



Shadowfacts

SHADOWFAX NEWSLETTER

FEBRUARY 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 stakeholders.

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Congratulations to Judy Ramos for obtaining DSP Accredited Education (10 hours) &

Sara DeVore & Amanda Olson for obtaining FLS Accredited Education (25 hours)!

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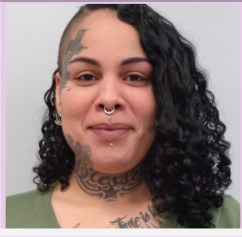
Julie Jones
Director of People and Culture

- ◆
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- ◆ Juliet Jones ("Julie") has her Master's Degree in Business Administration, and her Certifications in Human Resource Management and Executive Leadership - along with 15+ years' experience in leading all aspects of Human Resources including recruiting/retention, benefits, hiring/onboarding, performance management, compliance, training, development, and all other HR strategy and operations. Julie is also active in her community as a supporting executive member of the NAACP Greater Hbg Chapter, a supporting member of Bethesda Missions for the homeless, and a supporting council member for the Big Brother- Big Sisters- JEDI Committee (Justice, Equity, Diversity and Inclusion) supporting children in need - to name a few. Julie is a mother of two children (her son is obtaining his BA degree in Business, and her Daughter is obtaining her MBA degree in developmental Psychology for special needs children). Julie loves spending time with her family playing board games and/or playing with her two shih tzu dogs. Fun Facts: Julie loves baked goods, the color plum/purple, and she cohosts an inspirational radio show on Sunday mornings via iheartmedia radio as a 10 yr. volunteer (announcing community events that are happening in the local and surrounding areas).
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Welcome New Hires!



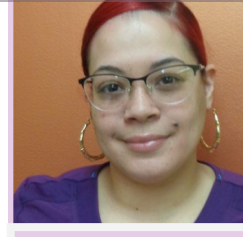
Brandy Ashley, DSP A/O
26



Joni Koehler, DSP A/O
48



Isaac Faloye, DSP-A/O
300



Stephanie Cruz, DSP-FT
300



Becca Lieberknecht, Prog
Mgr/Specialist
Pattison St.



Amber Nagle, IM
Coordinator
Tremont St.



Dia Hankerson, DSP-PRN
300

JANUARY'S EMPLOYEE OF THE MONTH

Congratulations Jess Troyer!



Congratulations Jessica Troyer for winning January's Employee of the Month! Jess's uncle played a large role in her life growing up and has inspired her to pursue this line of work. She has been with the organization for 13 years and enjoys the ability to help residents learn and grow in their abilities. Congratulations Jess! Well deserved.

Attention ALL staff:

Don't miss out on important, critical information. ALL staff are required to check their Shadowfax email on a regular basis.

Staff are also to be utilizing all digital platforms.

Don't fall behind, if you need assistance ASK.





From the Training Office



Marlo Sell

Assistant Training Manager

Olga Zurita

Assistant Training Manager

Upcoming Instructor-Led Training

Check weekly for additional class availability!

Body Mechanics

3/28/23 5-8pm

MANDT

3/14/23 9:30am-3:30pm

3/27/23 9:30am-3:30pm

Diabetes

3/3/23 @ 1pm

OTO Meds

3/17/23 & 3/22/23

9:30am

WRAP

3/9/23-3/10/23

8am-4:30 pm (class is full)

Shadowfax Professional Development Credentialing Program

In partnership with the National Alliance for Direct Support Professionals

The E-Badge Academy through NADSP allows direct support professionals and frontline supervisors to earn certifications that recognize the important work that they do every day.

We currently have 26 staff members who have taken the first steps toward certifications.



Making a world of difference
in people's lives

Resources 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.

Digital Communication

We are here to help!



safetycommittee@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.



sftraining@shadowfax.org

Safety Corner

Ladder Safety Toolbox

In the U.S. 64,000 first aid injuries and 300 deaths are caused by falls from ladders in a year.



Ladder Safety Precautions

What are the major causes?

- Overreaching
- Slipping
- Defective ladders
- Ladder not secure or fixed
- Contact with electricity
- Movement of ladder in use
- Selecting the correct ladder
- Inspecting ladder before use
- Rungs of ladder must be free of cracks, bends, or dents
- Side rail in good condition
- Correct height
- Ladder should extend at least 3 feet above the point of support/stepping off point

For more tips check out the ladder safety toolbox talk!

Avoiding Med Errors



Medication related issues are a leading cause of hospitalization/re-hospitalization for all patients, but particularly for older patients.

How do we prevent this?

- Taking the right medication at the right time can often mean the difference between life and death
- Approximately 1.5 million preventable adverse drug events occur annually. 7,000 deaths per year are related to medication use.

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—staff forms. Fill out the form and send it to the HR Department. Must be submitted by a peer.

Social Media

Do you follow Shadowfax on Facebook or LinkedIn?

If not give us a follow!

LinkedIn: Shadowfax Corp

Facebook: Shadowfax Corporation

Help us build our social media presence and grow our team!

Manager of the Quarter

Do you know a manager who has done:

- An outstanding accomplishment that benefited your (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?

Please “vote on or before March 20, 2023.”

All submissions are sent directly to Human Resources

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.

GO GREEN COLUMN

Did you know?

Around 27,000 trees are cut down each day.



The world has over 3.04 trillion trees in the world. However, 27,000 of them are cut down daily to make toilet paper. This translates to about 9.8 million trees annually. One single recycled edition of the New York Times newspaper could save 75,000 trees!

*Years of Service
Celebrated*

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

5 Years

David Wennerholt

Brian Weaver



Don't Lose Health Coverage: Complete Medicaid and CHIP Renewals on Time

Pennsylvania is preparing for a major change in renewal processes for Medicaid and Children's Health Insurance Program (CHIP) recipients.

Starting April 1, 2023, Pennsylvania is required by federal law to review Medicaid and CHIP recipients' eligibility every year, which means that recipients must submit a renewal. While the Department of Human Services (DHS) still sent renewals during the height of the COVID-19 pandemic, most people were not disenrolled from Medicaid or CHIP because of a change in eligibility.

DHS encourages everyone to share the following information with [Medicaid](#) and [CHIP](#) recipients to help them stay informed about renewals.

What Else Do I Need to Know?

Completing Medicaid and CHIP Renewals

Renewals should be completed when they are received, even if recipients receive them before April 1, 2023. Recipients will receive a renewal packet in the mail when it is time to renew their coverage. Information about their renewal will start to arrive 90 days before it is due.

It is very important that renewal forms are completed and returned even if nothing has changed. Completing a renewal allows DHS to determine eligibility for MA or CHIP coverage. Coverage will continue for recipients who are still eligible.

There are a few ways for recipients to complete a renewal:

- Complete the forms DHS sends and mail them back in the envelope included in the packet.
- Drop completed forms off at the [local county assistance office \(CAO\)](#).
- Complete the renewal online at dhs.pa.gov/COMPASS.
- Complete the renewal over the phone by calling 1-866-550-4355.

What is Continuous Coverage?

Under the continuous coverage requirement, individuals covered by Medicaid and/or CHIP have been able to keep their health coverage even if they would have otherwise become ineligible for the program based on other factors.

Evaluating Eligibility

Once the continuous Medicaid and CHIP coverage requirement ends, recipients will have to complete a renewal to maintain their coverage as long as they are eligible.

Are You Ineligible for Coverage?

DHS will provide instructions on how to re-enroll or share options for coverage if individuals are no longer eligible. Options for free or low-cost health coverage are available at www.pennie.com.