



# Newsletter

August/September 2016

— We enrich lives, providing peace of mind through trusted, family care —

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## It's Time for Flu Vaccines!

*Sandy Lyons-Jackson, Administrator of WNY*  
 Reminder that All CCOR Employees that work with our clients MUST be sure to get their annual required Influenza Vaccination beginning in September 2016.

This is a New York State Department of Health requirement to health care workers.

Documentation of your proof of Fall 2016 vaccination must be submitted to your local CCOR Office by October 20, 2016.

If you are unable to obtain the Flu vaccination then you MUST sign a declination letter. These are located at any of the CCOR Offices. Please note that once flu season is declared, anyone who declined a vaccination shot will be required to wear a mask during any client contact.

## News Recap @ CCOR!

- WHEC Ad is airing regularly! Stop by CCOR's website or YouTube channel to see it yourself! Stay tuned for our second commercial, coming in August!
- CCOR Administrative offices will be closed for the Labor Day Holiday on Monday, September 5th
- **BE AWARE!** Timesheets turned in after 12p on Saturday are considered LATE!

## Food Truck Day!

*Sarah Long, Human Resources*

Join your CCOR colleagues at the Carlson Road Office in Rochester on Friday, August 12th for Food Truck Day!

We'll have multiple food trucks come in from 1p-4p — including: Papa Gig's, Macarollin, Lugia's Ice Cream and more!

All employees are welcome, so stop down for some yummy treats and hang out with your co-workers.



## CDPAP Program Updates

*Chris Gauvin, CDPAP*

Good news on Consumer Directed — we have received our published rates for Monroe, Wyoming and Yates County!

As of today we are able to provide fee for service Consumer Directed care in those counties as well Ontario and Schuyler.

Through Managed Care we can provide services in any county that the contract is valid in, but up until today we were unable to provide county based services in Monroe as well as Wyoming and Yates.

I am very excited and see this as a great opportunity for us to grow the program. If you have any questions, please direct them to either Joe Corona (x117) or me (x158).

every little thing you've done today  
 has made a big difference —  
*especially when it didn't feel that way*



## Aug/Sep In-Services

- Aug-29 Batavia
- Aug-30 Rochester
- Aug 31 Geneva

...

Check with HR for  
 September  
 In-Service Dates

...

*In-services start at 8:30am.  
 You may ONLY attend by  
 signing up with HR before the  
 class date.*

Follow us online [CCORhome.com](http://CCORhome.com)



## Internal Job Postings

At CCOR we encourage our employees to always keep in mind that they may know others who would be a great addition to our family of employees. See below for a list of current internal job openings:

- Manager of Education (Buffalo) Per diem
- RN/HCSS Supervisor (Rochester) 2 positions
- RN/HCSS Supervisor (Rochester) Part time, Overnights & Weekends
- Quality Assurance Investigator (Rochester)
- Bilingual Staffing Coordinator (Rochester)

For a full job description please reference the Job Openings Book located with each of your Office Coordinators. If you have any questions contact Barb Del Valle (x136) . Don't forget about CCOR's Referral Bonus Program!

## Reminders!

- Timesheets are due SATURDAY @ 12p. Timesheets received after 12p are considered LATE.
- Fax your timesheets directly to payroll at 585-625-0019
- Call-offs must be at least 6 hours before the shift
- Make sure you speak to a person when you call-off any shift
- Call weekly to verify your schedule
- All requests for schedule changes must be called in to staffing
- The on-call line is for EMERGENCIAS only
- Time-off requests for any PTO are required one month before and are first come/ first served

## HIPAA violations and FRAUD **must** be reported!



Anonymous Hotline

**585-546-1219**

## Wellness Tips: SLEEP

*Denise Ester, Intake*

Sleep is vital to the replenishing of our body's energy. Lack of sleep can affect our daytime functioning, hormonal balance, appetite, and immune system.

The average adult should get 7-8 hours of good sleep each night. We all have busy lives and our day to day activities vary, but it is important to try to keep a healthy sleep schedule to prevent viruses and diseases from attacking our bodies. When we try to cut our sleep schedule on a regular basis to meet the demand of our activities we run the risk of difficulty concentrating, thinking clearly and remembering things, not to mention the affect it has on our moods. Just think about the last time you didn't sleep the way you should and how you felt the next day. Talk about a struggle, am I right? If you set a time that you begin to wind down from your day and begin to relax when you lay down to sleep you should be able to achieve the goal of reaching your REM (rapid eye movement also referred to "active sleep" this is final stage in the five sleep stages.)

We all believe that what we do throughout the day is important but it can't be more important than our overall health, if we are sick or down from lack of sleep how will the things get done? Something to think about.



## Recipe Corner

*Laura Zanino, Administration*

### Pasta with Sausage, Spinach & White Beans

Yield: 6 servings

#### Ingredients:

- 1 lb Italian Poultry Sausage Links, Mild
- 14 oz Chicken Broth, (No MSG, 33% less Sodium)
- 6 oz Fresh Baby Spinach
- 1.5 C White Beans (rinsed and drained)
- 1 floz White Wine
- 3 cloves Garlic, minced
- 14 oz Penne Rigate
- Parmesan Cheese, for flavor

#### Directions:

1. Boil pasta in water.
2. Meanwhile, add poultry sausage to saute pan. Add water to fill pan up 1/4 of the height of sausage link. Simmer and add additional water as necessary so sausage cooks but does not burn.
3. When sausage is cooked through, reduce the amount of water/juices by 1/3. Do not drain off juices as they will add flavor to the dish.
4. Slice sausage links into 1/4 inch rounds.
5. Add sausage, chicken broth, wine, beans (rinsed and drained), minced garlic, & pasta.
6. Add fresh spinach and simmer 2-3 mins until heated through and spinach is wilted.
7. Stir completely so everything is mixed together.
8. Sprinkle with parmesan cheese and serve.



## July is National Sarcoma Awareness Month

Shelly Larkins, Care Management

### What is Sarcoma?

Cancerous (malignant) tumors of the connective tissues are called “sarcomas”. The term sarcoma comes from a Greek word meaning fleshy growth. Sarcoma arises in the connective tissue of the body. Normal connective tissue include, fat, blood vessels, nerves, bones, muscles, deep skin tissues, and cartilage. Sarcomas are divided into two main groups, bone sarcomas and soft tissue sarcomas. They are further sub-classified based on the type of presumed cell of origin found in the tumor. They all share certain microscopic characteristics and have similar symptoms. Sarcomas can develop in children and adults. For children under 20 approximately 15 percent of cancer diagnosis are sarcomas. Although rare, there are approximately 14,000 new cases of sarcoma diagnosed each year in the United States. In general sarcomas are divided into the large groups of soft tissue sarcoma and bone sarcomas.



### Soft Tissue Sarcoma

Soft Tissue Sarcoma is a rare form of cancer. It comprises approximately one percent of all cancers diagnosed. According to the National Cancer Institute, there are approximately 11,280 new cases of soft tissue sarcoma in the United States each year and approximately 3,900 people die of the disease each year. Slightly more men than women develop soft tissue sarcoma and the race distribution mirrors that of the U.S. population. Due to its rarity, it is crucial for patients to seek a cancer specialist in the treatment of their disease.

## Tips from Nursing

- Reminder about proper hand hygiene in clients homes and gloving with all hands on personal care
- Reminder that the weather temperature fluctuations are always problematic in the fall and clients and staff need to ensure clients are given prompts to dress for the weather. Coats, sweaters, gloves, ear muffs ( if they wear them) and shoes with socks on cooler days. Please notify your supervisor if clients lack adequate cool weather clothing and have no funds to purchase them.
- Staff should also remember that dressing according to the weather and within dress code is important. Carry extra personal supplies, snacks & drinks to your assigned cases.

## Keeping Cool without A/C

Shelly Larkins, Care Management

Please remember that we work with individuals that do not have air conditioning in their homes. This can be for multiple reason, some may be health related. Here are a few tips that may help during the warmest days:

1. Use box fans and ceiling fans to promote air circulation throughout the home. In the cooler evenings, open all windows and promote as much air circulation as possible. When the sun rises, close all doors and windows, making sure to close curtains and blinds as well, to keep the indoors cool for as long as possible.

2. Take advantage of the cooling power of water. Fill buckets or basins and soak your feet. Wet towels and bandannas can have a cooling effect when worn on the shoulders or head.

4. Remember to maintain an adequate level of hydration, which means you'll need to consume more water than you usually do when it's hot.

5. Try to visit public buildings with air conditioning during the hottest hours of the day if the heat becomes unbearable.

## Welcome to CCOR!

Tara Mobley	Alaila Rivera	Dahana Armstrong	Chassity Gibson
Raechelle Whitsell	Evelyn Smith	Pricilla McNair	Georgeann Wright
Breonna Burrows	Nyasia Warnick	Corey Carter	LaBrittany Eady
Tayanna Chandler	Brittany Williams	Jenna Clark	Gabrielle Guhman
Lonnesse Chatman	Sade Wright	Cynthia Evans	Kristina King
Veronica Correa	Particia Davis	Nefreteria Harris	Iris Rios
Charnisa Green	Ebony Drayton	Markeshe Reedus	Jennifer Licciardi
Treykwan Hicks	Shalah Epps	Shavon Swans	
Robynn Jones	Taekisha Harris	Jennaya Thomas	
Brizjel Kemp	Denise Harris	Douglas Pendar	
Ingrid Malcom	Tiffany Mallory	Mary Bunting	
Josephine Niederst	Lakesha Thompson	Letia Wilson	
Shantrelle Reynolds	Dethenia Williams	Earnestine Glover	

## Do Not Commit Neglect!

Robyn Alvaro, Clinical Services

Remember, during your shift you may not leave your clients home without the client, nor can the client leave you in their home. (The only exceptions would be if it's on the plan of care or in their PPO,



Plan of Protective oversight). This document may state exceptions and you should re-view it each time you are

in the clients home. Rule of thumb — if you can't see a client or hear a client then you may be considered to be guilty of neglect. Again check the PPO and Care Plan for exceptions to laundry and activities of this nature.

Sleeping on shift is considered neglect as well and CCOR takes this very seriously. How to avoid dozing off: get plenty of sleep before you work, have a supply of caffeinated product supplies for yourself, moving around, staying busy — quiet household chores — and keeping the lights on where you are may help with dozing. Cooler room temps or opening a window can also help. If you work overnight shifts, expect that your supervisor can visit you at any time.

Do not sit in a reclined position in your client's home or lay down on the couch — sit at a table or in an upright chair.

## Word Search

Search diagonal, forward, backward, up and down!



- |               |           |             |
|---------------|-----------|-------------|
| ATTENTIVE     | GENTLE    | POSITIVE    |
| CALM          | GRACIOUS  | PRODUCTIVE  |
| CARING        | HAPPY     | QUIET       |
| COMPASSIONATE | HELPFUL   | RELIABLE    |
| CONSIDERATE   | HONEST    | RESPECT     |
| COOPERATIVE   | HONORABLE | RESPONSIBLE |
| COURTEOUS     | KIND      | STAY SEATED |
| DEPENDABLE    | LISTEN    | SWEET       |
| EAGER         | LOVING    | THOUGHTFUL  |
| ENCOURAGING   | MATURE    | TRUSTWORTHY |
| FRIENDLY      | NICE      | WELLBEHAVED |
| GENEROUS      | POLITE    |             |

## HR Corner: Go Team CCOR!

together everyone  
**TEAM**  
achieves more

A huge thank you to all involved in the New Hire Process! Since June 1st we have had 46 new employees join our CCOR Team! Anyone involved in this process knows that a number of hours go into just one new hire alone. Great job to all involved!

The compliance rate is up to an awesome 97% this month which is up from 90% last month! Another great job done by all involved! I know we can and will hit 100% sometime soon!

Follow us online [CCORhome.com](http://CCORhome.com)

