

## Key Policy and Procedure Refreshers for the New Year

With a new year underway, we want to remind everyone of some of the key policy and procedures all employees of Superior Home Care must abide by. PCAs, Homemakers, Companions and Respite Caregivers:

- \* are mandated reporters for abuse, neglect and fraud of the MA Program.
- \* may not take their own children with them to work.
- \* may not take their clients to the PCA's home.
- \* may not claim any time that direct services to their client are not provided.
- \* may not sleep on the job (unless authorized overnight respite hours).
- \* may not use their cell phone while working.
- \* may not have visitors while working.
- \* are to notify both their client and SHC if they are not able to make their scheduled shift.
- \* may not work overtime without prior approval.
- \* must notify us immediately if you change your address, phone number or legal name.
- \* may not work when a client is hospitalized or in a rehab facility.
- \* may only have the client with them in a vehicle when transporting them.
- \* may only drive clients, age 12 and over, for recreational purposes.
- \* must have a copy of their driving record and their current auto insurance card on file with Superior Home Care if they are transporting their client.

**KNOW THE  
RULES!**



## 40 Hour Work Week Limit for All SHC Employees



As of January 1, 2015, the number of hours a PCA can work decreases from 48 hours to 40 hours in a one-week period. This law was voted in by the 2014 legislation. We informed you of this new policy in the November and December newsletters. This new state policy affects all home care agencies.

If you have been working more than 40 hours in a one-week period and have not contacted the office

yet, please call so we can make adjustments to your work schedule. If you are a traditional client, call Kris in Human Resources, and she can help you find another PCA to fill those hours. If you are a choice client, you will be responsible for finding another PCA for those extra hours.

**For current employees who are working more than 40 hours in a one-week period, you MUST call the office as soon as possible.**

If you are not working 40 hours a week and would like to pick up more hours, please call Kris and she will work with you to find another client.

We appreciate your time and effort in helping us adjust to this new state policy.



**Lynn Andrews** has been selected for Superior Home Care's Employee of the Month for January, 2015. Lynn has been a PCA with Superior Home Care for one and a half years. We are grateful for her hard work and dedication.

# Discover the Great Outdoors with Wilderness Inquiries

Contribution by James H. (client)



**Wilderness Inquiries** is a non-profit organization for able body and disabled people to do outdoor activities such as kayaking, hiking, canoeing, and many other activities. This organization was started in 1974 by Bill Simpson, Tom Rasmussen, and Greg Lais. You can visit destinations in the United States and even outside the country! This organization plans and provides itineraries for the trips. All you have to do is click on one of the destinations or activities on the website, [www.wildernessinquiry.org](http://www.wildernessinquiry.org) and you get all the information about the trips. There is financial aid available for anyone who may need it. Wilderness Inquiries is also a place where people with disabilities are able to enjoy the outdoors without being treated differently. This organization has helped many people with disabilities who want to get out and do things without feeling judged.

In order for anyone to participate, Wilderness Inquiries will find or develop adaptive gear. For people with wheelchairs, they say that manual wheelchairs work best. Most modern wheelchairs will work well if they have knobby and balloon front tires. All people with disabilities can participate. However, depending on your specific disability, some activities and trips may not be as accessible as others. In order for Wilderness Inquiries to figure out the best plan for you, you will have to describe your disability or health concern on the registration form. Wilderness Inquiries will then contact you about any safety concerns and will provide help to make your trip happen. The most important thing about Wilderness Inquiries is that the employees treat everyone in an equal manner.

If you would like more information, you can either email them at [info@wildernessinquiry.org](mailto:info@wildernessinquiry.org) or call 612-676-9400.

## January Birthdays



01 Neveah	20 Jamila
03 Dorothy	20 Kathrina
05 Renee	20 Makaela
05 Chiylee	20 Linda
06 Guadalupe	21 Angela
07 Ajack	22 Jeremy
07 Landon	22 Dung
08 Erin	22 Demetrio
08 Scott	23 Thomas
09 Damagio	23 Tiffany
10 Christina	24 Alberta
11 Lynn	25 Ashley
15 Noah	26 Debra
16 Bammietta	27 Elizabeth
16 Heather	27 John
17 Teresa	28 Cynthia
17 Isaiah	29 Ebony
17 Tanya	29 Belinda
19 Mara	30 Ralph
19 Christopher	30 Diane
19 Shari	31 Rhonda
19 Kiera	31 Lois



## SUPERIOR HOME CARE

10597 165th Street West, Lakeville, MN 55044  
Phone: 952-898-4911 Fax: 952-898-3088  
Email: [info@superiorhomecare.org](mailto:info@superiorhomecare.org)