

Shadowfacts

JANUARY 2024

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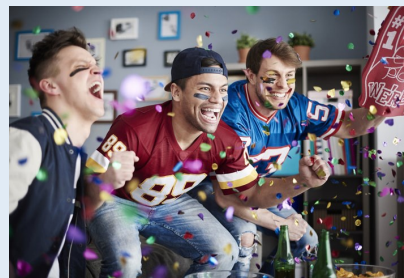
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Save the Date

Team Spirit Day at Shadowfax

When? February 9, 2024

Celebrate Superbowl LVII weekend with us. Wear your favorite sports team attire to work & send a picture to HR to share on social media!



Employee of the Month

Congratulations to Tracy Stadd for being selected as January's Employee of the Month!



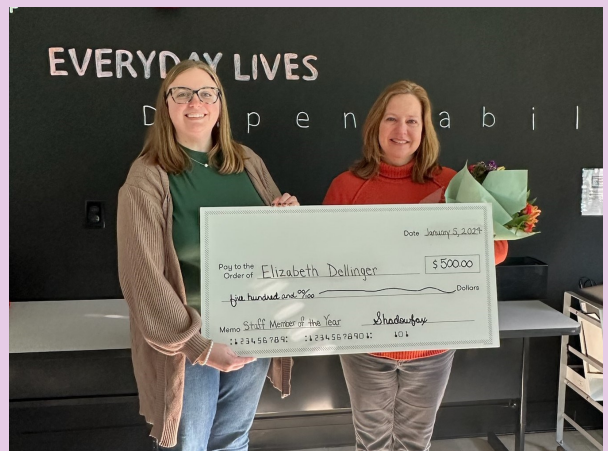
"My goal every day is to make a difference in the lives of the individuals I support. I

consider my individuals like family to me. When I'm not working, I am attending my son's basketball games."—Tracy

Staff Member of the Year

Congratulations to Elizabeth Dellinger for being selected as Staff Member of the Year.

"It's a privilege and a pleasure to work with a team that provides quality support for individuals. I feel fortunate to work for an agency that recognizes the efforts of staff, and I appreciate this award very much!"—Elizabeth Dellinger



Welcome!



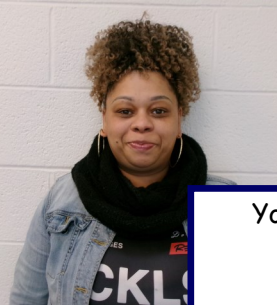
Gregory Toups
Associate Director
Market



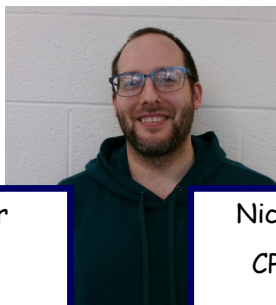
Tiphani Glover
DSP-PRN
860



Michelle Dizo-Kamara
DSP A/O
880



Yolanda Minter
DSP 20
860



Nicholas Lightcap
CPS Facilitator
Pattison



Shaelynn Roland
DSP-FT
310

Med Task Force



Please take your time when administering medications. It is important to plan enough time to give all medications without rushing. Make sure the area you are administering in is clean and free from extra distractions. Each step should be done with attention to detail. If you need to stop to take care of something else, you will need to start the process again. Staff who are in Residential, please do not race through the process to get to the

Day Program. Focus on the medication process and give a call when you are done to let them know you are running behind.

Training Corner

Please send all questions to sftraining@shadowfax.org.

A friendly reminder: be sure to log in to Relias often and check your training assignments to stay ahead of your due dates.

Red Cross Instructions

Below are instructions to access your course and course materials. 3 easy steps to log in and get started:

Step 1: Go to Relias

Red Cross FA/CPR/AED Part 1 Choose skills session.

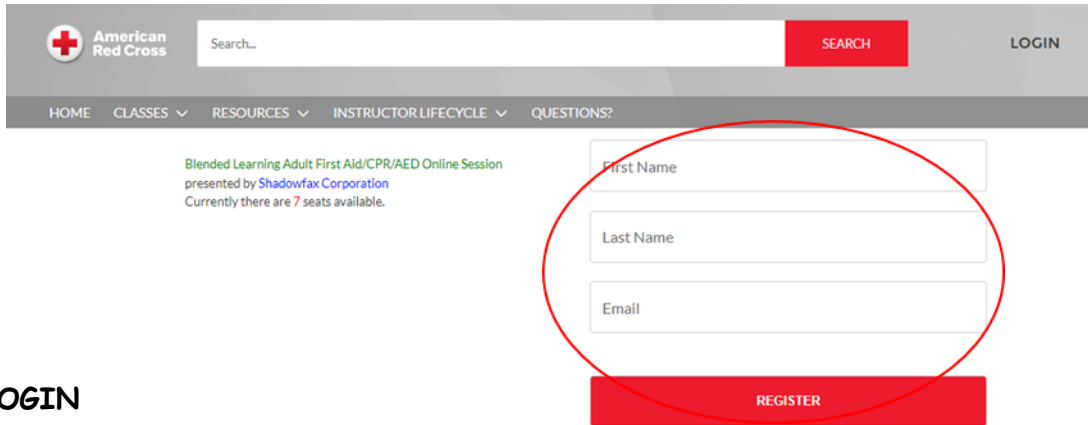
Choose a skills session prior to your expiration date.

Step 2: Immediately proceed to

Red Cross FA/CPR/AED Part 2 Register for Online Session

Fill in your first and last name and Shadowfax email address then hit REGISTER.

Once you register you will receive an email from the Red Cross, you may disregard it.



American Red Cross

Search...

SEARCH

LOGIN

HOME CLASSES ▾ RESOURCES ▾ INSTRUCTOR LIFECYCLE ▾ QUESTIONS?

Blended Learning Adult First Aid/CPR/AED Online Session
presented by Shadowfax Corporation
Currently there are 7 seats available.

First Name

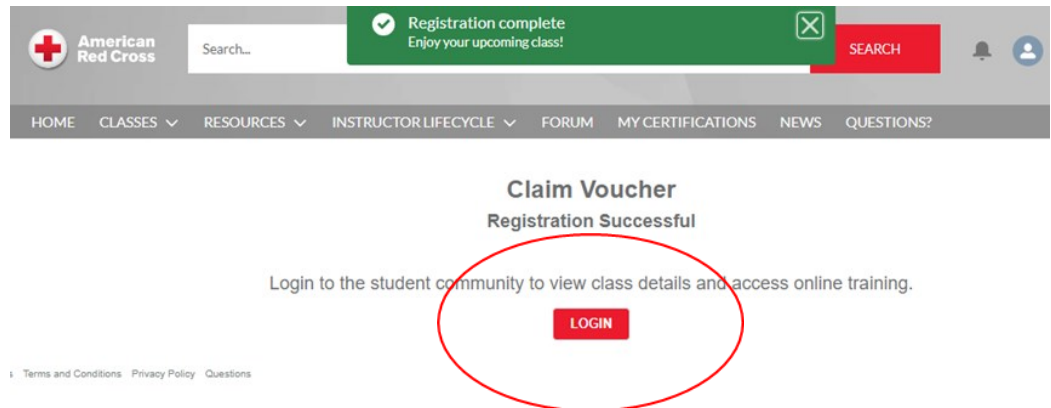
Last Name

Email

REGISTER

Step 3: Proceed to LOGIN

Your Red Cross Learning Center Username is your Shadowfax email address. Enter your password. If you do not have or remember your password, you can click on forgot password link to set up a new password.



American Red Cross

Search...

Registration complete
Enjoy your upcoming class!

SEARCH

HOME CLASSES ▾ RESOURCES ▾ INSTRUCTOR LIFECYCLE ▾ FORUM MY CERTIFICATIONS NEWS QUESTIONS?

Claim Voucher
Registration Successful

Login to the student community to view class details and access online training.

LOGIN

Terms and Conditions Privacy Policy Questions

Once you sign in, you will see your Red Cross Learning Center account homepage. Click on the class to access the digital course materials, then hit launch to start the online content. If you need assistance contact sftraining@shadowfax.org.

Note: in addition to using Relias you may go directly to RED CROSS register for First Aid/CPR/AED online course with the access link below, this is the same one on Relias:

Access link for students: <https://www.redcrosslearningcenter.org/s/online-class-registration?Id=a653o0000019AEhAAM>

Class Name: Blended Learning Adult First Aid/CPR/AED Online Session

Shadowfax Professional Development Credentialing Program

In partnership with the National Alliance for Direct Support Professionals

In January, the following staff will begin the NADSP's E-Badge Academy program. Please encourage them and congratulate them as they complete the requirements to earn professional certifications!

Brian Weaver

Michelle Spera

Jaquetta Rice

Sandra DeGroft

Karen Goldberg

Jahmeare McCowin

Brandy Ashley

Shakita Gamble

If you would like to learn more about this program, please contact Elizabeth Dellinger at elizabethd@shadowfax.org

MANDT Training

Beginning in January 2024, staff will have the opportunity to attend a 3-hour recertification class, as opposed to the full 7 hour class. See details below:

- Staff who attend a MANDT class before their Relias due date will only be required to complete the 3-hour recertification class. This will include a review of MANDT principles, activities, and testing for recertification.
- Staff who are currently enrolled in a class, and are within their due date will notice the end time of the training has changed.
- If staff do not complete a MANDT class before their Relias due date and become overdue, they will be required to attend the full 7-hour class.
- All new hires will attend the 7-hour class, which will be built into their orientation schedule.
- Evening classes will be offered several times each quarter.
- The course module name in Relias will continue to be "MANDT A."

January: Back to Basics!

NEW YEAR, NEW GOALS

January is a great time to set new intentions when it comes to your health and wellbeing. Get a jump start on 2024 and try to implement a daily healthy habits. Below are a few ideas, however, feel free to choose your own!

- Increase fruit and vegetable consumption
- Increase daily water intake
- Get outside for at least 10 minutes/day and increase your daily step count
- Power down one hour before bed
- Get at least eight hours of sleep
- Eat more whole grains
- Stretch daily
- Meditate and be more mindful
- Cook more at home

This Month

- Martin Luther King Day 1/15
- Maternal Health Awareness Day 1/23
- Cervical Health & Thyroid Awareness Month

30 DAY WHOLE FOOD EATING CHALLENGE



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Have a Meatless Monday	Skip Alcohol	Have fruit for dessert	Fill up with healthy fats	Stay hydrated	Make homemade salad dressing	Prep breakfast at night
Have a Meatless Monday	Sip on tea	Plan ahead with snacks	Use your slow cooker	Try a new whole food recipe	Incorporate beans in your meals	Meal plan your week
Have a Meatless Monday	Make homemade Trail Mix	Pack a Lunch	Add a side salad to your meal	Infuse your water with fruit	Give yourself a break, order healthy takeout	Choose whole grains
Have a Meatless Monday	Replace fried foods with baked	Sprinkle cinnamon instead of sugar	Snack on popcorn	Try a new whole food recipe	Shop local & check out a farmers market	Grocery shop on a full belly
Have a Meatless Monday	Celebrate with a mocktail!					

CHALLENGE OF THE MONTH

30 days of whole foods!

Take a 30 day reset to focus on delicious whole foods and get back to the basics in the kitchen. Feel free to use the calendar provided!

Keep track of your favorite recipes & swaps to implement all year long!

Going Green

People LOVE buying new clothes. BUT "fast fashion" has an astonishingly high environmental and social cost. The fashion industry generates over 92 million tons of waste every year, most of which is incinerated, sent to landfill or exported to developing countries.

What can you do?

Organize your wardrobe, don't discard old items (think YouTube), buy second-hand or participate in swap shops or gatherings.



Receiving Referral Bonuses:

Remember you could be next!

Francheska Pantoja

Rebecca Lieberknecht

Referral/Recruitment Bonus

Refer hard-working, reliable, caring, conscientious people by filling out referral forms within 3 days of when they apply. Effective 1/8/24, if hired and they work at least 6 months you will receive a:

\$500 Bonus

Paid in full after 6 months

(as long as the person remains on staff)

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

Forms are available in staff resources or at reception desks.

Years of Service Celebrated

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

5 Years

Paris Barker

25 Years

Casey Shirey

The Shadowfax Corporation

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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



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