

March 2024



CAREGIVER SPOTLIGHT

Our Spotlight Employee this month will receive:

Tamaqua - Walmart Gift Card
Lancaster - Wayback Gift Card



Tamaqua Office
Sharon Flail

Sharon has been with ILS 7 years this Fall. Her Staffing Supervisor states Sharon has never called off, follows her schedule and logs in/out properly.



Lancaster Office
Kristin Morales

Kristin is reliable and dependable. She truly cares about consumer's she cares for. Kristin has worked with challenging cases that she considered opportunities to exceed expectations.

Please be Advised as Always!

We need to be providing daily notes on care needs in the participants ILS Binders

Featured Training

Protecting Private Information and the Basics of HIPAA

Upon completion of this course, you will receive 1 hour paid training time.

Starting February: PCA's with emails that are signed up for Direct Deposit will receive paystubs by e-mail as it appears on PCA HR profile unless we are notified of a different e-mail. All Live checks will not receive an email.



Attention: New Timesheet Instruction

Timesheets- timesheet are the last resort! They state is fining for using them and they are being updated. They want A LOT more information on them about the consumer and the aide. Those will roll out tomorrow or Friday. So please only use a timesheet if it is the last resort. Timesheets will need to have all correct information and nothing more. No note to me, not adding hours for the week or day on the sides, no notes about the consumer and the visit. Only the needed lines provided and everything completely accurate or we will need to have a new one signed by you and the consumer for payment and payroll. We WOULD LOVE TO SEE THESE NOT USED TO REFRAIN FROM POSSIBLY ERROR, SO PLEASE DOWNLOAD THE APP!!!!

GPS – we must log out from the building or home of the consumer. When we log out 2 blocks away it is throwing the GPS.

**Landline- If the landline is asking for a 10 digit phone number then 1 of 2 things are happening. 1. You are calling from a number we do not have on file, please call us so we can update it correctly
2. You are adding a 0 before your 4 digit ID number that does not belong there.**

Overages – any and all overages not approved by the office will give a kick out. That is more than 7 minutes extra to your shift. If you are scheduled 6 hours, please only stay 6 hours. If you are scheduled 2 hours, please only stay 2 hours.

Under service – If you serve time under the approved amount of time it is a kick out. If the shift is in for 2 hours and you serve only 1.75 hours (that is leaving 7 or more minutes early) you are shorting your time, your pay, your consumers time and the causing a kick out.

Blocked numbers- If we come to you and say we are getting an error that no coordinates are found, that might mean the consumer's number is blocked. You will need to unblock the call before dialing the number to log in. = (*82) 1-866-285-1226.

APP not loading – if the app is not loading we ask you please try and uninstall the app and install it again. We are finding in doing so it loads and you can continue right where you were to log in or log out.

Thank you for your time reading this and thank you for helping use correct the issues and fines we are seeing. We only have so long for the corrective action to be complete and the state will be back to review again. It is out of my hands how it is handled above, but we are accountable for you all. We need to work together to minimize these as soon as possible. We appreciate all you do today and everyday for all the participants.



As a Thank You for all you Do! We Sill have Candy Bars at the Office! Please stop by to receive a couple in Recognition of National Caregivers Day!

Having Trouble with the HALO LOGIT?!

Then here are some troubleshooting tips that might be just what you need!

1. Log out of the application and sign back in. You won't lose any information entered and it might just be the quick reset you needed.
2. Make sure the application is up to date. You can do this by checking your app store regularly for updates to the Logit app. You can also set it up so that applications will update automatically through your devices settings.
3. Still not working? Try deleting the application from your smart device and re downloading it through you App Store. Once downloaded again, you can log back in with the same username/password and pick up where you left off!
4. Still not working? Remember, you can always give your Staffing Supervisor a call and they will assist you with next steps!

Happy Birthday
Diane Smith 3rd, Paula Yerusavage 4th, Brendaly Baez-Ortis, Shane Walton & Marcia Calloway 6th, Veronica Huegel 14th, Linda Smarr 15th, Lori Walker 16th, Jasmin Soto 17th, Madelon Grebloski 22nd Michelle McCormack 22nd, Denise Jones, Pamela Musser 27th, Pamela Daughton 28th, Charmaine Gray 30th

Happy Anniversary
Barbara Holland-Nichols 24yrs., Rochelle Snyder 17yrs., Christa Joller 14 yrs., Donna Broadnex 6 yrs., Oksana Purshaha 4 yrs., Michael Price 3 yrs., Sahne Walton 23 yrs. Maria Ruslavage 1 yr., Amber Feathers 1 yr.



We are noticing a rise in COVID-19 cases. We are asking all our PCAs to utilize masks as recommended. If you or your Participant is having any signs of sickness you as the PCA should be utilizing your masks while providing care, this will help keep the COVID rise down. This is not a mandate but highly encouraged. If you have any questions or need masks please reach out to your Staffing Supervisor

Your ILS Support Team:

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