



DEC. 2020 EDITION

A NOTE FROM TASHA AND OUR ADMINISTRATIVE TEAM

Happy Holidays AID family and friends. This year has flown by and soon we will welcome 2021! Thanksgiving was a hit with the help of a turkey donation from an outside entity and AID's donation of turkeys and pies staff and the individuals had a belly filled Thanksgiving! We are hiring! If you know anyone who would be a good AID employee please have them reach out to HR; (260) 444-3433 ext.106. The AID office will remain closed until 1/11/2021. Of course if you need to speak with any of us please give us a call; (260) 444-3433 and follow the prompts. If you need to meet with any of us please reach out and schedule an appointment. We appreciate your patience at this time. Like always I want to say thank you for all the continuous support for AID.

Happy holidays and a Happy New Year!

Sincerely,

Latasha Lesure Executive Director

WHAT'S NEW

- The office will remain closed from outside entities until 1/4/2020; unless an appointment is made.
- Nurse Penny Howe is retiring.

UPCOMING EVENTS

Sensory Friendly Masses!

First Sunday of the Month, September through December 2020, at 2 pm

What is a Sensory Friendly Mass?

A Sensory Friendly Mass provides a safe and comfortable setting for children and adults with sensory challenges, mental illness, or any kind of disability to feel engaged and experience Mass in a meaningful way with family and caregivers.

A SPECIAL THANK YOU

A special thank you to Renee Landis for the turkey donations. Renee had some extra turkeys and was so kind to donate them to some of our homes. Thank you again Renee Landis!

PROTECT YOURSELF AND OTHERS FROM COVID-19

Please, continue to disinfect frequently touched surfaces such as light switches, keyboards, phones, wheelchairs, walkers, etc. once every shift.

- Continue to perform good hand hygiene and assist all individuals to perform good hand hygiene, washing your hands for at least 20 seconds with warm water and soap. Please do this at the start and end of your shift as well as before and after direct care, donning PPE, using the restroom, etc.
- We are advising visitors to keep visits to a limit and encourage anyone who does enter the homes to wash their hands and disinfect their cellphones and other belongings before and after their visit.
- In order to lessen the chance of exposure and to keep from overwhelming the community hospitals and urgent cares, the nursing department is also advising against any unnecessary doctor's visits or transportation to urgent cares or hospitals unless in cases of true medical emergencies. We have partnered with Rose Wilcox, NP who has agreed to triage our individuals via telecommunication during this time.
- Because many of our individuals have conditions that make them more susceptible to complications if they were to be exposed, we are asking staff to take all our individuals' temperature once per shift and to monitor for signs and symptoms of COVID-19. If any individual has a temperature of 100.4 degrees F, has a dry cough, or abnormal shortness of breath, please contact an AID nurse.
- Please be advised, if you are experiencing dry cough, temperature of 100.4 degrees F or higher, and shortness of breath to contact your supervisor and physician. If you are enrolled in the health insurance offered by AID, we recommend you use Teladoc services via the "Healthiest You" app that can be accessed on any smartphone. Thank you to all our staff for continuing to care for our individuals during this time and thank you for doing your part!

SO MANY GREAT THINGS IN OUR COMMUNITY!















WHATS UP

- **Employee Engagement Contest:** What is your favorite holiday movie? Please scomm Program Director your favorite movie and then comment on the FB page under employee engagement contest "Happy holidays"
- **Holiday Incentive:** All staff will receive \$1.00 weekend bonus if you pick up weekend shifts. Please see HR for details.
- **Employee Referral Bonuses:** If you know someone that would be great DSP and they are hired, You and Your referral both get 30-day, 60 day and 90-day bonuses: That's a \$360 Bonus! Ask HR about it!
- There is no Activity Calendar for the month of November due to Covid-19, however we still encourage you to have fun with in the houses. Have a movie night or craft day to keep staying active & entertained.

Please visit our website <u>www.aidresidentialservices.com</u> or <u>www.aidofindiana.com</u> Review us on Facebook and on our Indeed Page! The more visits we receive the easier we are to find for applicants, and clients! Thank you!

We are always looking for more participation! Please bring your talents and gifts to AID! If you are crafty, if you want to donate items for crafts, or if you would like to chair a monthly event, we need you!!!

(For any other exciting news you would love to share in next months newsletter please submit it to me. Email me at tea@aidofindiana.com)

KUDOS

Thank you everyone for working hard during these trying times. We appreciate you!

EMPLOYEES OF THE MONTH

Lorenzo Lesure Destiny Kirkwood

(We appreciate your hard work and dedication)





HOUSE OF THE MONTH: WILLOW GROVE

(We appreciate your hard work and dedication)

This recognition recognizes the exceptional employees that work in the house and all the hard work and dedication that they have committed to making their house exceptional! They have accomplished all their monthly compliance tracking, and have had little to no compliance issues. All environmental and safety checks are completed ensuring a safe, clean and welcoming environment not just for the Individuals that live there, also to the employees that work there and other Team Members! We appreciate all that you DO!!! Keep up the GREAT WORK! Everyone that is permanent staff in this house will receive a BONUS in their checks, a Certificate of Recognition, and a Cake or Pizza! THANK YOU!!!!

RECIPE OF THE MONTH: CHRISTMAS CANDY CRUNCH

INGREDIENTS

- Chex Cereal Corn or Rice is best, or a combination of the two, like I used
- Mini Peanut Butter Cups be sure they are the smallest ones that come unwrapped, it's easier that way
- Pretzels mini are best, I used Snyder's Itty Bitty Minis
- Festive M&M's red and green, or any color you like
- White Almond Bark you can also use white chocolate chips. Almond Bark does melt a little easier than chips.

KITCHEN ESSENTIALS

- Very large mixing bowl
- Measuring Cup
- Rubber Spatula
- Baking Sheet
- Parchment Paper
- Small Microwave Safe Bowl





HOW TO MAKE CHRISTMAS CANDY CRUNCH

- Gather your ingredients. Then line a baking sheet with parchment paper. You will want everything ready because this recipe will move quickly
- 2. Add all of the ingredients to a very large bowl.
- 3. Melt almond bark in the microwave. Start with 1 minute, then stir, then heat in 10 second intervals, stirring after each heating. Stop when there are a few pieces remaining, then stir until they are completely melted and the chocolate is smooth.
- 4. Pour melted white chocolate over the mixture and stir well to coat completely
- 5. Spread mixture onto parchment paper lined baking sheet. Let sit about 5-10 minutes to set.
- 6. Break pieces apart. Enjoy!

Let us know if you make any of the recipes featured. Send a picture to tea@aidofindiana.com
Recipe recommended by Tea

BIRTHDAYS

Christian (CJ) Booth LuKesha Bradford Brenda Chaney Tina Coleman Jada Guerra Mitchell Hagewood

Sheryl Horne
Lynn Howell-Sinnard
Destiny Kirkwood
Lorenzo Lesure

Bailey Marbaugh Kindra Miller Michael Miller Lisa Robinson Kimberly Weaver Katreece Wells Jasmine White Alicia Wright Anthony Zimmerman

ANNIVERSARIES

Katelyn Burns Drake Hall Barbara Nelson Stephanie Wekheiser Karmen Williams

Who Are the Administrators:

Latasha Thomas-Lesure ED <u>latasha@aidofindiana.com</u>

Monty Rogers-Williams PD monty@aidofindiana.com

Lukesha Bradford PM lukesha@aidofindiana.com

Jessica Booker PM jessica@aidofindiana.com

Jennifer Sekoluvoski PM

jennifersekoluvoski@aidofindiana.com

Christi Lorton PM christi@aidofindiana.com

Clyde "JJ" Robinson CED jj@aidofindiana.com

Carrie Hogle CEM carrie@aidofindiana.com

Jamie Funk LPN/DON (Director of Nursing) jamie@aidofindiana.com Tyler Lyon RN/ADON (ADON) tyler@aidofindiana.com

Wendy Kunze RN/CS (Clinical Supervisor) wendy@aidofindiana.com

Danielle Hoffman LPN/SNM

(Nurse Mgr.)

danielle@aidofindiana.com

Penny Howe LPN/SNM (Skilled Nurse Mgr.) penny@aidofindiana.com

Jennifer Lockhart (Director of Finance) jenniferlockhart@aidofindiana.com

CJ Booth (Individual Finance Director) cjbooth@aidofindiana.com

Avis Hayden (Quality Assurance) avis@aidofindiana.com

Kerri Davis CEM kerri@aidofindiana.com

Mary Bloom CPR/First Aide Trainer mary@aidofindiana.com

Stacy Hall HR Director stacy@aidofindiana.com

Tina Coleman (Receptionist) tina@aidofindiana.com

Tea Steffen (Office Assistant) tea@aidofindiana.com

Chris Booth COO chris@aidofindiana.com

Margie Owens PM margie@aidofindiana.com

Maria "Joy" Booth Owner/Operator joy@aidofindiana.com

House Managers:

Candace Thompson (Wadsworth) candace@aidofindiana.com

Rochelle Labon (Bellevue) rochelle@aidofindiana.com

Gabby Cope (Angola) gabby@aidofindiana.com

Anesha Woods-Bell (Willow Grove) anesha@aidofindiana.com

Daija Jackson (Rivulet) daija@aidofinidiana.com

Laverne

Susann Grottfried (Normandale) susann@aidofindiana.com

Rilev

Oluwayesi Amole (Salge) oluwayesi @aidofindiana.com

Garden Park

Heavyn Sanders (Leo) heavyn@aidofindiana.com

Donna Hardy (Sandridge) donna@aidofindiana.com

Shawnna Clark (Nina) shawnna@aidofindiana.com

Lake Forest

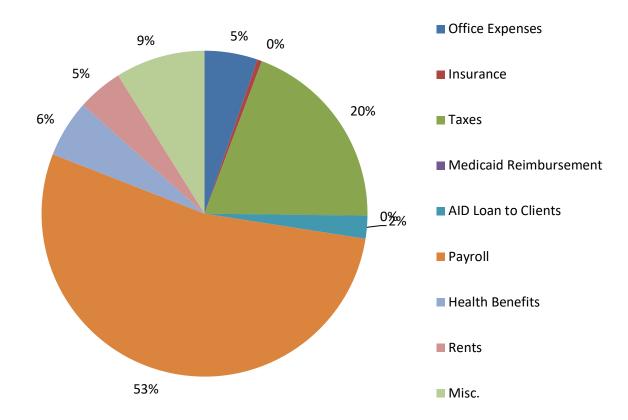
Quan Fikes (Rosewood) quan@aidofindiana.com

STATE OF THE BUSINESS & FINANCE DEPARTMENT



November 2020 Monthly Finances

All client finances have been sent out for the Month of October 11/27/2020 and 11/30/2020, please check your email. We have made our budget goals for November and managed to keep payroll percentage at 53%. This is a great improvement from the 68% in October, with this significant savings we will be able to increase wages, boost our marketing for employees, and give out Bonuses for Christmas! We continue to be a healthy and viable company!



OTHER INFORMATION

For any questions, concerns, contributions, advise, stories, kudos, and anything else you would like to share on the next Newsletter please submit to tea@aidofindiana.com
Thank you and May God Bless You!

What does it mean to be accredited by CARF?

CARF accreditation represents the highest level of accreditation that an organization can receive. Its standards ensure accredited organizations provide the best possible care, so people like you can trust that an organization has been reviewed with high standards in mind.

