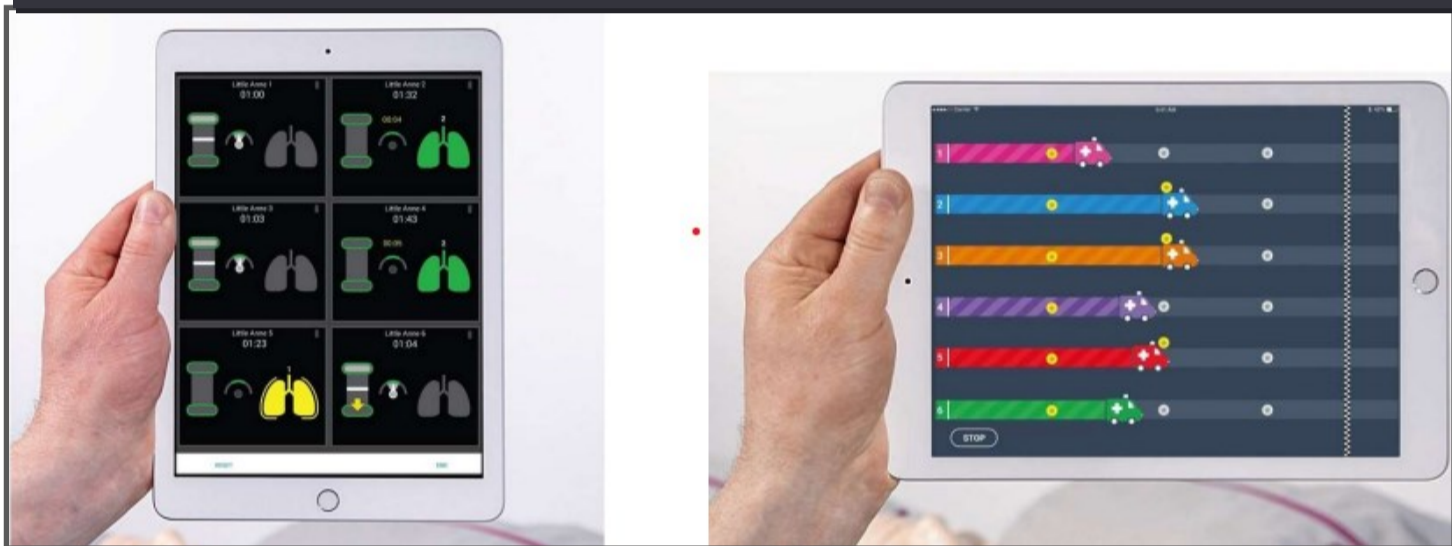


Standard Mileage Rate Increase!

The Internal Revenue Service issued the 2023 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes. Beginning on January 1, 2023, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

65.5 cents per mile driven for business use, up 3 cents from the mid year increase.

Shadowfax is breathing new life into First Aid/CPR Training! Why is CPR so important? CPR SAVES LIVES! Shadowfax will continue with the blended learning approach. However, test outs will look different from before. The new sessions will focus on skill practice and demonstration of skill competency for ALL required skills. The sessions will be up to 2 hours with 8 seats maximum, and you can sign up through Relias now! CPR feedback devices provide students with real-time feedback about the compression rate, depth, hand placement, and chest recoil.



Quality Questionnaires

One way to assess the quality of person-centered planning is to ask planning team members about their own satisfaction with the services, supports, and outcomes related to the planning process. Questions you might ask include:

- Do you know the hopes and dreams of each person you support?
- Do you know the goals and objectives in each person's plan?
- Have the people you support made progress in reaching their goals over the past year?
- Do you seek to ensure that people have choices in their daily lives?
- Do you partner with the people receiving services so they can develop friendships and relationships?
- Do you listen and respond to the person's stated preferences and choices?
- Do you make an effort to assist the person in increasing control over their life?

Credentialing Class of 2023

Thank you to everyone who applied to participate in the inaugural Credentialing class of DSPs and FLSs!

The Executive Team is pleased to support you in your professional development goals and pursuit of excellence!

Announcing the Credentialing Class of 2023:

Elizabeth Dellinger is the local Administrator for the program.

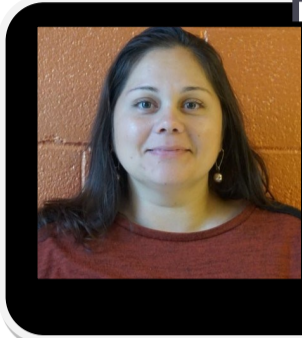
Stay tuned for more details coming soon!



Announcing the Credentialing Class of 2023

| | | |
|----------------------|-------------------|-------------------------|
| Wendy Albright | Paris Barker | Barbara Bell |
| Clarencia Collier | Gilbert Colon | Sara Devore |
| Kendra Emenheiser | Vickie Emig | Jen Grove |
| Jessica Hess | Elaine Hockenbury | Courtney Knaub |
| Tori Matheson-Boehme | Roberta McDanel | Alicia "Rainbow" Miller |
| Jessica Mummert | Amanda Olson | Patricia Pessoa |
| Jasmin Ramage | Judy Ramos | Maria Rascoe |
| Tracy Stadd | Julie Stayman | Karen Swarr |
| Donielle Turner | Tyrene Vinson | Michelle Williams |
| Doanique Willis | Linda Wood | Craig Zumbrun |

From the Training Office



Olga Zurita
Assistant
Training Manager

Marlo Sell
Assistant
Training Manager



Questions about training?
Call 717-854-7742, ext. 3030 or 3033

Over the past few weeks, we have transitioned the current training structure from the HR Dept to the Quality and Compliance Dept. Elizabeth Dellinger is now the Quality & Training Coordinator and providing oversight of the Assistant Trainers, Marlo Sell and Olga Zurita. Please join me in congratulating Elizabeth on this recent promotion and welcoming Marlo and Olga to their new team!

Communications: There is a new email grouping that includes Elizabeth, Olga, Marlo, and I. You can type "Shadowfax Training" into Outlook or use the following email address: sftraining@shadowfax.org. If you have a training related question, feel free to use this email address and we can assist you.

Training Year: The 2022 Training Year is coming to an end, but the 2023 Training Year is just beginning! **The 2023 Training Year will look different than previous years**, with structured monthly trainings due throughout the year, as opposed to all trainings having the same due date mid year. The purpose of this new structure is to assist staff with time management and to ensure training compliance. More details will be coming soon!

Any questions, please feel free to email me, thank you.

Amanda Glatfelter
Director of Quality and Compliance
AmandaG@Shadowfax.org

**Upcoming
Instructor-Led
Training**
Check weekly for additional
class availability!

Body Mechanics
2/14/23 9:30a-12:30p
3/28/23 5-8pm
4/25/23 9:30a-12:30p

MANDT
2/9/23 9:30a-3:30p

OTO Meds
2/7/23 1-1:30pm
2/17/23 9:30-10am
3/7/23 1-1:30pm
3/22/23 9:30-10am

CPR TEST OUT
1/31/23 9:30-11:30a

DIGITAL COMMUNICATION Shadowfax

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

Call the addresses above for any questions or concerns



Safety Corner

Winter Safety

Just a friendly reminder that staff should not attempt to carry heavy bags of rock salt. Per Frank Moritz, Property Manager, there are small white pails that can be used to transfer an appropriate amount of rock salt for spreading.



Avoiding Med Errors

Congratulations to the following...

Program 22, 650, and Tremont had zero medication errors in 2022! Keep up the good work! Next year we hope to have more programs on the list.

Thank you!



Quotes for the New Year

Carl Bard:

“Although no one can go back and make a brand new start, anyone can start from now and make a brand new ending.”

Anonymous:

“Your perspective is created by your level of gratitude—your level of gratitude creates your perspective.”

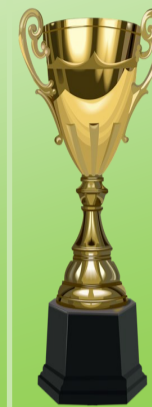
Winnie the Pooh:

“I always get to where I’m going by walking away from where I’ve been.”



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? Nomination forms are sent out to everyone monthly via email. You can fill it out, and it will automatically be sent to the Human Resources Dept.



Referral 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 is on staff)

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

Congratulations

Referral Bonus Recipients!

Adam Nimon

Jodi Matthews

Madlyn Bonderowitz

Ivy Beatty-Swearingen

Francheska Pantoja

**Referral Forms are available
at the front desks at Pattison St,
Tremont St & Market St.**

Employee Assistance Programs



Mazzitti & Sullivan
(available to all Staff)

Reliance
(ACI Specialty Benefits)
(available to Full-time Staff)

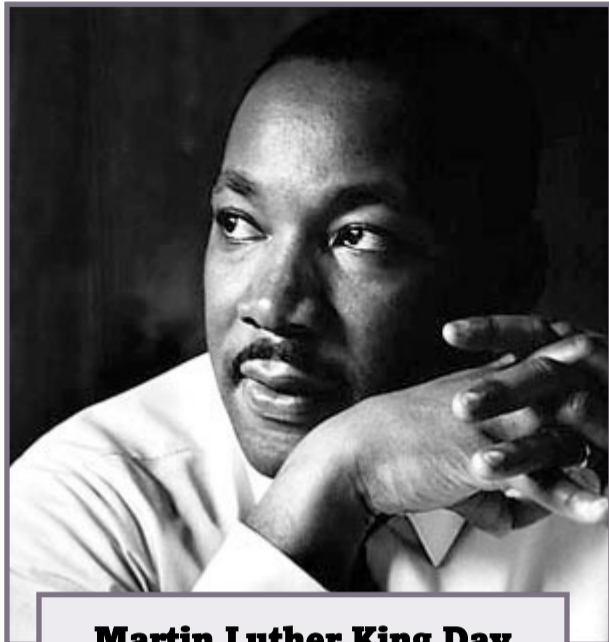


Info on Work-Life Services is available on your Staff Resources page.

Years of Service Celebrated

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

15 Years
Betsy Villalobos



**Martin Luther King Day
Monday, January 16, 2023**

Beneficiary Information

All full-time staff receive life insurance coverage on the 1st of the month upon completion of 90 days of employment. Be sure to keep your beneficiary information current for both the life insurance and 403B plans. Keeping the information current with the HR Dept. will ensure that money is allocated correctly in the event of a tragedy.

How to Recycle



This months topic: **Aluminum**

What can be recycled? Beverage cans, pet food cans, aerosol cans, aluminum foil, and cookware.

How to recycle aluminum? Recycling bins work great! Don't have a recycling bin? Look for curbside, school, work, or public space recycling bins, or bring aluminum to local recycling drop-off or buy-back centers.

DID YOU KNOW?

About 1 billion pounds of aluminum, or 32 billion cans, end up in landfills every year. That wasted energy could power 1.5 million homes for a year!

MythBusters

Myth: The tab is the only part of the can that can be recycled.

Fact: The entire can is recyclable! In fact it is better to keep the tabs on the can to ensure they make it through the recycling process.

403(b)

Staff Can Attend Quarterly 403(b) Meetings

with Brock Hively, held at Pattison St. Contact Amy Brillinger, CEO at amyb@shadowfax.org, or (717) 854-7742, for the date & time of the next meeting.

The Shadowfax Corporation

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(717) 854-7742 www.shadowfax.org

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



Support *The Shadowfax Corporation*.
When you shop at <https://smile.amazon.com/ch/23-2368549> Amazon donates.

