



Shadowfacts

SHADOWFAX NEWSLETTER

JUNE 2021

News You Can Use!

Interim CEO

Chris Nigon has been appointed Interim CEO by the Shadowfax Board of Directors, beginning Tuesday, June 1, 2021. Please give him a warm welcome!

Mask Requirement

At the time of this printing, there is no change to the Shadowfax policy Regarding wearing masks. Any change is dependent on ODP requirements.

New Position

Amanda Glatfelter has accepted the new position of Quality Assurance Specialist. The main purpose of this position is to assure regulatory compliance in all departments. (Effective date to be determined.)

Promotions

Congratulations to the following staff who have recently been promoted:

Lucas Adams - Quality Management Coordinator (Effective date TBD.)

Nicole Bilajac - Residential Associate Director

Leslie Cross - Residential DSP Lead

Atylia Wormley - Residential DSP Lead

James Morthland - Day Services Program Manager/Specialist

If we missed you, please let us know! Thank you!

New IM Card

Watch your paycheck / paystub envelope for the new Incident Management blue card. All staff will receive an updated card.

Safety Corner: Heat Stress



Prevent Heat Stress Before It Begins!

Summer is upon us, and now is the time to think about using caution when outdoors during the heat of the day. Following are three simple but important tips for helping the individuals we serve (and our families!) get the most enjoyment out of our summer activities.

- **Shade** An easy way to protect against the heat is to stay in the shade. Whenever attending outdoor activities, always look for shady areas.
- **Hydration** Believe it or not, you can lose up to 3 gallons of fluid per day through sweat when you are in the heat. So it is important to actively hydrate while outdoors.
 - ◊ Water is best, as sugary drinks can severely limit absorption of liquid into the body, and caffeinated drinks cause you to lose hydration more quickly.
 - ◊ Urine color is often the first sign of dehydration. The darker, the more dehydrated you are.
- **Personal Protective Equipment** Brimmed hats and light-colored clothing are great at reducing direct exposure to the sun. Cotton clothing also helps to keep you cool. Sunglasses are also a must to protect the eyes from harmful UV rays.

Staff Profile of the Month: Marlo Sell

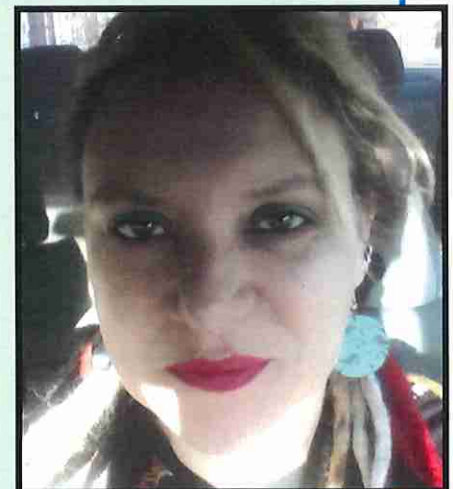
Congratulations to Marlo Sell for being the Staff Profile of the Month! Most of you have already met or talked with Marlo, as she is currently serving as the Assistant Training Manager in the HR Dept. Previous to coming to Shadowfax, Marlo was an art teacher/therapeutic art instructor, as well as community artist.

Marlo is originally from Baltimore, but also has lived in China for four years. She studied fine art at Carver Center for Arts & Tech, and later graduated with a degree in art from the Maryland Institute College of Art. Marlo and a friend co-founded a non-profit community art center in Hanover, called The Little Art Bank. Though she is no longer involved there, it was a dream-come-true for her to birth the center.

Marlo currently lives in West York, in a stone house built in the 1800's on a farm, with Mike, who she calls, "the best, smartest, and most loving man ever"! She is close to her three "amazing and talented" children, her mother and grandmother, and her sister—who is also her best friend. Her family includes 2 dogs (Pluto aka Poop Dog, and Turtle), a potbelly pig (Hamsome Boy), a pair of peacocks, and 14 chickens!

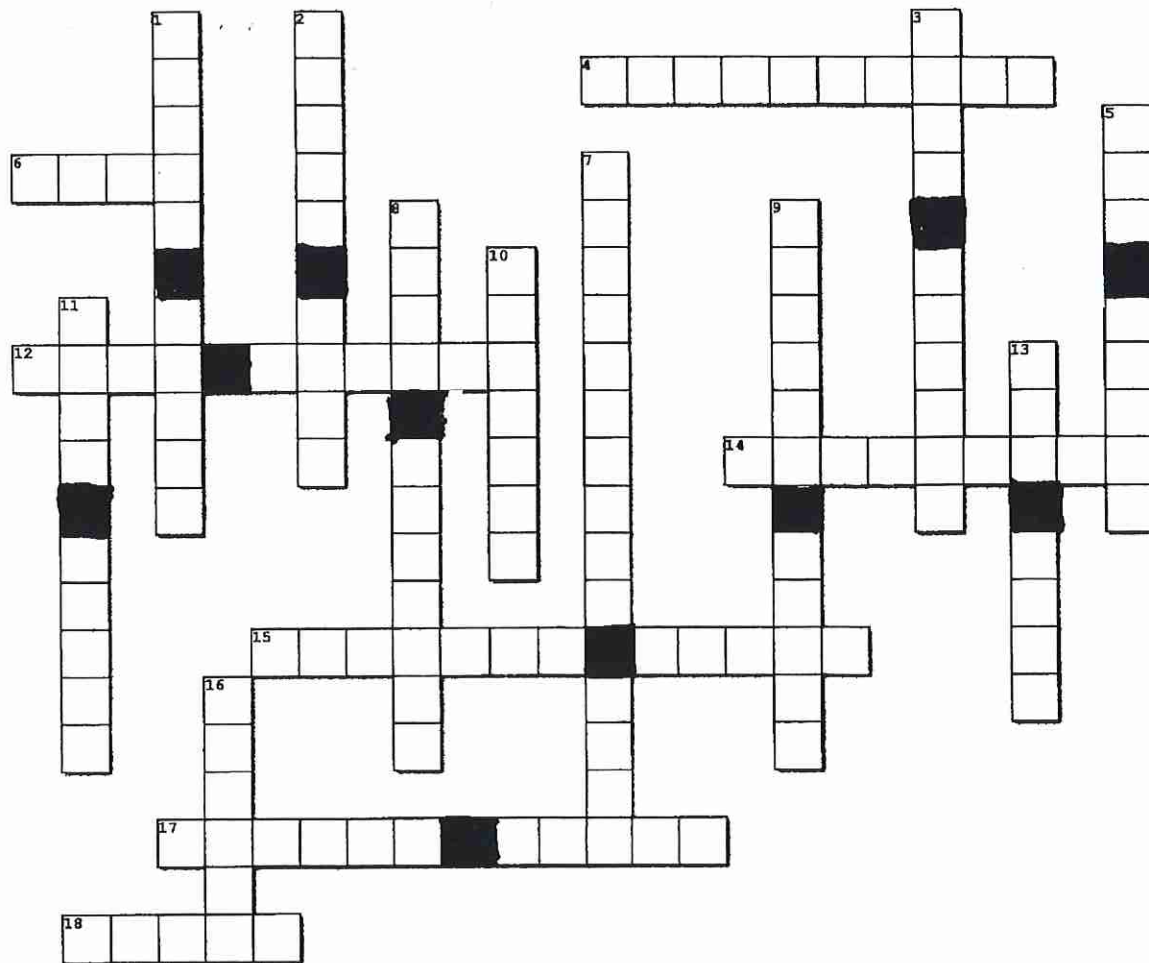
Marlo loves spicy food, especially if it is from her own garden and grill, and served in her back yard! She loves making things with her hands, reading, camping, gardening, and especially being in nature, as she is a self-proclaimed tree-hugger! She also enjoys building a fire and praying and meditating in her teepee. Eventually she would like to relocate to a warmer climate, preferably near the ocean. And her future dream is to become a grandmother!

When asked what she likes most about Shadowfax, Marlo says, "The people we support, and the Mission and Vision of the company. And especially the Everyday Lives Values—that we are dedicated to making it possible for everyone to live a life of meaning and joy!" Thank you, Marlo, for your contribution to loving and serving our individuals, and helping to give them a full and happy life!



Med Admin Puzzle

Name: _____



Across

4. the first step of administering medications is: Identify the person and the _____
6. the acronym used for Electronic Medication Administration Record
12. who do you call when you can't log in
14. the name of our EMAR
15. the drop down you choose when someone has refused a medication
17. when do you pop the pill from the blister?
18. T or F: you can skip any part of the medication administration process if you know there have been no med changes

Down

1. When do you sign the blister?
2. Which 'Right' is missing? right per, right med, right route, right time?
3. what constitutes a 'check'; what are you checking?
5. who you call when you can't reach your core nurse
7. What will you find under the 'wing' button?
8. The last step of administering medication is: Observe for _____
9. When do you sign the MAR?
10. What does the 'floors' button indicate in EMAR?
11. who you call when a medication needs to be approved for administration
13. most scheduled meds have this window of time before and after the actual time on the EMAR
16. Document PRN's is found under what tab in ChartMeds?

Win a large LLBean canvas bag!

- Complete this puzzle (*Don't forget to include your name at the top!*)
- Scan and email, or drop off your puzzle to the HR Department at Tremont. (*Scan to betsyv@shadowfax.org*)
- You will be entered to win a drawing on June 30 for an LLBean canvas bag!

From the Training Office



WELCOME TO:

Wayne Keith
Training Manager

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



Marlo Sell
Assistant Training Manager

**Annual training for all staff is due to be completed on
Wednesday June 30, 2021!**

If you need additional support, call HR at (717) 848-4349.

Trainings Presented via Zoom

If you are staffing a residential home, you cannot attend a training presented via Zoom during your working hours. If you have questions, please call the HR Dept. at (717) 848-4349.

Timesheets Must be Correct

Timesheets are being sent to the Training Offices that are not completed correctly.

Either the trainings are not listed on the back, or trainings that are listed on the back of the timesheet do not correspond with the times given on the front.

Timesheets cannot be approved unless they are correct.

Times can be approximate, but must be as close to the correct time as possible, and the trainings listed on the back must correspond with the times listed on the front of the timesheet. The times listed on the timesheet will be cross-referenced with the completed times recorded in the Relias Learning Center.

If you are contacted to come to the Tremont Street building to make a change on a timesheet, keep in mind that there is a deadline for getting the timesheets turned in, in order to receive your compensation in the next pay period.

If you have questions about filling out your timesheet for trainings, please call or stop in to the HR Dept. at Tremont Street. We want to help you get paid! (717) 848-4349.

Hello JUNE

*Just a few items
from the
National Day
Calendar*

African-American Music Appreciation Month

Immerse yourself in the music of your favorite black musicians—classic jazz, smoky blues, rhythms and raps! Share the best and the brightest and the undiscovered using #AfricanAmericanMusicAppreciationMonth and #AAMAM on social media.

National Adopt a Cat Month

Visit your local shelter, consider volunteering or making a donation. If you've adopted a shelter cat, share a selfie with your furbaby on social media. Use #AdoptACatMonth to follow throughout the month.

LGBTQIA Pride Month

A time for remembering those who paved the way, for education and breaking down barriers, too. Join a seminar or parade near you. See how you can make a difference. Use #PrideMonth to share on social media.



INCLUSION + DIVERSITY+ EQUITY= BELONGING

Visit www.shadowfax.org to apply

National Dairy Month

Visit a dairy farm and thank a farmer. Pick up your favorite cheeses or have some frozen yogurt. Take a tour of an ice cream factory. Use #NationalDairyMonth to share on social media.

National PTSD Awareness Month

If you or someone you know might be experiencing PTSD, visit these resources, or seek professional care from a therapist who has experience treating PTSD: National Center for PTSD, and National Alliance on Mental Illness. Use #PTSDAwarenessMonth to share support, resources, and follow on social media.

Did you know...

Shadowfax has updated our Vision and Mission Statements!

Vision:

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

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.

Years of Service Celebrated

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

35 Years—Cathy Hohenadel

Congratulations Referral Bonus Recipient!

The following staff is currently
receiving a referral bonus:

Jessica Mummert

You could be next!
Referral Forms are available at
Pattison Street or Tremont Street.
See information below...

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:

\$275 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 appli-
cation. Forms are available on the Staff
Portal, or at the reception desks.

Special Recognition



Jacob May

**Congratulations to Jacob for
earning his
Bachelor of Science Degree
in Biobehavioral Health from
The Pennsylvania State University!**



Cierra Anderson

**Very positive feedback was re-
ceived regarding Cierra from a
parent of one of the individuals
that we serve. The parent called the Di-
rector of Human Resources to express
how grateful she was for Cierra's presence
at a medical procedure for her daughter.
She stated that Cierra was efficient and
knowledgeable. The nurse had asked nu-
merous questions which Cierra was able
to respond to without hesitation.
The parent was extremely impressed!
Thank you Cierra for your hard
work and dedication!**

Employee Assistance Programs

Mazzitti & Sullivan

(available to all Staff)

and

Reliance

(ACI Specialty Benefits)

(available to all Full-time Staff)

sponsor

**Shadowfax Employee
Assistance Programs.**

Information is available on the website.

The following documents have recently been added to the Staff Resources, on the "Benefits" page:

Under Staff Benefits Overview:

- * *Employee Benefits Plan - Summary of Material Modification*
- * *Summary of Ancillary Medical Benefits*

Under 403B Plan Information:

- * *QDIA Notice - 5 2021*

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.

ALUMINUM

WHAT IS IT USED FOR?

Beverage cans, pet food cans, aerosol cans, aluminum foil, and cookware.

WHY IT WANTS TO BE RECYCLED.

Aluminum is infinitely recyclable. Recycling prevents the need to extract raw materials, saves significant amounts of energy and keeps greenhouse gas emissions from being generated. Recycling a can takes only 5% of the energy and emits only 5% of the greenhouse gases as raw material production does.

HOW CAN I RECYCLE IT?

Curbside, school, work, or public space recycling bins, or at local recycling drop-off or buy-back centers. In some states, beverage cans are returnable to the retail outlet or other redemption center for a refund on the deposit paid when it was purchased.

WHAT DOES IT BECOME?

Aluminum's recycling journey begins when it is collected, crushed, and then cut into chips that are fed into a furnace. The chips are melted and formed into blocks, which are rolled into sheets and sent to manufacturers to make new cans—which are back on store shelves in 60 days.

From iwanttoberecycled.com, "Recycling Explorer"

403(b)

Staff Can Attend Quarterly 403(b) Meetings

with Brock Hively, held at Pattison St. Contact Amy Brillinger, 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

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

amazonsmile

Support [The Shadowfax Corporation](http://TheShadowfaxCorporation). When you shop at <https://smile.amazon.com/ch/23-2368549> Amazon donates.



SAVE THE E.R. FOR EMERGENCIES

SAVE TIME AND MONEY



When you want quicker non-emergency care than you can get from your doctor, consider skipping the emergency room and going to a network urgent care center. You won't have to wait for hours in a crowded room and you pay less - up to three times less for the same care that you would get in an emergency room.

WHAT IS AN URGENT CARE CENTER?

An urgent care center is a freestanding, full-service, walk-in health care clinic that offers service seven days a week and extended hours. Appointments are not required. Urgent care centers offer the same services as primary care providers, plus some testing services such as x-rays and blood tests.

URGENT OR EMERGENCY CARE – WHAT'S THE DIFFERENCE?

Go to an urgent care center for minor accidents like burns, cuts, strains and sprains, or common medical problems like the flu, colds, earaches, sore throat, allergic reactions and infections.

Go to an emergency room for more serious, life-threatening situations such as chest pain, shortness of breath, difficulty breathing, high fever with a stiff neck, broken bones, mental confusion and major injuries.

Choose the most appropriate setting for your care. Save time and spend less for the same care.

To locate a network urgent care center, go to your member website or call the Member Service number on the back of your ID card.



OTHER WAYS TO SAVE

Choose an x-ray/imaging center or a local independent lab for imaging and blood tests. It's quicker, more convenient and more efficient – and can cost up to 30 percent less than at a hospital.

THE SHADOWFAX CORPORATION 403(B) PLAN

SUMMARY OF MATERIAL MODIFICATIONS

The purpose of this Summary of Material Modifications is to inform you of a change that has been made to the The Shadowfax Corporation 403(b) Plan effective 07/01/2020. This change has affected the information previously provided to you in the Plan's Summary Plan Description. The revised portion of the Summary Plan Description is described below.

ELIGIBILITY FOR PARTICIPATION

The Plan document has been amended and/or restated into a new Plan document. If you were eligible to participate in the prior Plan, you will continue to be eligible to participate in this Plan without satisfying any additional age or service requirements.

Am I eligible to make Elective Deferrals and Roth Elective Deferrals?

Once you meet the eligibility requirements below, you will be eligible to make Elective Deferrals.

CONTRIBUTIONS - EMPLOYEE

Does the Plan allow me to make Elective Deferrals?

Yes. Provided you have met the eligibility requirements and passed the entry date as specified in the section titled "Eligibility for Participation" you may contribute Elective Deferrals to the Plan.

Do I pay taxes on any Elective Deferrals I make?

You will have the option to have the Elective Deferrals you make taken out of your pay either before or after taxes are withheld. For those Elective Deferrals you choose to have taken out pre-tax, you will generally pay taxes on this amount when you take it out of the Plan.

For those Elective Deferrals you choose to have taken out after-tax (Roth Elective Deferrals), you will pay taxes on this amount when you contribute them to the Plan. However, provided the distribution is "qualified" the earnings on these amounts will not be taxed when they are removed from the Plan. A Roth Elective Deferral distribution is qualified when (1) it has been at least 5 years since the first Roth Elective Deferrals were contributed to the Plan and (2) you are at least 59 1/2 year of age, become disabled, or have

died. Roth Contributions are made in the same manner as pre-tax Elective Deferrals. You must designate how much you would like to contribute on a pre-tax basis (normal 403(b) contribution) and how much you would like to contribute as an after-tax Roth Contribution. You are not required to make any Roth Contributions. You may designate all of your Elective Deferrals as pre-tax contributions.

DISTRIBUTIONS - IN-SERVICE

DEFINITIONS

Elective Deferrals

Elective Deferrals are the amount of your Compensation that you chose to deposit into the Plan under a salary reduction agreement you complete with the Employer.

Elective Deferrals can be contributed either on a pre-tax basis or an after-tax basis. After-tax Elective Deferrals are referred to as Roth Elective Deferrals.