

July 2023

ILSNEWS

Editor: Greg Peters
Safety Mentor



Lancaster Office
Evelyn Amaro

Evelyn has been taking permanent and fill-in shifts including overnights as well as her regular schedule. She is always reliable and dependable



Tamaqua Office
Jasmine Taylor

Jasmine is versatile in any situation communicating well & keeping safety 1st. She is very dependable. Staffing is looking forward to her growth in her ILS position.

Earn Extra Money, Fill-In Shifts Available
Round trip mileage for fill-in's less than 24 hours
If you accept a fill-in shift that is less than 24 hours notice you will be reimbursed round trip mileage

July Anniversaries

Diana Baker 10th/14yrs., Karen Reader 23rd/12yrs., Virginia Wills 23rd/7yrs.
Nettie Smith 14th/6yrs., Emma Colon 17th/ 2yrs., Janine Roth 28th/2yrs.
Nancy Applegate 16th/1yr., Natasha Griffin 23rd/1yr., Rachel Kale 27th/1yr.

July Birthdays

Bernadine Kunkel 1st., Denise Vasquez 2nd., Minerva Mateo 3rd., Diasnella Gonzalez 3th.
Julia Torres 7th., Robin Aukamp 10th., Sandra Wagner 12th., Jennifer Stone 12th.
Rachel Kale 12th., Connie Johnston 17th., Oksana Purshaha 19th., Gail Wehr 26th

*** Paid Training Opportunity ***

The Learning and Development team would like to invite you to an exclusive experience called the Virtual Dementia Tour. We would like to offer this to Lancaster PCA's on Tuesday July 25, 2023 at ILS- 1325 Elm Ave Lancaster PA, 17603. You can pick a slot at starting at 2p or 4p and the approximate time frame for the training is 1 ½ hrs. to 2 hours to complete.

And for our Tamaqua PCA's on Tuesday August 22, 2023 at ILS- 726 Claremont Ave, Tamaqua. We are offering this from 1p-3p and the approximate time frame for the training is 1 ½ hrs. to 2 hours to complete. The Virtual Dementia Tour (VDT) is the original, ground-breaking, evidence-based, and scientifically proven method of building a greater understanding of dementia. This is a simulation experience where trained facilitators guide participants outfitted with patented devices that alter their senses while trying to complete common everyday tasks and exercises. The tour enables learners to experience for themselves the physical and mental challenges those with dementia face and use the experience to provide better person-centered care.

If you would like to sign up for this exciting training, please contact your Staffing Supervisor to sign up. If you cannot attend either of these sessions please do not worry there will be more offered at a later date and time. Thank You!

"Encrypt Message" E-mail Encryption Instructions:

Viewing Message

Click on a message to view the contents.

The encrypted message will open displaying all information.

From the message window you can use buttons on the message bar:

Reply to, Reply All, Print, Delete, and Download.

Attachments can be downloaded individually by clicking on them.

Please contact your Staffing Supervisor with any questions

Update on Mask Mandate

ILS will no longer require PCA's to wear masks in their Participants homes, unless the Participant requests that you do. Additionally, if you or the participant are experiencing any symptoms, or you have been around someone who is sick, we ask that you take precautions and utilize your masks. ILS will still continue to supply masks and other PPE to PCA's as needed. For any questions, please contact your supervisor.

Thank You for Everything You Do!

Your ILS Support Team:

Jared, Ashley, Denise, Lisa, Jen and Barb

Monica, Stephanie, Luz, Lori and Greg

This is a friendly reminder that providing and reporting tasks with participants receiving services through Medicaid Waiver programs is a mandatory. As you learned in your orientation and are reminded in your annual competency, the first step you should take when arriving at a participant's home is to check the binder for an updated SAF (care plan). If you are accepting a new participant, please make sure you have reviewed the SAF that your Supervisor gave to you. Not all participants will have a SAF depending on their funding program. If you have a participant that does not have a SAF, feel free to contact your Supervisor for clarification. Please make sure to review the second page (sample attached). This is where the tasks that you are expected to complete are listed.

Unless specified in the comments next to the task, these are expected to be performed at every shift. When you log out of HALO at the completion of your shift, you will be prompted to hit "yes or no" to each task on the SAF. If the participant refused any of these tasks, it is your obligation to enter a refusal code. If there is a task that the consumer is requesting that is not in the SAF, please report this information to your Supervisor ASAP. We will then verify with the participant's Service Coordinator to see if that can be added to the participant's SAF.

In summary, at every shift you should:

- 1) Check the participant binder to review the most updated SAF and make notes at end of every shift to update the family or next PCA: If no update must at least put date, name and times of shift.
 - 2) Complete all tasks that are listed on page 2
 - 3) Report any refusals for any task listed on page 2 via HALO Log It or on the timesheet
 - 4) Report any situations of participants requesting tasks not listed on the SAF
- Thank you for all that you do every day to keep our participants safe and independent.

*** A New Benefit Added ***

We have very exciting news to share! ILS has added another Wellness day for everyone effective July 1, 2023 that must be used by December 31, 2023. You currently have 2 Floating holidays and 1 Wellness day but we added another day. Starting January 1, 2024 You will be eligible for 2 Floating holidays and 2 Wellness days. What does this mean?

- Floating Holidays and Wellness Days: Pick any day and submit request for time off to your supervisor 2 weeks in advance (yes, you will get paid!)
 - All Floating holidays and Wellness Days: Must use by December 31, 2023
 - Floating Holidays (2) and Wellness Days (2): Effective January 1, 2024 through December 31, 2024
 - Not paid-out if you leave the organization
 - Use or lose, cannot carry over to new year
 - Available day 1 of employment
 - Time off must be approved and scheduled 2 weeks in advance by your supervisor
- We will be running a report to understand your hours worked during last year.

Here are the breakdowns to determine the number of hours paid for a Wellness day and for each Floating holiday.

If you worked:

- 8 hours of paid time off for 1561-2080 hours worked in the prior year
- 6 hours of paid time off for 1041-1560 hours worked in the prior year
- 4 hours of paid time off up to 1040 hours worked in the prior year and new employees with less than 12 months history (new employees must successfully complete their 90 day evaluation with a score of Meeting Expectations before utilizing days off)

ILS is committed to listening to your needs and working with you. We are very excited to be able to give back to our front lines and will continue doing so.

We wanted to take time to say Thank You for all your hard work and dedication over the past year! We appreciate all you are doing on a daily basis to provide the care needed to our Participants!