

SHADOWFACTS

Inspiring valued social roles for all people.

The Shadowfax Corporation

December 2024

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Do you have new or used greeting cards you are willing to part with?

The Day Program would love to have them. We are partnering with Bayada hospice to bring joy and happiness to the lives of people receiving hospice services. Our artist, Gary, enjoys turning greeting cards into works of art. Gary has agreed to make art for us to bring to people during our visits with Bayada clients. If you are willing to donate, please contact Nicole Bilajac.

Manager of the Quarter



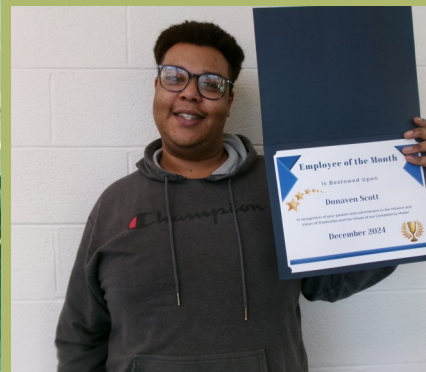
Congratulations to Jennifer Wolfe on being named Manager of the Quarter!

"I love that my role allows me to support my team in excelling at their jobs while ensuring quality care for the individuals we serve. Shadowfax empowers me to pursue my professional goals, values my experience, and believes in my abilities, which means so much to me."

Outside of work, Jennifer enjoys spending time with her family and cats, browsing Target, antique shopping, and diving into true crime shows or gardening projects.

Congratulations, Jennifer!

Employee of the Month



We are excited to congratulate Donaven Scott on being named December's Employee of the Month!

Donaven finds the most joy in collaborating with his coworkers and fostering independence for the individuals who choose to receive our services.

In his free time, he loves exploring new foods, discovering new places, and spending quality time with friends.

Way to go, Donaven!

Shadowfax Professional Development Career Ladder for DSPs & Frontline Supervisors



Professional Credentials Earned through the NADSP E-Badge Academy

Attention DSPs & Direct Supervisors of DSPs:

If you have been employed at Shadowfax for at least 6 months, and you're interested in pursuing a professional certification, here are some quick facts about the E-Badge Academy Program!

- * You can earn badges toward certification at your own pace.
 - * Example: DSP-I requires 15 total badges.
- * Each badge only takes an average of 15 minutes to prepare and submit.
- * Many Relias annual trainings count towards certification.
- * After earning a certification within a year of enrollment, receive an hourly pay increase!
- * New groups are enrolled quarterly.

Coming in February – Watch for an announcement about Information Sessions to learn more about the program.

Questions? Contact Elizabeth Dellinger at elizabethd@shadowfax.org, Kenna Cline at kenna.cline@shadowfax.org, or call Pattison St. 717-854-7742 and ask for either of us.

Training Corner

ODPANN 24-110 ODP Deaf, Hard of Hearing, Deafblind Required Training

Pennsylvania's ODP has announced a new training requirement regarding the Deaf, Hard of Hearing and Deafblind communities. It's been assigned to direct care positions, as well as some other roles. You will notice it in your Relias assignment list and it's due January 15, 2025. This training will be completed on the myODP.org website.

When you start the course in Relias, you will see a set of instructions about how to log in and access the training. Please refer to the instructions for the list of required sections. When all of the required sections have been completed, you will be issued a certificate from myODP.

Very important! Please forward the certificate from myODP to sftraining@shadowfax.org, not the completion certificate from Relias. A copy of this certificate will remain in your training file.

Questions? Email sftraining@shadowfax.org

American Sign Language

A free online ASL course is available to any team member who is interested. It is an internet-based self-study that is suitable for community education or general learning. Students will learn basic vocabulary, grammar, history, fingerspelling, numbers, terminology, and Deaf culture. It is offered through lifeprint.com, and is maintained by Dr. William Vicars, ED.D. You can work through the lessons in order and will have access to many resources. Search "ASL 1" in the Relias Course Library or click on the link: [ASL](#)

Did you know? These classes become available in your Relias assignment list 180 days before your due date! This allows you to plan ahead, and not miss due dates. This includes: Other than Oral Medications, Red Cross FA/CPR/AED Skills Session, and Diabetes Education. All trainings are subject to change. Check Relias for the most up-to-date schedule and location when enrolling in a class.

OTO 1 hr.

1/9 9:30am
1/22 1pm
2/6 9:30am

Red Cross FA/
CPR/AED 2hrs
1/2 1pm
1/15 4:30pm
1/16 1pm
1/24 9:30am
1/30 1pm
2/12 11 am

Diabetes
Education 1hr

1/9 1pm
2/13 9:30am

Discovering
the
Practicalities of
the NADSP
Competencies
1/10 11am
1/27 4pm
2/21 1pm

Welcome to the team!



Paula Cates
DSP-PRN @ 64



Lismary Martinez
DSP-FT @ 26



Leiny Brito Pineda
DSP AO @ 300



Lisa Santiago
DSP AO @ 310



Jessica Ness
Res Supervisor @ 20



Loretta Small
Res Supervisor @ 40

Safety Corner



'Tis the season for Holiday Safety.

Tree Safety:

1. Turn off Christmas tree lights.
2. Don't overload power strips.
3. Make sure the extension cord is secure.
4. Don't place space heaters too close to the tree.
5. Real trees must be properly cared for and watered.

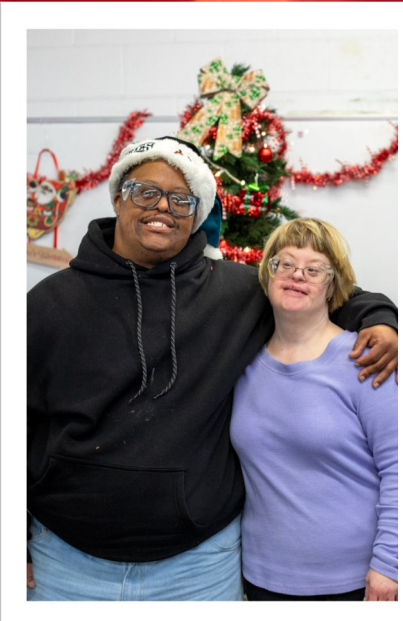
Other ways to be safe this Holiday Season:

1. Blow out candles when vacating a room.
2. Assure smoke detector batteries work; these should be changed every 6 months.

Med Task Force



Remember to slow down and take your time with medication administration. Medication errors can easily occur when rushing and distracted. Start preparing and administering medications at the beginning of the administration window. Limit distractions in the environment as much as possible. Prepare medications in a clean uncluttered environment. Keep medication storage areas clean and organized. Pay close attention to details and if you are unsure of anything stop and seek clarification.



Years of Service Celebrated

5 Years

Misty Lewis-Hall
Lucas Adams

Go Green Column

Did you know?

LED Christmas lights use 80% less energy than traditional incandescent lights.

Also consider switching to solar-powered lights outdoors, and put both sets on a timer. Not only are you helping the environment, you are also helping reduce the cost of your energy bills too.

Attention Team Members:

If you are participating in the 2024-2025 Wellness Initiative all documentation must be submitted to HR on or before January 15, 2025. Program activities must be completed between January 1, 2024 and December 31, 2024. For additional information please refer to the 'Wellness Initiative Tracking Sheet' in Bamboo or call HR.

Referral Bonus

Attention Team Members:

Remember, your name must be listed on the new hire's application for you to qualify for the bonus.

If the person you refer is hired and successfully completes 6 months of employment, you will receive a lump sum payment of \$500 (minus applicable taxes).

“Celebrate endings—as they precede new beginnings.”

Jonathan Huie



The Shadowfax Corporation

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Mission Statement:

Shadowfax's mission is to be a leader for people with disabilities and their families. Through our dedicated team, we provide high quality self-directed supports to empower people in developing skills to live and thrive within their community.

