



# Newsletter



December 2015

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

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## Upcoming In-Services

- Rochester • 12/22
- Geneva • 12/28
- Batavia • 12/30

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**

## The Times, They Are A'Changin'

by Al Gauvin, Owner & CEO

CCOR is making some exciting changes as we continue our growth and success.

Some of these changes include current staff moving to new positions:

- **Stacey Rae Benner-Beattie** has accepted the role of Brand Manager
- **Ana Duenas** will be joining the finance department as Payroll Specialist
- **Katie Dukes** has accepted the position as HHUNY Manager
- **Soleida Flores** will be Office Coordinator at Carlson
- **Molly Ford** will be our Chief Compliance Officer
- **Kelly Quaranto** will be moving to the Batavia Office as the Office Coordinator
- **Laura Zanino** has accepted the position of Administration Manager

In some other cases, we are looking for folks: Service Coordinator, RN Educator, RN/HCSS Supervisor, Contoller, Staffing Coordinator, Human Resources Coordinator, Human Resources Manager, and Care Team Administrative Assistant. If you are interested in applying for any of these positions or would like to refer someone, contact Jon Ortiz at jortiz@ccorhome.com.

COOR is also saying good-bye to some members of our family. Deirdre Gunio, Office Coordinator at Clinton; Lisa

## Changes to Timesheets & Care Plans

by Sandy Lyons-Jackson, Interim DoP

Some important changes are coming to your Timesheets and Care plans in the home.

You will soon be documenting goals that you are to be working on for your Waiver Clients at the



bottom area of your timesheet.

**It is easy.....**

- Simply copy from the Aide Care Plan in the home the 2 to 4 words for that Goal onto your timesheet.
- You may have up to 6 goals that you are working on...
- Circle WO = Worked on that goal during the shift
- **Or** ND= Did not work on the goal during the shift.

Please be sure to be reviewing your Aide Care Plans and once it starts use your new Time Sheets. It won't be much more to document but important we do so.

Thank you for all your help!



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## OPEN HOUSE

On December 16th CCOR will be hosting an Open House at our Batavia Office, 5:00p-8:00p.

Learn more about CCOR and our services; find out about all open positions in the agency; refer a friend

and get a referral bonus; on the spot Interviews!

Our Batavia office is located at 314 Ellicott Street, Suite 3, Batavia, 14020.

**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 PTO 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!
- Administrative offices will be closed Thursday 12/24, Friday 12/25 & Friday 1/1 for the Holidays.

**[Times Cont'd]** Johnson, Human Resources Manager, and Heather Deuel, LPN, will be leaving CCOR. We wish them much luck, and thank them for all their service!

Charles Darwin has said, "It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change." We look forward to our changes!

## 2016 Strategic Plan for CCOR

by Devra Bevona, CFO

Our move date seems to be speeding towards us as we pick up the pace to meet all the decision making deadlines. The move will happen on Monday, December 28th. The care teams furniture has been ordered, the paint colors and carpet choices have been made and the painting has started. The final layout of the facility has been signed off with the landlord and the construction work has begun. Boxes have been distributed and the packing will begin soon. The outside vendors are scheduling their work so that phones, computers and security systems will be operational and all kinks worked out before the actual move occurs.

Fiber optics cabling has been scheduled to be in place within and between all of our offices by the end of January. This installation will significantly improve our electronic communications.

Management meetings with the internal staff have been completed. In December changes will be announced and certain assignments and roles will change and new faces will appear. Stay tuned for more...

One of the issues addressed during the Strategic Planning efforts was the need for training throughout the organization at all levels. A committee has been organized and is meeting regularly to determine what is needed and where. It will be a long term effort to identify the direction and timing but it will address the needs to help everyone grow on different levels throughout the organization.

## Recipe Corner

### Pumpkin Crunch

From Shelly Larkins, Dir of Waiver Program

#### Ingredients

- 15 Oz. solid pack (pure) pumpkin
- 12 Oz. evaporated milk
- 3 large eggs, beaten
- ¾ C. brown sugar, ¾ C. granulated sugar w/ 2T. flour blended in
- 2 tsp. pumpkin pie spice
- ½ tsp. salt
- 1 box yellow cake mix
- ½ C. chopped pecans
- 1 C. butter, melted

#### Directions

Combine first 6 line items in a bowl. Pour into 9x13 greased & floured pan. Sprinkle dry cake mix evenly over pumpkin mixture. Top with pecans, then drizzle with butter. Bake at 350° for 50-55 minutes or until golden brown. Serve chilled with whipped topping. Enjoy!

## Shout Out & Welcome!

- ★ Shout out to **Sandra Taylor, Kelly Steinglien & Yolanda Bollar** for excellent professional care of their patients
- ★ Shout out to **Evelyn Barr & Quintin McFarland** for picking up extra shifts last minute.



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