

September 2023

**ILS**NEWS

Editor: Greg Peters  
Safety Mentor

## CAREGIVER SPOTLIGHT

Our Spotlight Employee this month will receive:

Tamaqua - Walmart Gift Card  
Lancaster - Penn Cinema Gift Card



**Lancaster Office  
Shawn Roberts**

Shawn has been with ILS 2 years this coming Fall. Her consumers always have nothing but praises about her. Shawn repeatedly is flexible rearranging her schedule to assist and help in any way she can with fill-in shifts.



**Tamaqua Office  
Tyesha Franklin**

Tyesha works with several consumers whom say they're thankful for her. She picks up shifts if there is any room in her schedule. Tyesha looks to accommodate the participants time on days their need changes. We are grateful for all Tyesha does.

### Earn Extra Money, Fill-In Shifts Available

Round trip mileage for fill-in's less then 24hours

If you accept a fill- in shift that is less then 24 hours notice you will be reimbursed round trip mileage

## Check the participant binder to review the most updated SAF and make notes at end of every shift

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.

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

- ALL PCAs must use the HALO LOG IT APP on their personal cell phones when logging IN/OUT.
- Instructions on downloading, logging in and out using the app can be found on the employee portal:  
(<https://indlivingservices.com/employee-web/>) .
- IF YOU DO NOT HAVE A SMARTPHONE – contact your supervisor for further instruction.
- ONLY use a TIMESHEET when the APP IS UNAVAILABLE.
- You must be in the participants home when logging in and out. The LOG IT APP is GPS sensitive.

Thank You for helping us stay in compliance with the State!

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

### \* 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 you Rescheduled for Tuesday Oct.17th at ILS - 1325 Elm Ave Lancaster PA, 17603 2:30 to 4:00 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 respond letting us know what time slot you would like to attend! If you cannot attend either of these sessions please do not worry there will be more offered at a later date and time. Thanks!



## September Birthdays

Linda Hanerfeld 1st, Shaina Grogan 11th, Alyssa Vega 12th, Michelle Merz 13th, Junie Steers 16th  
Gregory Peters 17th, Ellen Eby 18th, Terry Long 19th, Sheila Swartz 24th, Hannah Reed 24th  
Michael Price 26th, Shayanna Jusinsli 26th, Shelly McGregor 28th

## September Anniversary's

Ropin Aukamp 15yrs., Ashley Smith 11yrs., Karen Uhle 9yrs., Sandra Wagner 9yrs.,  
Theresa Koser 8yrs., Dawn Miller 3yrs., Ellen eby 3yrs., Heather Leleux 2yrs., Beverly Erb 2yrs.,  
Luciana Lowe 1yr., Charmaine Gray 1yr., Laurie Rynkiewicz 1yr., Christopher Bosch 1 yr.

### \*\*\* 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!



**Thank You for Everything You Do!**

Your ILS Support Team:

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