

ILS NEWS



TAMAQUA OFFICE Shelley McGregor



Shelley is dependable and reports to the office with any problems, questions or concerns immediately.

Shelley always goes above and beyond to make sure the participants are well taken care of. Shelley is an advocate, encouraging her consumers to do what they can for themselves.

Her experience speaks for itself and her heart is in homecare.

LANCASTER OFFICE Rochelle Snyder



Rochelle is always on time & is not one to call off. If Rochelle does she is sure to communicate with her consumer and her Staffing Supervisor making up the missed day. When it came down to the timesheets... she has mastered the Halo system after being hesitant with trying a new way of clocking system. Rochelle is now clocking in and out without doing timesheets unless system is down.

Safety Corner

**Masks are still required when working with our Participants
& All Incidents need reported Immediately!**

We are excited to announce that ILS will be moving to a weekly payroll beginning July 15, 2022

To help us ensure that this new weekly pay runs smoothly we will need your help with the below requests and process:

- All ILS employees need to utilize the EVV system when logging in and out using either the participants phone or the "Log it" App on your cell phone (Unless prior approval from your Staffing Supervisor). You cannot call the EVV number from your personal cell phone to log in and out.
- For EVV and "Log it" App training modules and videos, please use the following link: <https://inliviingservices.com/employee-web/>. ILS supervisors are trained on the system and are available to offer hands on training at your participants homes if needed.
- Staffing Supervisor will be auditing logs daily to enter manual edits when EVV entries have been entered incorrectly. If for any reason you are unable to call into the EVV system or use the "Log it" App, you MUST complete a timesheet with tasks completed/not completed (participant refusals) and submit to your Staffing Supervisor for approval. Note: Tasks are documented on the participant service plan located in white binder.
- Timesheets must be received no later than 8am every Monday morning in order for you to be paid correctly.
- Timesheets may be sent via email (picture), dropped off at Tamaqua / Lancaster office or send picture via text to 717-917-2802. Best practice is to send timesheets immediately after completing shift versus waiting until Monday mornings.
- Please make note that paycheck taxes and deductions will appear differently due to being paid weekly. For example your LST tax will go from \$2 to \$1 because you will have more pays so it is spread out more.

ILS Management cannot express the importance of using the EVV logging system enough. Not only will it help you get paid correctly and timely, it is a state mandate for providers to receive payment. Please let us know if you need additional training. We are excited to offer you a weekly pay cycle and hope you are as well! Please let us know if you have any questions.

July Anniversaries:

Bonnie Steffy 15yrs, Ashley Berger 4yrs, Tyler Lightfoot 3yrs

Nubiola Salazar 3yrs, Destiny Miller 3yrs, Bruce Gilbert 3yrs

Jillian McMahon 2yrs, Nicole Gebremariam 2yrs
Janneth Guerra 2yrs, Tania Fell 1yr, Natasha Twigg 1 yr.

July Birthdays:

Maggie Long 1st, June Butler 5th, Cristin Sherman 5th, Delores Showalter 6th, Karara Stec 6th, Destiny Miller 7th, Jillian McMahon 11th, Cassandra Shafer 11th, Marhea Welker 12th, Michlle Fredrick 14th, Joy Albright 23rd, Pam Brooks 24th, Diana Baker 25th, Nery Liriano 27th, Taylor Lightfoot 27th, Luz Cuevas 27th, Nicole Canzoneri 30th, Krystle Robles 30th.

Also Remember with Each Participant on Each Visit

Check the Participants Binder to Review the most Updated Service Plan

All Tasks being completed need logged with every care need.

Refusal Codes must be included on All Tasks Refused & Logged when signing out

1= Task Not Needed Per Participant

2= Task Done by Other/Client

3=Client Refused

4=Change in Condition: Problem(call supervisor)

Report any situation of Consumer requesting services not listed on the Service Plan

Training Academy

Please be aware of the Training Opportunities starting July 5th thru Sept.30th. There will be No Live Training until Fall 2023. You have an on-line option during the summer months. You will be paid 1 hour when completing all the on-line modules. If you have any questions about the training, please contact your Supervisor.

Visit the website for details: www.indlivingservices.com/employee

Your ILS Support Team

Ashley, Denise, Lisa, Jen, Geri and Barb
Monica, Stephanie, Luz, Lori and Greg