

## CAREGIVER SPOTLIGHT

Our Spotlight Employees this month will receive:

Tamaqua - Walmart Gift Card

Lancaster - Pa State Inspection & Car Wash Gift card



**Lancaster Office  
Pilar Marte**

Pilar's participants state she doesn't call off and they're always appreciative of her honesty and willingness to help at all times. They couldn't commend her enough!



**Tamaqua Office  
Marion Matz**

Marion is regularly praised by her consumers. Stating she is an amazing caregiver and is always looking for ways to improve the participants care with actions reflecting their safety.

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

## Remember with Each Participant on Each Visit

Check the Participant's Binder to Review the most Updated Service Plan

All Tasks being completed need logged when signing out.

Refusal Codes must be included on All 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 Services Plan



## Logging In / Out



**The MCO's/State/County is really locking down on our EVV logs.  
What does that mean?**

- Logging IN/OUT –Every PCA must use the HALO LOG IT APP on your personal cell phones when a participant does not have a landline phone
  - IF YOU CAN NOT USE THE APP – you may use the consumer's LANDLINE, we cannot use the consumer's cell phone.
- When the app is unavailable or the system is down you must use a timesheet. Please make sure you are filling the timesheet out correctly.
- You must be in the participant's home when logging in and out. The GPS is sensitive and only allows for you to log in and out while in their home. If you are logging even a short distance (front porch) from the consumer's home we will get an alert.

**\*You may not log in and out using your personal cell phone unless you are using the LOG It App.  
You may not use the 800 number from your cell phone only from the participants landline.\***

**Any questions or additional training needed please reach out to your staffing supervisor!**

## November Anniversaries

These 11 folks all are celebrating 14 years of service = Gloria Clement, Moneta Finneran, Elaine Goho, Madelin Grebloski, Linda Haverfeld, Veronica Huegel, Patricia Jones, Bernadine Kunkle, Gail Wehr, Debra Warman & Staffing Supervisor Denise Jones, Christine Roman 4yrs, Karen Longenecker 2yrs Olga Betancourt yrs, Jennifer Stone 1yr, Oliver Ashway 1yr, Patricia Elliott

## November Birthdays

Sharon Flail 2nd, Lisa Searfoss 3rd, Tania Fell 5th, Moneta Finneran 10th, Rochelle Snyder 10th  
Yvette Perez 24th

## 1 Hour Paid Training

# Training Academy

## DEI Session 1 - DEI for Beginners - Employee

A diversity, equity and inclusion (DEI) program is a term used for training programs, policies, strategies and practices that support our company's mission to continue to create and sustain a diverse, equitable and inclusive workplace. We believe a culture of diversity, equity and inclusion is not only critical to our success; but it also creates a positive employee experience for all.

The DEI training is now posted on the ILS Employee Website. Use the following link:

[www.indlivingservices.com/employee](http://www.indlivingservices.com/employee)

Please contact your Staffing Supervisor if you have any questions

## Happy Thanksgiving

Thank You for all you do and being the best  
part of what we represent

## Your ILS Support Team

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