

# Branching Out News

June 15, 2008

Issue 10

Message from the CEO: Melissa Gourley

## Employee of the Month

**May – Mohamed Kamara** – Mohamed has been with UPREACH for over three years and has always been an extremely dedicated and reliable employee. Mohamed often has to deal with difficult and challenging behaviors yet always handles himself in a professional manner. Mohamed is a team player and has been of great assistance to his home supervisor. Thank you Mohamed for all your hard work and for being such a team player! We are honored to have you as a part of the UPREACH family. For being employee of the month Mohamed will receive an extra vacation day.

*Do you know someone you think should be employee of the month? Let your supervisor know all the great things your coworkers are doing to improve the lives of the individuals we serve.*

## Special Recognition

We would like to give a special thanks to Jim Lloyd and Paula Welch. Jim and Paula are not only essential to all of us at the office but also to so many of our consumers and their families. Jim has been with UPREACH for over four years and has established strong relationships with the consumers and their families that he works with. Paula has been with UPREACH for over two years and has worked with just about every individual we serve. Paula and Jim both have incredible skills, great compassion, and amazing patience when working with individuals with disabilities. We are so thankful to have Jim and Paula as part of the UPREACH family. We look forward to a life long relationship with the two of you. Thank you both for all you do for us!

## Employee Appreciation (REMINDER)

We know we often get busy and forget to thank you for all your hard work and dedication. So to show you how much you are all appreciated we are offering free chair massage every Friday from 11:00 am – 2:00 pm. We will offer ten minute sessions, so time is limited. If you are interested, please contact Jackie or Sheryl to reserve a time. And again, thank you for being a part of the UPREACH family. Please make sure you take time to treat yourself.

## Nurse Department

by Beth Snider/Rick Tucker

### Help Your Heart

**A healthy heart is within most everyone's reach.**

Some of the recommendations that you May already know are to eat less fat, Manage your blood pressure and Lower your cholesterol.

**Here are several ways to boost Your heart health.**

**Eat more fruits and vegetables.**

The antioxidants vitamins A, C and E and beta-carotene appear to slow plaque formation on arteries.

**If you smoke, QUIT**

smoking affects more than your lungs. You can cut your risk of a heart attack by one-half within a few years of quitting.

**Eat Breakfast**

Energize yourself in the morning with high fiber cereal or whole grain bread and add some lean protein. When you skip breakfast your platelets (cells that help blood clot) become stickier and more likely to clump together and block vital arteries.

**Just Move**

A half hour of moderate physical activity several days each week is beneficial. Lack of exercise, not high cholesterol, is one of the greatest risk factors in heart attack deaths.

## NURSING CERTIFICATION CLASSES

June 18, 2008

July 9, 2008

July 23, 2008

ALL CLASSES ARE SCHEDULED  
9:30 AM – 4:30 PM

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## CYCLE FILL DATES

*June 25, 2008*

*July 23, 2008*

***Lead Meeting before  
@10:15 AM***

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## ANNUAL PICNIC

**REMEMBER THE MANDATORY  
STAFF MEETING 10AM – 12PM  
AND UPREACH'S PICNIC 12PM  
– 2PM**

**ON JUNE 20<sup>TH</sup> – AT SHARON  
WOODS OFF CLEVELAND AVE.  
& SCHROCK RD. IF YOU ARE  
UNABLE TO ATTEND THE  
MEETING YOU MUST TALK WITH  
YOUR SUPERVISOR  
IT IS POT LUCK SO BRING A  
DISH TO SHARE**

## NEWS FROM THE PAYROLL DEPT.

by Pat Gourley

### HPC LOGS

A recent audit of the HPC Logs indicates that staff needs to be more detailed in filling out the HPC Log. Most of you know that the HPC Log is a Medicaid document. If the HPC Log is not filled out correctly it could indicate Medicaid fraud.

First, the HPC Log must match the hours and mileage that you put on your time sheet.

Second, what you write in the HPC Log must be detailed. If you take a consumer to the movies, you must indicate the name of the movie theatre that you took the consumer to. If you take a consumer to the store, you must write the name of the store on the HPC Log. If you go to a drug store, you must write the name of the drug store on the HPC Log.

You must be specific and detailed. HPC Logs are coming into the office incomplete and inaccurate.

Hours and mileage don't match what is written on the time sheet.

We are looking at going to a one entry system for payroll. This would eliminate the need for weekly time sheets.

So, right now everyone should get into the habit of filling out the HPC Log correctly.

In addition, staff needs to be rounding mileage.

**Example:** 23.1 miles should be rounded to 23 miles-23.5 should be rounded to 24.

Time needs to be recorded in increments of ¼ hours- .25, .50, .75. 1.00-

If you have any questions, please call me here at the office, or call your program manager.

Thanks, Pat Gourley

### Dates to Remember

#### CPR - First Aid

June 16<sup>th</sup>

9:30am - 5pm

#### Lead Meeting

June 25<sup>th</sup>

July 23<sup>rd</sup>

10:15 AM

## DID YOU KNOW?

### June is Fresh Fruit and Vegetable Month

According to the American Medical Association, an indisputable body of research proves that fruits & vegetables are critical to building good health. In fact studies show most people need to double the amount of fruits & vegetables they eat every day. They are a natural source of energy and give your body many nutrients you'll need to keep it running. Fruits and vegetable are packed with essential vitamins, minerals, fiber, and disease-fighting phytochemicals. Phytochemicals are usually related to color. Produce of different colors-green, yellow-orange, red, blue-purple, and white-contains combinations of phytochemicals and nutrients that work together to promote good health

Eating plenty of fruits and vegetables can help reduce your risk of:

- Heart disease and high blood pressure
- Type II diabetes
- Certain cancers

**So stock up, Eat, enjoy and be healthy!**

## News from Human Resource Dept. by Susan Sadauskas

### June Anniversaries

Ahmed Adan	1 year
Michael Colvin	1 year
Lubertha Ellis	1 year
Hans Jean Charles	1 year
Julia Herbst	2 years
Alpha Kamara	1 year
Pat Gourley	2 years
Diana Slayton	4 years

**Just a reminder-** If you receive a memo in your paycheck regarding HR needing an updated copy of your car insurance, driver's license, CPR card, etc., please turn the needed document in promptly.

**Regarding vacation-** We are not always able to grant all vacation requests. Before you make plans please call Susan to ensure that your vacation request has been approved. Summer is a very busy time for vacation request, so you might want to turn in your request early.

"It is not what you do for your children but what you have taught them to do for themselves that will make them successful human beings" .....Ann Landers

## Thought of the Month

By Beth (Swegheimer) Hunter

### How to Improve your People Skills

- **Speak Clearly**
- **Think Before You Speak**
- **Listen**
- **Body Language**
- **Seek Out Conflict Resolution**

**Anyone can be a Father, but it takes a real man to be a Daddy....Anonymous**

According to dadvise.com, the following are traits extraordinary fathers possess:

- a good disciplinarian
- allows his kids to make some mistakes
- open minded
- Teaches his children to appreciate things
- accepts that his kids aren't exactly like him
- Spends quality time with his children
- Leads by example
- Supportive and loyal
- challenges his kids
- Teaches his children life lessons
- protects his family
- Shows unconditional love

We hope all Fathers/Dads had a Happy Father's Day

# CONSUMER OF THE MONTH



**NANCY KAUFFMAN** IS UPREACH'S **CONSUMER OF THE MONTH** BECAUSE OF HER CHEERFUL AND LOVING ATTITUDE. NANCY ATTENDS LEARNING NEVER ENDS DAY PROGRAM AND EVERYONE AT UPREACH LOOKS FORWARD TO NANCY GREETING THEM EVERY MORNING. NANCY AND HER 2 HOUSEMATES RECENTLY MOVED AND NANCY HAS ADJUSTED VERY WELL. SHE GETS ALONG WITH BOTH HOUSEMATES AND HER STAFF. NANCY HAS BEEN TRYING ALL KINDS OF NEW THING SINCE SHE STARTED WITH LEARNING NEVER ENDS, SUCH AS; ROCK CLIMBING, YOGA, AND VISITING THE CAVERNS. NANCY ENJOYS COUNTRY MUSIC (ESPECIALLY TOBY KEITH), OHIO STATE FOOTBALL, COOK-OUTS, TALKING ON THE PHONE AND SPENDING TIME WITH HER FAMILY.

*DO YOU KNOW A CONSUMER THAT SHOULD BE OUR CONSUMER OF THE MONTH? PLEASE NOTIFY US AND LET US KNOW WHY.*