

Access of the Red River Valley, Inc.

Access Bits



Storm Policy

We would like to remind all staff about our winter storm procedure. Our clients and families have been sent a copy also.

Please be aware that Access follows a winter storm procedure:



Access Office:

Our office shall remain OPEN during regular business hours.

Sites with less than 24-hour staff:

If an employee is scheduled at a site that is not a site requiring 24-hour staff and the Moorhead Public Schools have cancelled school or a weather warning is issued that recommends no travel advised, the employee is not required to cover that site. This applies to most of our children clients and some adult clients. It will become the family's responsibility to make arrangements for their child. Employee's regular shift responsibilities will resume when school is called back into session.

Sites requiring 24-hour staff:

If Moorhead Public Schools have cancelled school and the employee is scheduled at a site that does require 24-hr staff (adult foster care and child foster care sites) the employee's supervisor and/or the on-call staff will contact the employee to ensure that the site is properly staffed.

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New Case Manager

RaeAnn Kaczmarski has accepted the position of Case Manager in our services department. She was previously a Rule 79 Case Manager, and has done direct care with our agency.

Alison Weiler was hired to fill the Rule 79 Case Manager position when RaeAnn became Case Manager.

Alison grew up around a resort in the small town of Osakis, MN. She moved to Moorhead to attend MSUM in September of 2007. She has one younger sister, whom she lives with, and that sister attends MSUM. Alison helps with her sisters care in her time off as her sister was diagnosed with MS in 2005.



She has worked at Access since 2009 as a Direct Care Professional and graduated from MSUM in May 2011 with a Bachelor's of Social Work degree.

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Quote of the Month



“Bittersweet October. The mellow, messy, leaf-kicking, perfect pause between the opposing miseries of summer and winter.”

~Carol Bishop Hipps~



Schedule of Classes

- **Medication Administration Classes** are currently scheduled for Thurs. Oct. 6th at 2pm; Tues. Oct. 11th at 9am; and Wed., Oct. 26th at 9am.
- **TI (Therapeutic Intervention) classes** are scheduled every other Wednesday in October from 1pm—3pm. Classes are on October 12th and 26th and are held at the MCLC at 910 9th Ave. S., Unit C in Moorhead.
- **Fraser, Ltd. CPR and First-Aid class** dates for October through December are posted on our Access bulletin board in the office. Remember to sign up for these classes on the bulletin boards in the HR Department and Access will register you.

Employee Spotlight

Access would like to recognize our employees who have reached annual milestones.



We are very proud of our entire staff and especially congratulate those listed below!

Those celebrating **one year** service this month are: Direct Care Staff— Dakhwaz Gardi, and Mikayla Guttsen.

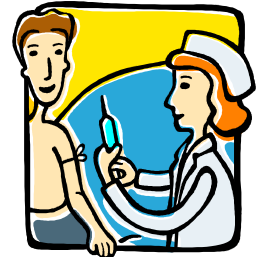
Two years service: Direct Care Staff— Sarah Full, Tanner Peck, Stephanie Reller, and Melissa Shoemaker.

Three years service: Direct Care Staff— Ashley Fugleberg.

Four years service: Direct Care Staff— Moraima Flores, Keith Neuberger.

Flu Shots

Access highly urges all of our staff to get a flu shot each year. We will again be offering them at the Access office on Thursday, October 13th from 1-3 pm.



If you have not signed up yet, stop by the office or call. Please bring your health insurance card if you have one.

Access will pay for staff to have the flu shot if they do not have insurance.

October 2011



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Expense Reports Due	4	5	6 Med Admin 2pm	7	8
9	10 Timesheets due at noon!	11 Med Admin 9am	12 TI class @MCLC 1-3pm	13 Flu Shots 1-3pm at Office	14 Payday Expense Reports Paid	15
16	17	18	19	20	21	22
23	24 Timesheets due at noon!	25	26 TI class @MCLC 1-3pm Med Admin 9am	27	28 Payday	29
30	31 					

New Case Manager (cont.)

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She loves to go home and hang out at the beach or just be out in the fresh country air. When she is not working at Access she really enjoys being outside with her one year old black lab, or working with the horses at her parents home, and working to raise awareness for MS.

In the future she hopes to go back to school to get her Sign Language Interpretation certificate, and maybe get a Master's of Social Work. Right now she just plans on enjoying what is given to her and slowing down a little.

Hand Washing 101

Keeping hands clean is one of the best ways to prevent the spread of infection and illness in all settings — from your home and workplace, to child care and health care facilities. Clean hands can stop germs from spreading from one person to another and throughout an entire community.

When should you wash your hands?

- Before, during, and after preparing food
- After using the toilet
- Before and after caring for someone who is sick
- After touching garbage
- Before and after treating a cut or wound

What is the right way to wash hands?

- Wet your hands running water (warm or cold) and apply soap.
- Rub your hands together to make a lather and scrub them well. Continue rubbing your hands for at least 20 seconds. You can hum the “Happy Birthday” song from beginning to end twice!
- Rinse well.
- Dry your hands using a clean towel or air dry. If possible, use your towel to turn off the faucet.



For more information refer to mayoclinic.com and cdc.gov.

MCLC News

MCLC has new hours and activities for Fall!

Mondays and Thursday it is open from 5-8pm. Tuesday hours are 3:30—8pm, and Saturday it is open from 1-4pm every other week!!

Movie nights are on the 1st & 3rd Mondays of the month.

Arts and Crafts classes are pay-day Fridays from 5:00—6:30pm.

There is also Bingo on the 2nd and 4th Tuesdays of the month!

On Halloween, come and show us your costume between 5-8pm.



October 2011—MCLC Activity Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 closed
2 closed	3 Movie Night	4	5 closed	6 Crayon Art	7 closed	8 Fire-fighters day
9 closed	10	11 BINGO	12 closed	13 Scavenger hunt	14 Art Class 5-6:30	15 closed
16 closed	17 Movie Night	18 Pumpkin decorating	19 closed	20 Crayon Art	21 closed	22 Make a difference day!
23 closed	24	25 BINGO	26 closed	27 Make Treat Bags	28 Art Class 5-6:30	29 closed
30 closed	31 Halloween -come show off your costume					

CPR & First Aid

Access is now utilizing Fraser, Ltd. for CPR and First Aid classes. Most classes are held on Wednesdays from 6-8pm, with one class a month held on a Monday. Fraser, Ltd. is located at 2902 South University in Fargo.



Access continues to register the staff for the class and make reminder calls the day before. Direct Care staff members will receive their cards in their mail bin.

If staff must cancel, they are required to give a 48 hour notice to Access or they are charged the class fee of \$30.00.

Any renewals of CPR and First Aid can be done online at our office. Staff should contact Melanie Hanson, HR Specialist to set up a time to come to the office to do the online renewal.



Upcoming Events

Arc Dances for the month of October are on the 10th and 24th. The 24th is the Halloween Party and Dance which opens at 6:30pm and dance at 7:30pm. All ages are welcome to the Halloween Party. All dances are held at Ellen Hopkins School.



On November 22nd from 6:30—8:30pm at the MCLC, will be a class titled “Winter Wonderland Watercolor”. This project will capture the beauty of the winter season and students will learn tricks and techniques that are unique to watercolor. This class has a \$15.00 fee and you must sign up through Moorhead Community Education. The class has also been designed especially to meet the needs of adults with disabilities. For more information on the CHOICES program for adults with disabilities, you can contact Lauri Winterfeldt at 218-284-3400.

Storm Policy (cont)

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If employees are working at a site when it is announced that Moorhead Public Schools have cancelled school, the employee must remain at the site. Employee's supervisor and/or the on-call staff will contact the employee with further scheduling arrangements.

If you should have any questions, please contact the Services Director.

Recognition Tree

Check out the tree at the Access office!



If a coworker, supervisor, or other staff has done something you think deserves praise, write it down on a leaf and we will put it on the tree.

Give thanks to those who make your day better in some way!

Check us out online at www.accessrrv.org

MISSION

The mission of Access of the Red River Valley is to provide care and to support children and adults in their right to lead dignified, independent lives in the community.

For 27 years Access of the Red River Valley has provided quality care and compassionate support to assist people with disabilities realize their full potential.

Access is known throughout the community for our professional full time and part-time staff members who share in the Access mission and make a lifetime of impact.



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