



For when you can't be there...

Newsletter

August 2014

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Upcoming In-Services

- Rochester • 8/26
- Rochester • 8/25
- Geneva • 8/27

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

**Fraud abuse
MUST be
reported!**

Use our anonymous hotline:
585-546-1219

CCOR Introduces an Agency Focus Group

Ever wish you had a say in how things are done at CCOR? Wish someone had asked you what a form should look like? Wanted to be involved in feedback to the company directors?

NOW is your chance! CCOR is forming a FOCUS GROUP. This group will be composed of employees from different departments in the company, administration, and the Board. The Focus Group will first meet to talk about what the issues are, what questions is the agency trying to answer, lay the ground rules and set an agenda for discussion and action. The group will meet four times a year for two hours.

This is very much a working group so we need people with their thinking caps on, who are able to discuss the issues, think outside the box and be creative with the brainstorming and very importantly willing to share.

If you think this something you would like to do please complete a **Task Force Application** and our administrator, Kathy Benner, will be in contact with you.

The application is available by email or at the reception desk. The directors at CCOR are very excited and think this a great step forward as our agency continues to grow and expand. After all, we wouldn't have success without our devoted and compassionate employees!



Congratulations to our New Graduates!

CCOR wants to congratulate our newest class of Home Health Aides from our upgrade class.

Congratulations: Mattie Bradley, Lakiescha Hill, Mary Ellen Neilans, and Ronika Johnson!

Pictured: Kim Milne (Manager of Education), Mattie Bradley, Lakiescha Hill, Mary Ellen Neilans, Lois Reddick, RN, Ronika Johnson (seated).



NEW Cooking Classes for Aides

Are you a CCOR aide eager to expand upon your cooking and meal preparation abilities? We will soon be offering supplemental cooking classes covering healthy meal options, meals for dietary restrictions (diabetes), and multi-ethnic cooking.

If you are interested, contact Kim Milne at 844-546-1600 or kmilne@ccorhome.com.

Happy Birthday August

08/02 • Cheryl G, Amanda M
08/03 • Tracey B
08/04 • Ronika J
08/05 • Deborah C, Pamela E
08/07 • Valerie B, Matthew P
08/08 • Judith A, Fern E,
Marynan T
08/10 • Chelsea D
08/14 • Denise H
08/15 • Stacey H, Dainera M
08/16 • Maria Me, Jalyssa T
08/18 • Judy R
08/20 • Victoria C-J, Ashley G
08/21 • Sonia P
08/22 • Edlisa F, Sara P-H
08/23 • Hamdallah (Nick) A,
Naomi P
08/24 • Shantel G
08/25 • Melody M
08/27 • Paula H, Liliana M
08/28 • Ashley J
08/29 • Marquitta A, Patricia B
08/30 • Laurie A
08/31 • William P

Reminders!

- Timesheets are due EVERY FRIDAY
- 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

Compliance Corner

Just a couple of updates from your friendly Compliance Department:

We do allow other aides to sign your timesheet. However, this should only occur when the patient is sleeping or totally unable to sign. It should not be a common practice but an exception.

Remember:

- You will be told by the scheduler if the patient cannot sign timesheets
- Never fill out a timesheet in advance
- Timesheets should be completed for each shift/day
- The patient must sign your timesheet each shift/day

Recipe Corner

Chopped Greek Salad

Ingredients

For the Salad

- 1 cucumber
- 4-5 ripe roma tomatoes
- 1 large bell pepper
- 1 small red onion
- 15 oz can garbanzo beans (chick peas) rinsed and drained
- Optional: olives, feta, pepperoncini

Directions

1. Making the dressing: in a small bowl, combine all ingredients and whisk to combine. Set aside
2. Dice the cucumber, onion, bell pepper, and tomatoes (remove excess liquid from tomatoes)
3. Put vegetables and garbanzo beans in a large bowl
4. Add dressing and toss to combine
5. Enjoy immediately or refrigerate for at least an hour to let flavors combine. Stir before serving

Faces of CCOR — Christopher Gauvin

Christopher Michael Gauvin, Director of IT & Business Development, Administrator of CDPAP

Supporting his father, Al Gauvin, since the company started, Chris was officially brought on full-time in June 2009 as the Director of Business Development.

Chris is now involved in the development and administration of CCOR's new Consumer Directed Personal Assistance Program (CDPAP).

When not at CCOR, Chris enjoys playing music, watching sports (Buffalo Sabres & Bills!), and spending time with his wife and four children.



Shout-Outs & Welcome!

Join us in a Shout-out to...

- ★ **John H., Darcie L., Teresa R., Rose H.** — For always exhibiting a willingness to help scheduling; picking up shifts and never saying no! Thank you!!

Join us in Welcoming...

- ★ **Kathy Steffen**—Office Manager/Batavia
- ★ **Nicole Cunningham** — Recruiter

