



# Alpine Quarterly News

## A Message from the Agency Manager



*Leah Olkstinaite*  
Agency Manager

Welcome to our brand new newsletter! We have lots of interesting things to share with you. We hope you find this letter entertaining and informative. Check out the Employee of the Year section, and a message from our new, in-house Trainer, Kathy D. You'll also find useful information about timesheet deadlines this quarter, a "task-of-the-month" highlight and procedures for when you can't make it to work.

In our next issue you will also find a recipe suggestion for a quick, simple and nutritious meal to prepare for your client. I encourage you to submit your own easy recipe recommendation to publish in our newsletter. Don't worry if you don't have time to type it up – you can just call the recipe in to your Supervisor and tell them about it over the phone!

With a great start to 2016 I am happy to report that "no shows" are staying low – keep up the good work and being willing to fill in for your co-workers in case of need.

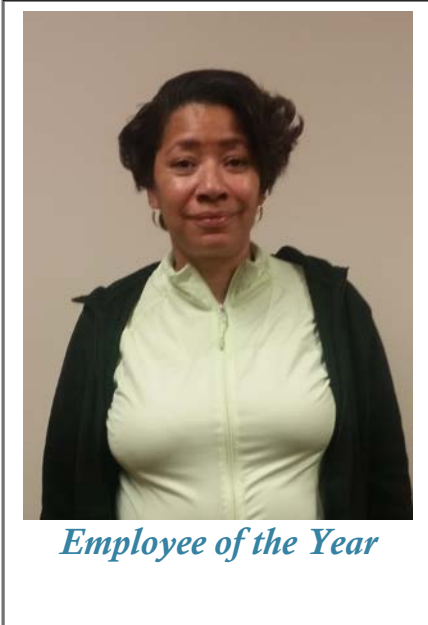
### Inside This Issue

- 1 *A Message from the Agency Manager*
- 2 *Employee of the Year*
- 2 *Task Refresher*
- 3 *New Employee Profile*
- 4 *Missing Work Days*
- 4 *Timesheet Schedule*
- 4 *Pay Stub Passwords*



On a personal note, I am delighted to announce that March 2016 marks my 10 year anniversary with Alpine Homecare. Like many of you, I started out as a PCP and slowly made my way here – to the top! If you are ambitious and hard-working, Alpine is a place where your job and responsibilities can grow!

## Sylvia: 2015 Employee of the Year



*Employee of the Year*

We are so very proud to announce our Employee of the Year, Sylvia! Sylvia has been working at Alpine since May 2010 providing care for one or more clients at a time. Sylvia is friendly, joyful and energetic. She is one of the most dedicated care givers to ever work at Alpine. Sylvia treats her clients like her beloved family members. She has a big heart and agrees when asked to cover for other care givers. She always finds the right approach to any person who needs care, no matter how challenging it can be. Alpine Homecare is very fortunate to have Sylvia in our team.

Not only is Sylvia cherished by her clients, but she is also a star in the administrative office. She shows up on time to work, calls ahead if she can't make it and always submits her paperwork on time and completed correctly. She is one of the first to complete her continuing education modules and we are grateful that she makes herself available to occasionally fill-in for other caregiver who can't make it to work on short notice.

About her work at Alpine, Sylvia said what she enjoys most is, "the fact that I can reach out to others and connect with them and bring joy, because it's all about God and his love, and because he is the most important in my life it is easy for me to go out and spread His love".

We are so impressed with Sylvia's commitment and hard work.

**Congratulations, Sylvia! Enjoy this honor and have fun with your \$500 bonus!**

## Task Refresher: Hand Hygiene

*Remember:  
Washing your hands is the best way to protect yourself, your family and your clients from the flu, colds and other infections!*

# Wash Your Hands!

## ¡Lávese Las Manos!



**1 Wet Hands**  
Mójese las manos



**2 Soap**  
Enjabónese



**3 Wash for 20 seconds**  
Lávese las manos por 20 segundos



**4 Rinse**  
Enjuáguese



**5 Dry**  
Séquese las manos



**6 Turn Off Water** with Paper Towel  
Cierre el grifo usando una toalla de papel

## New Employee Profile: Kathy D, Trainer/Supervisor

Hello! My name is Kathy Davis and I have been in the caregiving field for 15 years. I started out at an agency called Aurora Healthy Start In, where our goal was to try and reduce the infant mortality rate in North Aurora. As we soon found out, there was a large problem among woman along the Colfax corridor who were involved with drug use and domestic violence so my focus and interest turned towards this population. After meeting a client who was involved in domestic violence and had a down syndrome baby, my focus turned towards adults and children with disabilities (but I did not forget about the women that I had worked with and I knew I was going to be able to help them in some way down the line). I worked at numerous day programs with disabled adults and seniors. I also worked as a host home provider and I took care of 2 disabled adults in my home. I really loved doing this - it was truly my calling!!!



*My name is Kathy Davis and I have been in the caregiving field for 15 years.*

A couple of years ago I returned to providing personal and home care in clients' homes as a PCP and have fulfilled my promise to myself to help the women from Colfax - I have started up my own foundation to help the families that unfortunately still have to live in a hotel on the Colfax corridor.

I am happy to say that I have been employed with Alpine for a year now, starting out as a PCP and now working as your in-house Trainer and a Supervisor. As you can tell from my bio, I am an energetic, "go-getter" and I work hard to reach my targets. My goal here at Alpine is to help create a healthy and happy work environment where all employees can thrive, so they can provide the best care possible for our clients. I'm looking forward to meeting you all and working with you now and in the future. If you need anything or have any questions please feel free to call me here at the office



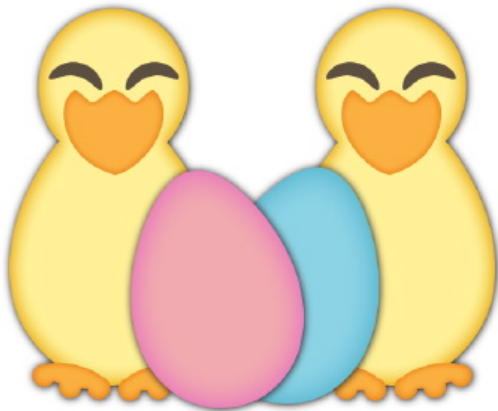
### Save a Tree



Please let us know if you would prefer to receive future Alpine Quarterly News via e-mail or simply view them on our website: [www.alpinehomecare.biz/alpine-homecare-blog](http://www.alpinehomecare.biz/alpine-homecare-blog)

Send an e-mail to [alpinehomecare1@hotmail.com](mailto:alpinehomecare1@hotmail.com) with your name and "e-mail news" in the reference line.

We Wish You a.....



**Timesheet Schedule**

If you have questions or problems during the weekends or holiday closures, please call our after-hours line at 720-404-2173 and make sure to leave a message. A supervisor will get back to you very quickly!

**Missing Work Days**

**PLEASE REMEMBER: IF YOU CAN'T COME TO WORK, HERE'S WHAT YOU MUST DO!**

If you are sick, running more than 5 minutes late, need to change the schedule or have an emergency, call your supervisor at 303-309-6202 and let him/her know as EARLY AS POSSIBLE that you can't come to work.



Sometimes you get sick or have another emergency – this happens to all of us occasionally and your Supervisors and even your clients understand this when you CALL to let the office and the clients know that you can't work.

However, if you miss work frequently and/or you don't call the office, then the client will likely request a new care giver due to your absence or switch agencies altogether.



**Always CALL** when there is any issue about getting to work. When you call, then we can work with you to find a solution.

REMEMBER, YOU ARE YOUR CLIENTS' GUARDIAN ANGEL – THEY DEPEND ON YOU!

**PASSWORD**



**Know your electronic paystub password?**

It's the first 4 letters of your last name, followed by the last 4 digits of your social security number!

DATE OF SERVICE		SUBMISSION DATE	PAY DATE
FROM	TO		
03/05/16	03/18/16	03/21/16	04/01/16
03/19/16	04/01/16	04/04/16	04/15/16
04/02/16	04/15/16	04/18/16	04/29/16
04/16/16	04/29/16	05/02/16	05/13/16
04/30/16	05/13/16	05/16/16	05/27/16
05/14/16	05/27/16	05/30/16	06/10/16
05/28/16	06/10/16	06/13/16	06/24/16
06/11/16	06/24/16	06/27/16	07/08/16