



Policy 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.
- * when the PCA is driving the client, no one else can be in the automobile.
- * may only drive clients that are 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 .



WASH YOUR HANDS!

Home care workers should wash their hands upon entering the client's home. Frequent hand washing is an easy way to avoid getting sick and spreading illness. While you can never keep your hands germ free, you can limit the transfer of bacteria, viruses and other germs.

Follow the Mayo Clinic's proper hand-washing guide:

Step 1: Wet your hands with warm or cold running water.

Step 2: Apply soap of any kind and lather well.
Note: anti-bacterial soap is no more effective at killing germs than regular soap.

Step 3: Rub hands vigorously for 20 seconds. Scrub the backs of your hands, between fingers, your wrists and under fingernails.

Step 4: Rinse well.

Step 5: Dry your hands with a clean or disposable towel.

Step 6: Turn off the faucet using either your elbow or a towel.



Our office will be closing at
noon on Monday, December
31st and will be closed on
Tuesday, January 1st.
Have a safe and
Happy New Year's holiday!



Community Happenings....

*River Valley Project Explore is having a Winter Dance to start off the New Year on January 12th from 6:30 -9pm. This will be held at Scott Highlands Middle School in Apple Valley. This is for adults with disabilities.

*Capable Partners is ice fishing on Medicine Lake in Plymouth for the months of January thru March.

Contact Bob Lindig for more information 612-224-6330.

*Fare of All is at the Diamondhead Education Center in Burnsville from 3-5pm on January 30th.

Happy New Year!

Until next month...Jim (client)



JANUARY BIRTHDAYS



01 - Hawo	11 - Rose
01 - Maryam	12 - Chelsea
01 - Vonyee	12 - Christine
01 - Samira	12 - Chai
02 - Margaret	13 - Phu
03 - Sue	15 - LeRoy
04 - Kamle	15 - Gregory
04 - Peggy	16 - Taeliana
05 - Maureen	16 - Terranzi
05 - Cody	19 - Anna
06 - Rigoberto	19 - Pattie
07 - Norma	20 - Margaret
07 - Natasha	21 - Rachel
07 - Gilberto	22 - Kayla
07 - Christine	24 - Alexandra
07 - Salvador	25 - Douglas
08 - Wayne	26 - Angela
08 - Carla	26 - Ross
09 - Julius	27 - Michael
09 - Deb	28 - Savita
09 - Sokhim	30 - Ferial
10 - Phyllis	30 - Andrew

"Happy New Year" Word Search

N N S F P L F S Z Y T J J J N
 G G O R T A R G L H H S A F T
 R O T V E E R I K C G C N M R
 D E Z N M N M A O Z I E U A N
 C G S A R A N U D P N L A V M
 R O E O F A N A A E D E R F U
 O T N X L T D R B P I B Y S S
 S J O F D U T N V J M R Q T I
 K W V O E I T T E T W A A S C
 X H W M E T M I W L R T U E O
 V N J S Z F T G O G A E L U Z
 S K R O W E R I F N W C Y G X
 E V E C D E C O R A T I O N S
 B A L L O O N S R A E Y W E N
 G W C D R I N K S Z K C K A P

Balloons	Midnight	Drinks
Calendar	New Year	Family
Confetti	Parties	Food
Decorations	Steamers	January
Eve	Banners	Music
Fireworks	Celebrate	Parade
Guests	Count Down	Resolution

Adaptive Skiing for All Abilities

The Courage Kenny Rehabilitation Institute Ski and Snowboard program allows skiers and snowboarders of all ages and abilities to learn and improve their skills on the slopes and trails. Starting at Welch Village in 1968, the Ski and Snowboard program has grown to 8 locations throughout the state, serving 200+ participants with disabilities such as cerebral palsy, traumatic brain injury, spinal cord injury, spina bifida, stroke, autism, visual impairments and many other disabilities. From cross-country to downhill skiing, the program relies on its 400+ volunteers to log 1,600 lessons per season. To learn more, go to: <http://bit.ly/adaptive-ski>



Elizabeth Peters has been selected for Superior Home Care's Employee of the Month for January 2019. Elizabeth has been a PCA with Superior Home Care for 2 years. We are grateful for her hard work and dedication.



Thank You Elizabeth!



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BUSINESS



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