



# EMPLOYEE CONNECTION

June 2005

Have you...  
visited the Online Employee Connection?



It is in the process of being enhanced and should be completed by the end of June or middle of July, but please do so.

This site will be a useful tool for staff. It will include access to the following forms: various H.R. Forms ~ accident report forms ~ benefit claim forms ~ disability forms ~ tax forms ~ Expense Report forms ~ Mileage Reimbursement form ~ Time sheets ~ cafeteria menus ~ events calendar ~ newsletters ~ Staff Development training calendar ~ & departmental news & info... to name a few.

Visit our website from home or work (depending on whether you have a computer and access to the internet). Scroll down towards the bottom of the page and locate the link. The site is a secure site so you will need your user ID & password to enter. Your User ID is your first initial middle initial and last name (without hyphens), it is your name as it appears on your social security card (some middle names are maiden names.. so please be aware). Your Password is your employee ID number (it is a 5 digit number so if what you see on your ID card is 4 digits add a number 1 at the beginning). Please contact Cindy McManaman at ext. 1248 if you need assistance.

## 2005 TB SCREENING CLINIC

(Gaffney Dr, Production Unlimited, Recycling, DOHL and Fort Drum)

### GAFFNEY DRIVE - GYM

**Monday, June 13, 2005**

9:00-11:00AM and 2:00PM-4:00PM

**Tuesday, June 14, 2005**

9:00-11:00AM and 2:00PM-4:00PM

Those who have the test administered on Monday, June 13, 2005 must have their results interpreted on Wednesday, June 15, 2005 between 9:00am-11:00am and 2:00pm-4:00pm. In the Nurse's Station.

Those who have the test administered on Tuesday, June 14, 2005 must have their results interpreted on Thursday, June 16, 2005 between 9:00am-11:00am and 2:00pm-4:00pm. In the Nurse's Station.

### PRODUCTION UNLIMITED

**Monday, June 13, 2005**

9:00AM-11:00AM

**Tuesday, June 14, 2005**

1:00pm-3:00pm

Nurses will return for test interpretation on Wednesday, June 15, 2005 between 2:00pm-3:00pm & Thursday, June 16th between 9:00am-10:00am.

### RECYCLING CENTER

**Wednesday, June 15, 2005**

8:00 am - 10:00 am

Nurses will return for interpretation on Friday, June 17, 2005 between 8:00am-9:30am.

**Deadline for mid-year open enrollment for health insurance:** The last day to make changes for the mid-year open enrollment for health insurance will be Friday June 17, 2005. Please see Carlene Bates in Human Resources.

### JRC & JRC Staff Receive Gold Honor

from the United Way for  
it's 2004/2005 United  
Way Employee Campaign

Thank you to all  
JRC Staff who  
contributed to this  
employee campaign,  
you are making a  
difference in the life



Kim Shafer, Program Participant at Ft. Drum CIF, Dan Stern, Ed Mothersell, Ft. Drum Dining Facility Contract, receive award presented to JRC

of someone in our community. Please feel proud of that, JRC is proud that you are supporting this employee campaign effort. The top 5 highest contributing staff were invited to the luncheon to help receive this Honor. JRC wanted to honor it's staff alongside the United Way honoring JRC.

The Winners of the Pizza Party Contest are: Ft. Drum Dining Facility & Ft. Drum CIF - thank you for your support!

## Attendance Awards

April 2005:

<b>Ann Gilchrist</b>	<b>Accounting</b>
<b>Eugene Cronk</b>	<b>IRA 30</b>
<b>Misty Rebb</b>	<b>IRA 4</b>
<b>Debbie Hockey</b>	<b>IRA 21</b>

### Nip Allergies in the Bud — don't let seasonal allergies disrupt your life

Springtime is prime allergy season. According to the American Academy of Allergy, Asthma, and Immunology, more than 35 million Americans experience seasonal allergies, often referred to as hay fever.

Hay fever, or allergic rhinitis, is a reaction to breathing in substances, such as pollen or mold spores, through the nose. Symptoms—including itchy, watery eyes, a runny nose, sneezing and nasal congestion—may not only cause discomfort, they may affect your quality of life.

Toughing it out isn't always necessary. There are measures you can take to help prevent or alleviate allergy symptoms.

You can reduce your exposure to allergens by turning on an air conditioner or spending more time inside when pollen counts are high. Talk to your physician about non-drowsy antihistamines or a prescription medication if you have a severe or chronic condition.

## Strategic Plan Progress Report

The Strategic committees for the 2005-06 year have been meeting on a regular basis and have been developing lots of good ideas. Each committee is made up of varied staff from across the agency and the Directors who are chairs have done an excellent job of facilitating the groups and keeping them focused.

### **Training- Chairs – David Schissler and Howie Ganter**

The committee has met 3 times to date. Discussion centered on the development of specific objectives for the group, a discussion of the types of training needed and a review of some materials from other organizations. The group also developed a short survey to be completed by all staff that will provide us with specific direction on how to proceed with specific objectives, which is due by 6/20/05. A revamping of the supervisor training and development of leadership training has also been discussed.

### **Self Advocacy – Chairs Dan Flanigan and Howie Ganter**

This committee has met 3 times to date. The first meeting discussed some preliminary objectives for the group; handouts were presented to committee members on self-advocacy and attendance at a conference in June on Self-Advocacy at Sunmount. The second meeting we developed some objectives such as having a self advocate complete some training at O & T, increase the number of self advocates on committees in the agency such as Human Rights and Program Committee and establishing a training for self advocates. We will be making a proposal to the program committee and then Mr. Stern to add a self-advocate to the above committees. We have set up training by Americorps from Syracuse for the end of June for program participants, Service Coordinators, Residence Managers and Direct Care Staff. We will then develop a training curriculum and provide training. We are also going to increase the self-advocates on this committee to five.

### **Recruitment Committee – Chairs- Susan Murphy & Maureen Cean**

Preliminary objectives have been developed which include create high school recruitment teams, setting up a information table at Fort Drum, advertise on buses, track referral sources more effectively, update building signs, create flexible employment opportunities and explore ways to contribute more to health insurance. The committee is looking at prioritizing the top five recruitment ideas. So far the following has occurred: flexible positions have been put into place with benefits, subs have increased by 15 and the referral program has been changed to reflect referrals who are a sub or temp who become a regular employee are eligible for consideration for the referral stipend for the person who referred them.

### **Retention Committee – Chairs – David Moran and Maureen Cean**

This committee has met several times and has been brainstorming on ideas for retention and at the last meeting has selected seven to start working on. They have formed three subcommittees to work on these initiatives which range from holding a summer picnic to other employee recognition events- (pins for years of service, recognition for perfect attendance with a luncheon, luncheon for those who can not attend the Christmas party, etc.)

### **Financial/MIS Committee – Chairs – Lisa Jeschawitz and Jill Allen**

This committee has been active in developing varied ideas to implement cost savings and develop the MIS system. Discussions have centered on marketing our products, ways to save on furniture, savings on utilities and other varied cost savings. The group has broken up into subcommittees to look at specific categories: Agency consumables, Paperless systems/IT, Computers/MIS and Marketing/Cost Analysis. Looking at having save a dollar competition.

In the next several issues of the Employee Connection, we will highlight various committees within JRC, as an introduction for you. Maybe you've heard of these committees before but don't know what they do. We hope this will help you learn more about JRC.

### **ADMISSION/DISCHARGE COMMITTEE**

The Jefferson Rehabilitation Center's Admission/Discharge Committee reviews information for admission or discharge for Agency sponsored programs, with the exception of Early Intervention, Preschool and Career Connections. The committee is comprised of, but is not limited to, the following people: Admission Coordinator (chairperson), program administrators, applied behavior specialist, local DDSO representative. The Admission/Discharge Committee meets periodically to discuss referrals for Agency programs. The decision to accept or reject an applicant is based on the decision of the Admission/Discharge Committee. Notification of acceptance or rejection shall be ensured either in writing and/or verbalization by the Admission Coordinator or another active committee member. Meeting minutes are completed and distributed. When applicable, "Request for Service" lists will be maintained, reviewed and updated for Agency programs.

For additional Information contact: Liz Dieterich

### **PROGRAM COMMITTEE**

- ◆ The Program Committee is comprised of a variety of staff and program participants. This is a working committee that meets monthly or at the discretion of the committee members, pending established agenda.
- ◆ Program participants will use this committee as a vehicle to offer their input and how the organization should respond to their desires, wishes and preferences. The program participants will represent various advisory boards and/or the North Country Self-Advocate Association.
- ◆ The Directors and Program Administrators can use the Program Committee to groom staff for future advancement by working on various assignments and/or projects.
- ◆ The Jefferson Rehabilitation Center has established the Program Committee to address the following issues:
  1. Formulation of recommendations to the Executive Director.
  2. Review of regulations to ensure compliance in all programs.
  3. Assistance in development of procedures based on need and regulation.
  4. Act responsibly to issues of input by program participants.
  5. Annual program reviews will be discussed and suggestions for a quality improvement plan may be offered.

For additional Information contact: Maureen Cean

## Preschool News

The Preschool graduation ceremony will be held on June 22, 2005 in the preschool's "Big Room" according to the following schedule: Mrs. Watson's Class: 9:45 am, Mrs. Tepfenhart's Class: 11:45 am, and Mr. Simmon's Class: 1:00 pm. Congratulations to our graduates, who will become the class of 2018, and wish them well as they move on to their public/private/home school experience.

The summer session will begin on July 11 and will end on August 19. This session, like our school year program is integrated including both students with special needs and typically developing youngsters ages 2 years 10 months to school age. Slots are currently available for typically developing children and parents who are JRC employees are reminded that their children can attend our program at a 50% discount. If you are interested, contact Nancy Ouder Kirk, at extension 1239

Joanne Galvitz will be rejoining the JRC's Preschool staff as our Special Education Itinerant Teacher (SEIT) on June 27. We welcome her back to the agency and look forward to having her as a member of our staff. In the clinical department Julie Ward, physical therapist, and Veda Collmer, occupational therapist, will be leaving the agency to pursue other opportunities. We are currently seeking a replacement for Julie and Molly McNown will be joining the occupational therapy department as Veda's replacement. We wish both of them much success in the future and thank them for the high quality services they provided to the agency during their tenure.

## CORPORATE COMPLIANCE CORNER

Michael Keck, QS Coordinator, 6/8/05

This is a report of issues that have been presented to and reviewed by the agency's Corporate Compliance Committee since 1/3/05. Please disseminate to your employees.

- **Can staff send mail or notes or receipts through the inner-agency mail system without being in one of the official envelopes?** *No. Due to increased concerns over confidentiality based on the HIPAA law, all inner agency mail is to be secured in one of the official envelopes. These are manila colored, have black bold letters that say "Interdepartment Delivery" on these and have a series of holes to alert you to the fact that additional documents may still be inside of these.*
- **What will happen to any items not placed in one of these envelopes?** *It will be brought to the attention of the Quality Services office, where it will be logged into the Ethics Helpline. It will be opened and read by QS to determine where it came from and the appropriate supervisor will be notified of this procedure violation.*
- **Is it necessary for staff to record the times that a position change is provide to an individual for a PT service?** *That depends on whether or not the clinician asked for this type of documentation. It would be a good practice to create this type of documentation so that staff can verify that they have implemented the service as intended. In other words, it could prove that staff are competent to carry out these orders. We have had difficulty proving that a position change has taken place "every two hours" without such detail.*
- **Can we accept a release of information from another agency or organization if it is provided to us on a fax?** *Yes and we could send one that way as well. Fax machines are covered by the HIPAA laws. If you receive a release on a fax form, you should enter it into the person's file.*
- **If a parent obtains a power of attorney, whom would sign for consent to a behavior program or meds?** *We do not know. The Service Coordinator or whomever is responsible for the individual's paperwork should contact the family or parent to find out which decisions will still be made by them and which ones will now be made by the person designated as the power of attorney.*
- **Would it be a HIPAA issue is staff's social security numbers appear on JRC forms and have been mailed out to others, such as for references?** *Yes. A social security number is one of the identified pieces of protected information that must be controlled in some manner. We would need an authorization form to use it on a form. We must remember also that the HIPAA law pertains to employee information as well as that of the service recipients.*
- **How long do we keep information on deceased individuals?** *Seven years.*
- **If I copy documents for the Quality Services Department do I have to record this on the individual's PHI form?** *No. This is being used for care and treatment and is in the normal course of work for this department within the agency.*
- **If a family gave a staff member \$50 as a gift, should this be reported?** *Yes. This would be considered a potential ethical situation. It should be reported to QS who would log it into the Ethics Helpline. The employee would likely be allowed to keep it as long as they reported it to their supervisor. If they failed to report it, they would be subject to corrective action.*
- **How do we obtain the signature of the individual on their habilitation plan is they enter the hospital at the time of our revision?** *Keep in mind the 30-day regulation: you have to have the plan to the Service Coordinator within 30 days. If that means without the signature of the individual, so be it. You could write a note on the bottom of the hab plan explaining why it is not present. Obtain it later and use the "sign it live" rule.*
- **How long do we keep medication change documents?** *Seven years is the present agency procedure.*
- **Is it "ok" to use outdated behavior management forms?** *No. This is why any JRC form is to have form date on it, typically on the bottom of the form. Forms have to be current. Outdated forms occur when staff copy a large number of these and then use these up to "save us money", which is well intended but still improper.*
- **If I plan on giving the store in the mall a person's name for placement on an award do I need the individual's permission?** *Yes. You would use an authorization form for this. You, or the treatment team, would first have to use some sort of capable adult form to determine if the person is capable of providing this permission or not.*

### WHAT IS CORPORATE COMPLIANCE?

*It is a set of business standards and practices based upon organizational ethics. They are designed to help us avoid liabilities and risks. These standards and practices are linked to the continuous quality management the organization practices as a result of being a CARF accredited agency. At one time our corporate compliance focus was upon the program participant and how our daily activities with them were carried out. It is now upon the organization as a whole and how we conduct business so we have a program where we are able to provide programs and services to our program participants.*