

P U B L I C I N F O R M A T I O N

Agency
765-653-9763

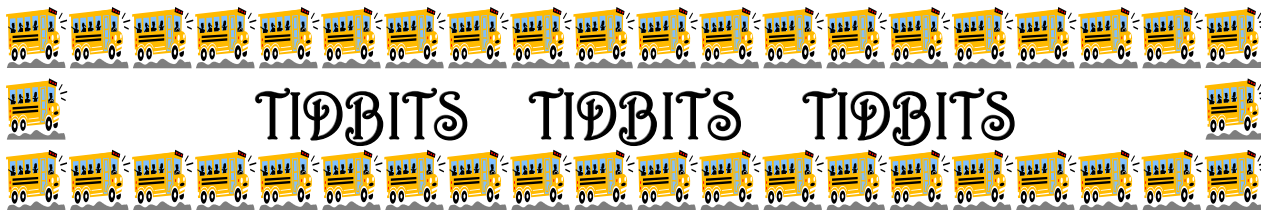
Fax
765-653-3646

Charles
Schroeder,
Exe. Director
Ext. 107

Josi Blanton,
Res. Director
Ext. 103

Teresa Human
CLS Director
Ext. 113

www.pccsinc.org



TIDBITS TIDBITS TIDBITS

COMMUNITY NEWS

- **FUNDING CUTS:** As many of you know that the State of Indiana recently cut our funding for the Community Living Program and Habilitation. Those funding cuts will have a dramatic effect on our agency as we will be faced with over \$500,000.00 decrease in funding for next year. Future funding cuts are also anticipated this year from the Federal Government. To protect staffing and core services to clients, personal mileage was capped at \$200.00 per month for each staff as one method to help reduce cost unless prior approval is given by their supervisor. NOTE: TRANSPORTATION IS NOT A SERVICE THAT IS REIMBURSED BY THE STATE. During this down time, PCCS is committed to its clients and maintaining qualified staff. With small sacrifices from all of us, PCCS will be a stronger agency.
- **POLICY CHANGE:** We have recently made changes to our Whistleblower/False Claims Act policies. The Whistleblower/False Claims Act policies explain the process that should be followed if you believe unlawful Medicaid billing practices have taken place. These policies, as well as the updated policy regarding mileage claims, have been added to the Employee Handbook and are available for you to read upon request.
- **INDIVIDUAL CLAIMS FOR HAB ACTIVITIES AND MILEAGE** are **DUE** by the 3rd Wednesday and will be **PAID** one time a month.
- **GAS TICKETS FOR AGENCY VEHICLES MUST** be turned in on a bi-weekly basis.
- **MILEAGE SHEETS FOR AGENCY VEHICLES MUST** be turned in by the 2nd Friday of the month.
- **PCCS WEBSITE:** Our website is up and going and we will be adding more. Tidbits is one of the many things that are on the website, we also have a variety of forms that are needed by staff. Please check out our website at www.pccsinc.org.
- **CPR/FIRST AID:** The upcoming CPR/First Aid classes for the *Greencastle* area are August 21st at 10 am and September 18th at 10 am. Please contact Debbie at 765-653-9763 ext. 114 to schedule and check for availability. To schedule a class for the *Greenwood* area, please contact Emily at 765-721-7993. *CPR/First Aid class, please dress appropriately.*

HUMAN RESOURCES (Lea Lively 765-653-9763 ext. 105)

- **2010 STAFF REPRESENTATIVE BALLOT:** It is time to elect a Staff Representative to replacement Jacque Higgenbotham as she has decided to step down. Chuck and the Staff Review Committee felt that it was important to have a Staff Representative attend meetings that affect salaries and personnel policies. This person will be responsible for attending meetings and being the voice of the Staff. Ballots need to be returned to Lea Lively at the main office by August 20, 2010. Your ballot is enclosed.

COMMUNITY LIVING SERVICES (Debbie Rooksberry 765-653-9763 ext. 114)

- **RESPIRE SERVICES REMINDER:** Respite services are temporary relief of the caregiver. This service cannot be provided while a caregiver is working or during school activities. You **MUST** complete the section that asks **WHO** you are relieving and the reason **WHY**. If that is not completed then the CSR will be returned. These are the **PINK** sheets **ONLY**, not the white sheets.

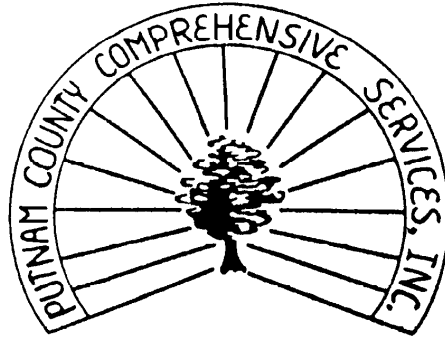
PEER SUPPORT (Lisa Wagle 765-721-0158)

- **WELCOME** Shelby Kamplain to the mobile work crew out at F.B. Distribution.
- **NEXT MEETING** will be Tuesday, August 17th at 5 pm at PCCS.

MISSION STATEMENT

- The mission of Putnam County Comprehensive Services, Inc. is to provide services to individuals with disabilities in order for them to reach their optimum potential in attitudes, habits and skills through training and integration, making them contributing members of their community; and to promote community awareness and acceptance of people with differing abilities.

Happy August Birthdays!



2010 STAFF REPRESENTATIVE BALLOT

It is time to elect a Staff Representative to replacement Jacque Higgenbotham as she has decided to step down. Chuck and the Staff Review Committee felt that it was important to have a Staff Representative attend meetings that affect salaries and personnel policies. This person will be responsible for attending meetings and being the voice of the Staff. The following three staff members have volunteered to be your representative. Please mark which of the nominees or write in a staff member that you would prefer to be your Representative and return this ballot to Lea Lively at the main office by August 20, 2010.

_____ Teresa Human, Community Living Services Director

_____ Scott Nauman, Q.M.R.P.

_____ Donna DeBoer, Habilitation Supervisor

Write in your choice on the above line.