



# Shadowfax

SHADOWFAX NEWSLETTER

OCTOBER 2021

## 2021 All Staff Picnic



September  
Employee of the Month  
**Connie Crowl**  
DSP Lead at 860



Everyone who attended the picnic received a Shadowfax umbrella. If you didn't attend the picnic, and haven't received an umbrella, please stop by Tremont Street to pick yours up!



## From the Desk of Chris Nigon...

I really enjoyed my first Shadowfax DSP Recognition picnic. It was a wonderful experience to meet so many of our team in a relaxed setting. The food was delicious, especially the ice cream. I volunteer to grill hotdogs, brats, sausage, and veggies at the next picnic!

I especially enjoyed hearing your stories about the adventures you all experienced during your service at Shadowfax. Some folks go to formal schools for their education. Your real-life education as you care for our individuals amazes me. It is truly unique and earned the hard way!

Those who worked so hard to make the picnic happen deserve our THANK YOU. Please remember to share your appreciation and compliments when you see these colleagues. It took a team to make this event work well. We intend to have holiday events as well. Please contact HR to volunteer for the Holiday Celebration Planning Team. Stay tuned for more holiday news!

Update on our transformation into a digital organization... Excessive and frustrating paperwork will soon be a distant memory as we implement Setworks (case management and documentation), ChartMeds (medical care and documentation), and SwipeClock (biometric based HR services). Implementation is expected to be complete by the end of October!

The journey has been challenging, but the impact on our mission and our efficiency makes it all worth the hard work. This initiative is spearheaded by the Digital Transformation Team, led by Jen Rial and supported by Jason Miller and a team of strong digital advocates and superusers. Abby Brehman is leading the effort on the medical front.

Digital systems enable us to deliver care in the most efficient manner possible. Plus they support consistent compliance with all ODP regulations and documentation. The health of Shadowfax individuals and staff demand that we transition to these and other digital operation models.

Please take care of yourselves in this COVID-19 world. We must keep the virus at bay and outside of our facilities. Your continued attention to this danger is valued and appreciated by all.

Thank you for your continued support,  
*Chris Nigon*, Managing Consultant

## Wellness Initiative Educational Activity

In order to receive credit for the educational component of the Wellness Initiative, you must have participated in at least one of the webinars provided by Shadowfax through AIA Insurance, since 1/1/2021. If you have only participated in one, you will need to do your second one on Wed Nov 10 at 10am or 5:30pm. (Two are required; no substitutes permitted.)

*This is for those who work full-time and carry health insurance with Shadowfax, and who additionally participate in the Wellness Initiative, which serves to save a significant amount of money that you contribute towards your health insurance cost.*

In addition to the 4 webinars that have already taken place, 4 more will be presented on the following days & times:

**Wednesday, Nov 10**  
**10am OR 5:30pm (both are the same)**

**Don't forget!**  
**Wed Nov 10, 10a or 5:30p**



# From the Training Office



**Wayne Keith**  
Training Manager

**Marlo Sell**  
Assistant  
Training Manager



Contact us with your questions  
about training! 717-848-4349

## Beginning Mon Oct 11

**If you're coming into the Tremont Street building  
for a training, you must use THE SIDE DOOR!**  
*(It is the door next to the Edison Street entrance.)*

Just a heads-up! If you come in the front door, you will NOT be "buzzed" in as usual, but will be directed to the side door. Thank you in advance for your understanding as we transition to new, more effective methods!

## Scheduling CPR Test-outs

If you have tried to schedule a CPR test-out on Relias, but there is no day or time on the schedule that will work for you, **you can call one of the trainers and schedule a time that is more convenient for you!**

Also, don't forget that when you come in for a test-out, **you have to bring your certificate of completion** for the online portion with you!

**Just a friendly reminder!** If you sign up for a training and later realize that you cannot attend on the day and/or time that you signed up for, please go into Relias and withdraw from the training. Many trainings have limited seating, and if you are a "no-show", you have taken a seat in the class that someone else may have wanted.







## Getting the Most Out of Your Health Benefits



**Medical care is expensive, even with a great benefit plan.** There are ways you can reduce spending on your care, and many of these tools help reduce how much Shadowfax pays for your care. This helps everybody out, because when everyone works to keep healthcare costs lower, the cost for benefits remains affordable. When you need medical care, think about the following:

1. **Have a Primary Care Provider (PCP).** Your PCP is like your quarterback. When you have a PCP you see regularly, they know your medical history and the challenges that are unique to you. They guide you through your health journey, making sure you get the services you need to maintain or improve your overall health. This may help avoid medical problems.
2. **Get free prescriptions.** If you take any brand name medications, AleraGroupRx may be able to provide them to you at no cost! Go to [www.aleragrouprx.com](http://www.aleragrouprx.com) to check the medication list, download an enrollment form, and save money on your prescriptions.
3. **Where you go for care.** If your doctor orders a test like an MRI, CT scan, or colonoscopy, use the KISx Card. There are over 400 procedures covered through the KISx Card program at NO COST to you. If you need a test or surgery, call 877-GET-KISX to speak to a nurse, who will review your medical situation, recommend providers, and help book your appointment. If you use the KISx Card provider, you will pay nothing for the procedure.
4. **Consider all treatment options for orthopedic care.** If you have a condition like arthritis, ruptured disc in your spine, a meniscus tear, or many other common orthopedic conditions, you may be able to recover without surgery, by receiving treatment from Regenexx. Regenexx provides non-surgical relief to treat damaged bone, cartilage, muscles, tendons, and ligaments through outpatient procedures that use your body's own healing cells to repair damaged tissue. Go to [www.regenexxbenefits.com](http://www.regenexxbenefits.com) or call the KISx Card nurse for details
5. **OSS Company Direct is another option for orthopedic care and surgery.** Start to finish care for a range of orthopedic issues is available through OSS Health, one of the top orthopedic providers in the United States. Their program provides lower pricing to groups like Shadowfax, and if you use the Company Direct program, the services you receive will be at no cost to you. Your Patient Navigator is your guide to concierge service and no cost orthopedic care. Call the Patient Navigator at (717) 848-4800 to learn more and schedule a consultation.

***These are just a few ways you can save money for yourself and Shadowfax.  
Get the care you need at a lower cost by using these benefits whenever possible.***

***Very Important!***

For all you ladies... It is best to get your mammogram done **BEFORE** you get a COVID vaccine/booster because the vaccine gives false readings on the mammogram. If you get the COVID vaccine first, you may need to wait three months to get your mammogram. And this could create a problem if you are participating in our wellness program.





## Safety Corner: Watch for School Busses and Children!!

The school year has started!  
And drivers need to be extra cautious as kids walk near roadways and wait for their buses.

- If a bus's yellow or red lights are flashing and the stop arm is extended, you **MUST STOP** your vehicle.
- Never pass a school bus from behind – or from either direction if you're on an undivided road, if it is stopped to load or unload kids.
- The area 10 feet around a school bus is the most dangerous for kids, so stop far enough back to give them space to safely get on and off the bus.
- Be alert, as kids can be unpredictable, and they tend to ignore hazards and take risks.



## Get the Medications Right!

Always make sure you are following the 5 R's



1. Right Person
2. Right Medication
3. Right Dose
4. Right Time
5. Right Route

**TAKE TIME TO CHECK LABELS!**

### No Excuses!

It is your responsibility to give meds correctly!

Stop what you are doing & pay attention!  
A person's health is at risk!







**Dana Powell**  
LPN



**Samantha DePue**  
Residential DSP Lead



**Rut Alers**  
Packager

## Promotion!

*Congratulations to the following staff who was recently promoted:*

**Catherine Wilson**  
DSP FT to DSP Lead



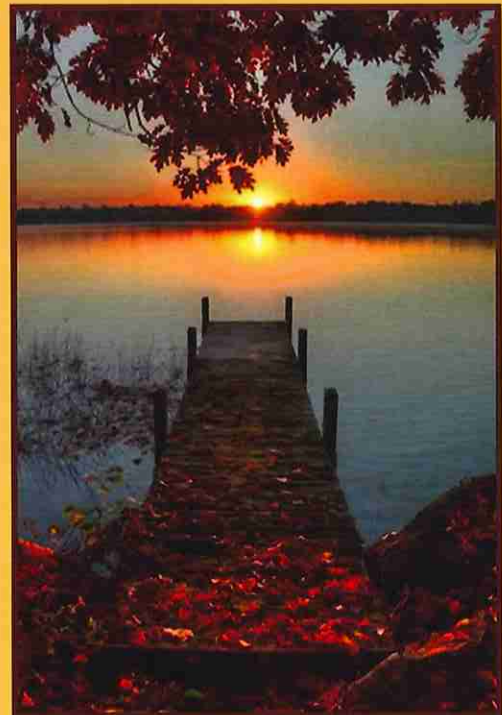
## Whole Shoes Required in All Res & Day Program Areas



Starting Monday, November 1, 2021, open-toed and open-backed shoes will not be permitted at all Day and Residential Programming areas. Everyone entering the programs must wear a whole shoe. Sandals, clogs, flipflops, open-toe shoes, etc. will no longer be permitted. This new procedure is an added safety measure. Please notify everyone who may need to enter the programs.

**“The currents that determine our dreams and shape our lives, flow from the attitudes we nurture every day.”**

*Author Unknown*





## Employee of the Month

*Have you nominated someone for Employee of the Month yet? Who is your favorite co-worker—someone who demonstrates the mission of the company by consistently serving the individuals with dedication and sacrifice? A nomination form is included with this newsletter, and is also on the Staff Resources page, under "Forms". Fill it out and send it to the HR Dept.*



### **Referral/Recruitment Bonus**

Refer hard-working, reliable, caring and conscientious people by filling out referral forms within 3 days of when they apply. If hired & they work at least 90 days you'll receive:

**\$500 Bonus**

**paid over 6-month period**  
(as long as the person remains on staff)

Referrals must be submitted to HR within 3 days of receipt of the application. Forms are available in Staff Resources, or at reception desks.

### ***Years of Service Celebrated***

Congratulations to the following Staff who hit benchmarks for years of service at Shadowfax!

**30 Years - Sue Ayres**

**20 Years - Deb Ossa & Sylvia Freeman**

**15 Years - Holly Sweitzer**

**5 Years - Kara Lefever**

**5 Years - Catherine Wilson**

### **Employee Assistance Programs**

**Mazzitti & Sullivan**  
(available to all Staff)

**Reliance**  
(ACI Specialty Benefits)  
(available to Full-time Staff)

*Info on Work-Life Services is available on pages 11 & 12 of this newsletter, as well as on your Staff Resources page.*

### **Congratulations**

#### **Referral Bonus Recipient!**

The following staff is currently receiving a bonus!

➡ **Lavon Jackson**

**Referral Forms are available at the front desks at Pattison Street, Tremont Street & Market Street.**



## Tickets At Work...

**An employee benefit you may not know about!**

Discounts to theme parks, attractions, shows, car rentals, hotels, tours, movie tickets, sporting events & other special events.

Go to the Staff Resources page and click on Benefits. Then look for:

**Tickets at Work**

## Beneficiary Information

All full-time staff receive life insurance coverage on the 1st of the month upon completion of 90 days of employment. Be sure to keep your beneficiary information current for both the life insurance and 403B plans. Keeping the information current with the HR Dept. will ensure that money is allocated correctly in the event of a tragedy.

**Thank you!**

# Going Green

## "I Want To Be Recycled"

*During 2021, we are presenting a series on common household items & their recycling processes.*

### Electronics

#### WHAT IS IT USED FOR?

More than 4.4 million tons of electronic equipment in the US are recycled each year. This includes desktop/laptop computers, monitors, printers, copiers, tablets, TVs, cell phones, digital cameras, cords, keyboards, etc..

#### WHY IT WANTS TO BE RECYCLED.

Recycling electronics prevents valuable material from going into the waste stream. Recycling reduces energy use and pollution created while manufacturing new products, and reduces the need to extract limited resources.

#### HOW CAN I RECYCLE IT?

Donate still-working cell phones, laptops, etc., to a school or nonprofit. There are mail-in donation programs for handheld devices. Another option is to return your e-scrap to the manufacturer or retailer. Many companies refurbish devices for resale. Watch for fundraising collection events in your community, often held around Earth Day.

#### WHAT DOES IT BECOME?

Electronics contain valuable precious metals such as gold, silver, platinum, palladium, copper, tin and zinc. These are recovered and used for jewelry, plating, new electronics & automotive parts. Plastic components can be used in new devices or other plastic products.

*From Iwanttoberecycled.com, "Recycling Explorer"*

## 403(b)

## Staff Can Attend Quarterly 403(b) Meetings

with Brock Hively, held at Pattison St. Contact Amy Brillinger, Acting CEO/Director of HR at (717) 848-4349, for the date & time of the next meeting.



*The Shadowfax Corporation*

386 Pattison Street, York PA 17403 (717) 854-7742 [www.shadowfax.org](http://www.shadowfax.org)



*To set the standard for quality in the human service field through consistent demonstration of dependability, integrity, collaboration, innovation, and commitment to our stakeholders.*

**amazon**smile

Support The Shadowfax Corporation. When you shop at <https://smile.amazon.com/ch/23-2368549> Amazon donates.





# Shadowfax

EMPLOYEE OF THE MONTH NOMINATION FORM

STAFF MEMBER NOMINATION



When considering someone for this award, think of how this staff member embodies the mission and vision of Shadowfax.

## *OUR MISSION*

*"To set the standard for quality in the human service field through consistent demonstration of dependability, integrity, collaboration, innovation, and commitment to our stakeholders."*

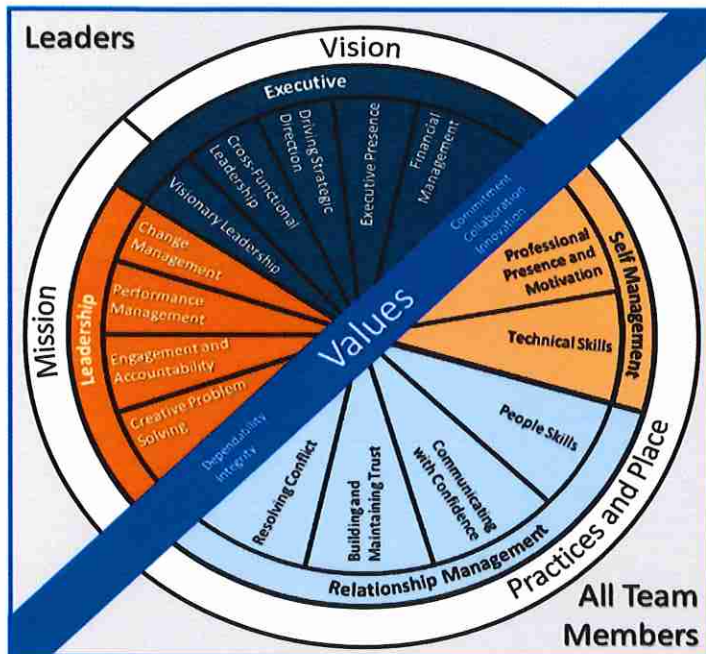
## *Our Vision*

*"Shadowfax will boldly support and hold itself accountable to the principles of Everyday Lives for its clients, staff members, and community."*

On the back of this form, please provide examples of how this staff member demonstrates the mission, vision, and values set forth in the Shadowfax Competency Model.



# Shadowfax Competency Model



Nominated by:

Date:

Each Employee-of-the-Month recipient will be in the running for Shadowfax Employee-of-the-Year award. Staff will be selected for this recognition based on qualitative results.

This image shows a single sheet of white paper with horizontal blue lines. The lines are evenly spaced and run across the width of the page. There are also dashed midlines between some of the solid blue lines, creating a pattern similar to primary-ruled notebook paper. The paper appears to be blank, with no writing or other markings visible.

**Submit this form to HR between the 1st and 10th of the month**



**415 NOTICE**  
**THE SHADOWFAX CORPORATION 403(B) PLAN**

**Aggregation of Maximum Contribution Limit When You Control Another Employer**

Federal law limits the total amount that may be contributed on your behalf to this 403(b) plan and any other retirement plan. The contributions to other retirement plans may need to be aggregated with contributions to this 403(b) plan to verify the maximum annual limit is not exceeded. This notice informs you of your responsibility to provide information to the Plan Administrator regarding your control or ownership of other entities that maintains a plan in which you participate. **Failure to provide necessary and correct information to the Plan Administrator could result in adverse tax consequences for you.**

Contributions to this 403(b) plan will be aggregated with one or more defined contribution plans if you are deemed to control the employer sponsoring such plans. For aggregation purposes, you are deemed to control a for-profit employer if you own more than 50% (including attribution from others) of its:

- Shares,
- Capital interests,
- Profit interests, or
- Membership interests.

You are deemed to control a tax exempt organization if you have control over its directors or trustees. A defined contribution plan includes:

- Plan qualified under Code section 401(a) or 403(a) (e.g., 401(k) plan),
- Code section 403(b) plan, and
- Simplified Employee Pension (SEP) within the meaning of Code section 408(k).

For illustration purposes, suppose you own a separate business which adopts a 401(k) plan. For 2021, you elect to defer up to the maximum 403(b) dollar amount of \$19,500 and make a catch-up contribution of \$6,500. Your employer also made a non-elective employer contribution of \$38,500 to the 403(b) plan on your behalf. You would like to contribute \$15,000 to the 401(k) plan of your separate business for the 2021 year. Your compensation from your employer is \$100,000 and compensation from your separate business is \$60,000. The catch-up contribution is not counted toward the maximum annual limit. The total elective and non-elective contributions to the 403(b) plan are \$58,000 (\$38,500 + \$19,500) which equals the maximum annual limit for 2021. Therefore, any contributions to your 401(k) plan (e.g. \$15,000) would exceed the maximum annual limit on an aggregate basis. If you were to contribute \$15,000 or any amount to the 401(k) plan for the 2021 year, the amount would be considered an excess annual addition attributable to the 403(b) plan. **For this reason, it is critical you provide any control or ownership information for other entities to the 403(b) plan administrator.**

The plan administrator will coordinate with you to ensure satisfaction of the maximum annual limit for contributions to all retirement plans. Please contact the plan administrator to provide any pertinent information on control or ownership of other entities or to address any of your questions.