



For when you can't be there...

Newsletter

October 2015

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

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Upcoming In-Services

10/26 • Batavia

10/27 • Geneva

10/28 • Rochester

In-services start at 8:30 AM and you may ONLY attend by signing up with Kelly in HR BEFORE the class.

Compliance Issues MUST be reported!

Use our anonymous hotline:
585-546-1219

CCOR is Moving!

by Al Gauvin, CEO & Administrator

Our Clinton Avenue and Blossom Road offices will soon be one in a new location.

We are excited to announce the merging of these two offices into a single location which will host the majority of our corporate departments — Human Resources, Recruitment & Marketing,



Compliance & QA, Administration, Education, etc. — with our Rochester-

based Care Teams — Scheduling, Nursing, and Service Coordination.

If you see the sign outside of our Clinton office, no need to worry! CCOR is doing well and on to bigger and better things! Our new facility will include ample parking and a larger training room.

Stay tuned for more updates and an invite for our open house in December!

Paid Time-Off

by Devra Bevona, CFO

We are excited to announce, as of October 1st, all employees of CCOR — including PCAs, HHAs, and Companions — will be eligible for Paid Time-off (PTO)!

By this time you should have received a memo detailing how PTO will be accrued and how you can access your PTO.

If you have any questions, please contact our Human Resources Department at 585-546-1600.

What is HHUNY?

by Katie Dukes, Service Coordinator

For individuals who need assistance staying healthy but don't qualify for waiver services, the new Health Homes of Upstate New York (HHUNY) program offers important options.

With HHUNY, care managers help coordinate medical, mental health, substance abuse services, and social service needs of each individual. It's critical that everyone involved in an individual's care is working well together and sharing information. Through HHUNY, we work together with current medical providers, counselors and other service providers to improve not only physical health but mental and social health as well.

This includes assisting individuals in getting involved in activities that will improve their health and connect them to meaningful social and community activities. In addition, through HHUNY, we support obtaining housing, legal assistance, food and other needs, and make sure everyone involved in an individual's care understands goals from his or her care plan.

People who are eligible for CCOR's HHUNY program are Medicaid recipients who live in Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne and Yates counties, and meet at least one of the following conditions:

- They have two or more chronic health conditions, such as asthma, diabetes, heart disease, mental health condition, or substance abuse disorder;
- They have a significant mental illness;
- They are living with HIV/AIDS.

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Recruit for CCOR!

As employees of CCOR you are our best referral!

If you have a friend or family member looking to start their career in homecare, tell them about the great benefits of working at CCOR!

We offer tuition-free certification classes for PCAs. Applications are accepted Monday-Friday at any of our offices or apply online 24 hours a day!

Qualified new hires result in a referral bonus to you! Find out more from Human Resources.

Our current need is: Penn Yan, Honeoye Falls, Batavia, Geneva & Brockport

Reminders!

- Timesheets are due **SATURDAY @ 12PM**
- Call-offs must be at least 6 hours before the shift
- Make sure you speak to a person when you call off a shift
- Call weekly to verify your schedule
- All requests for changes must be called in to scheduling
- The on-call line is for **EMERGENCIES** only
- Time-off requests for any "holiday" are required one month before and are first come/first served
- Don't forget to get your flu shot! The flu season is upon us and DOH regulations are still in effect!

HHUNY offers care managers the opportunity to connect with individuals about their goals and needs, and helps them define what makes their lives meaningful. CCOR's care managers bring an important understanding of community resources that help meet these needs quickly and efficiently. It's an important program that expands our impact on the lives of the people who rely on us.

For more information on HHUNY, contact Katie Dukes at kdukes@ccorhome.com.

HR Form Processing

by Lisa Johnson, Human Resources Manager

In an effort to help you get any and all forms completed for you by Human Resources in a timely manner, please allow five (5) business days for processing all requests. Our department is not able to respond immediately to all requests as most require time for research and additional information.

Please also include a return fax number to the organization requesting the form, as all forms are faxed. If you wish to have a copy for your own records please let HR know at time of request.

We are happy to help facilitate all your requests and appreciate your efforts to get us information with a timely turn-around allowance.

If you have further questions, feel free to contact us at the corporate office, 585-546-1600.

Shout Out!

- ★ **Shaundre Anderson:** for going above & beyond for your client
- ★ **Jaylyn Lester:** for being a team player & picking up extra shifts
- ★ **Amanda Pickering:** for driving long distance to a client

Recipe Corner

Broccoli & Cheddar Stuffed Potatoes

From myrecipes.com

Ingredients

- 4 (6oz) baking potatoes
- 1 Tbsp canola oil
- 3 oz thick-cut ham slices, cut into 1/2" pieces
- 2 Tbsp minced onion
- 1 C 1% milk, divided
- 2 Tbsp all-purpose flour
- 1/2 tsp Dijon mustard
- 1/4 tsp kosher salt
- 1/4 tsp freshly ground black pepper
- 2 oz mild cheddar cheese, shredded (about 1/2 Cup)
- 2 Cups water
- 2 Cups broccoli florets

Directions

1. Preheat oven to 450°.
2. Place potatoes on a foil-lined baking sheet. Bake at 450° for 50 minutes or until tender. Let stand 10 minutes.
3. Heat a saucepan over medium heat. Add oil; swirl to coat. Add ham; sauté 3 minutes or until lightly browned. Add onion to pan; sauté 2 minutes. Combine 1/4 cup milk and flour in a small bowl, stirring with a whisk. Add flour mixture and remaining 3/4 cup milk to pan, stirring constantly with a whisk. Cook 4 minutes or until slightly thickened. Remove pan from heat. Stir in mustard, salt, pepper, and cheese.
4. Bring 2 cups water to a boil in a medium saucepan. Add broccoli; cook 4 minutes or until crisp-tender. Drain.
5. Cut a lengthwise slit in each potato. Gently squeeze potatoes at both ends to open. Divide broccoli among potatoes; top evenly with sauce.



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