

## VISION HAPPY THANKSGIVING!

To open up the world to people to encourage them to experience everything it has to offer; to communicate effectively; and to be as healthy, safe, and financially secure as possible.

For people to feel good about themselves and their relationships with others, to have fun, be happy, and have meaningful things to do.

For people to live in safe and decent neighborhoods where they are accepted, valued, and respected including their cultural preferences.

To guide people on their journey to discover their abilities, talents, and desires by empowering them to be interdependent; to encourage people to make their own choices and decisions so they will have control over their own lives, and over the services and supports they use.



# STEP News

December 2004 Volume 3 Issue 10

## Your Mission? EMPOWERMENT

Next time that you enter your client's home, stop just inside the front door and take a good long look around. Is this a place that you would be happy to call home? Would you be proud to have your friends and family over for dinner? No? Why not? Are the carpets dirty? Is the furniture old and dingy? Not enough chairs to have company? Now ask yourself; if you would not be happy living in this home, why is it o.k. for your client? Tough question, isn't it?

We should all ask ourselves these tough questions on a regular basis. If I wouldn't accept this situation, living condition, etc. in my life, why is it o.k. for my client?

Think about your family. If a person you loved needed 24 hour, 7 days a week support in order to live on their own, what kind of person would you want in their home? Would you fit the criteria?

Your client's home and living situation is a direct reflection on you and the job you do as a part of STEP. You should be doing everything possible to help our clients improve their lives, and after all, isn't that why we are all here? If that isn't our mission then what is? We need to think about our mission, our reason, our cause, and our "quest" all the time! Every position at STEP is dedicated to the same mission that either directly or indirectly supports our clients.

We are an agency dedicated to the support of all of our clients. That is why STEP was created and that is what we do. Everything else in our daily work is just the "grease" for the wheels. Our focus should, and indeed MUST, be our only reason for existence as an agency, and that is: OUR CLIENTS!

So, the next time you enter your client's home, stop for a minute. Think about your mission and what it is that you are really doing today. You are directly impacting your clients life by your decisions and actions, or by your lack of action! Think about that the next time you start to enter your client's home, and dedicate your time to positively impacting and improving lives with everything you say and do in your work.

Sandy Goodsell

# STEP STARS

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Jacquie wishes to thank all of her team players who assisted in locating Kirstin. Way to go!

Patti Dixon would like to thank the many people that worked hard and helped out in getting the three day orientation going.

Des Malone-handling with Atif's crisis. You followed through with Vision and Values.

Robbie Wheller- Thanks for being patience with two clients, with no staff.

Michelle Noschese- Thanks for being motivated to work with Nancy Morales.

Rachel Allen-Coldwell- Thanks for being patience with one of your consumers through court and crisis lately.

Rob Hilliard- Appreciated you following through with your consumers' behaviors and staffing issues.

Sam Holden- Thanks for your teamwork with me and with Team 1 and 2.

Ashley-for taking the client while staff was out.

Roger -for his team effort with the Day Program.

Ted- for taking on an extra client.

Steve Lantz-for training new staff.

Keith & Tim for their open communication when working through issue's.

Sorella-for helping out with other client.

John & his new crew-helping to make weights. Your help was great!

Tom Waters-for supporting clients needs and following through.

Darrin-A big thanks for subbing and helping Day Program.

Jeremy Watkins, Monica Soares & Ted Welsh-Many thanks and much appreciation! The office looks absolutely wonderful! Keep up the good work.

Stacey Smith-for picking up Barry at the last minute when you were off work. Many thanks!

Mike Baker-for making a difference with Mike Dyda.

Stephanie Sgro-for willing to work after a serious crisis with your roommate.

Mike Martin: Thank you for encouraging your clients to create and strengthening their own social circles.

Doug Findlay: Thank you for all the work and support you have given the Morales Family.

Kathy Vessels: Thank you for being willing to take on one ILS client. We really appreciate it.

Gloria Goode: Thanks for all the support you have been giving to Laura during this tough time.

Mike Bachman: Thank you for the support you have given to Don and Gary.

Christy Schoneman: Thanks for assisting and helping Jack getting moved to a better place for him.

Gloria Goode: Michelle thanks you for being such a great ASL tutor.

Jason Skinner: Thanks for all the support you gave to Kimbo and all the court stuff.

## Happy Birthday

Nancy Morales 12/1  
Wendy Ralston 12/1  
John Krieger 12/2  
Michelle Noschese 12/1  
Willis Abney 12/2  
Emelita Cayapan 12/2  
Kristin Hart 12/3  
Steven Lantz 12/4  
Bill Fischer 12/4  
Dayonna Wells 12/4  
David Bess Jr. 12/5  
Kathy Rogers 12/5  
Luke Pardee 12/5  
Jeri Jones 12/5  
Shirley Schonewald 12/8  
Mary Beatty 12/8  
Patti Uplinger 12/8  
Alfredo Angel 12/9  
Jason Skinner 12/9  
Deborah Waters 12/10  
Rion Markley 12/10  
Ada Torres 12/11  
Mike Martin 12/11  
Nicole Lester 12/11  
Kenneth Burk 12/12  
Larry Taylor 12/12  
Sarah Wombold 12/13  
Lauraya Dennis 12/13  
Christy Schoneman 12/13  
Wendy Bugge 12/14  
Leah Curtis 12/14  
Jimmy Richards 12/15  
Jamilia Land 12/15  
Edith Babauta 12/15  
Scott Cahill 12/15  
Michael Bauer Sr. 12/19  
Marilyn Pierce 12/20  
Shannon Alioto 12/21  
Rima Cornish 12/22  
Jaimie Dillard 12/23  
Mary Wachira 12/24  
Pamela Jordan 12/25  
Roxanne Kinney 12/25  
Darin McDaniel 12/25  
Anna Obrien 12/25  
Nicholas O'Donnell 12/25  
Randy Dinsmore 12/30  
Randal Merlo 12/28

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# SLS- Deaf

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Hello everyone, Thanksgiving is just around the corner! Wow! Are you ready for Thanksgiving? Here's a few tips on how to ensure your client has a good Thanksgiving holiday.

Please be sure to communicate with your clients and SLS Coordinator on what the clients want to do for the holidays. If your clients go home for the holidays, be sure you communicate with your supervisor if you are still needed to work with, possibly another client that isn't going home for the holidays.

Friendly reminder: do not forget the upcoming DEAF PA meeting that's happening on December 6th at 6pm to 8pm, located at the STEP office. At the PA meeting, we will be having pot luck, white elephant game, a little education training and most of all we are going to have fun at our final PA meeting for the year 2004. If you're interested joining the white elephant game, please bring a gift (5.00 or less) to exchange in the game.

If you have any question about the upcoming PA meeting please feel free to contact Sam or Diana by e-mail Sam- (samjr@gmail.com) or Diana (dianam@gmail.com).

# SLS- Hearing

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**JOBS! JOBS! JOBS! JOBS! JOBS! JOBS! JOBS!**

Hearing SLS is hiring.....New Coordinators!! Ready for a challenge to start the year? See Patti Uplinger, Carol Nolan or Sandee Nieves.

Paid roommates wanted!! See Patti Uplinger

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JANUARY 10TH, 2005 HEARING TEAM,  
PA TRAINING 9:30 AM - 11:30 AM

The Hearing SLS Unit is in the midst of change and transition. We are hiring new coordinators and would like to welcome aboard Rich Faringer and Jamie Young. We are still looking to fill one more coordinator position. We are also in great need of roommates for many of our consumers. Any interested parties should contact Patti Uplinger. We are getting ready for the holidays. Some of our consumers are preparing to visit family out of state and take long vacations. We want to say have a great trip to Mary Davis as she prepares to journey across the country for the holidays. We wish all of our consumers and staff a

Happy Holiday Season!

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# Human

# Resources

401k Open Enrollment Meeting is scheduled for- Wednesday, December 15th, 2004 at 11:00am. Please join us!

To qualify, you must have 1 year of service, be 21 years of age, and have worked 1000 hours in the past year. If you have any questions, see Patti Dixon.

The new three day orientation has finally started. All new employees will be required to attend three days of orientation, which will include the Medication class and RESECT training. It also teaches more about our Vision and Values. Our hope is this will give people better tools they need to succeed.

Lisa Barrows and Robin McGurran would like to thank all of the employees for your patience during the payroll transactions.

# REMINDERS

Time sheets are to remain in binders at clients homes until picked-up by the Coordinators on the 16th and the 1st of each month. PA's do not bring in timesheets.

All information must be filled out on the time sheet (UCI, client's name, employees full name and am or pm on the time shifts were worked (ie. 8:00 am not 8:00). We need to know am or pm and you need to please write clearly. In order to be paid correctly and on time, all of this information must be on the time sheets and must be legible. This would help us do our job thoroughly.

Thank-you & HAPPY HOLIDAYS!!!  
( MORE INFO. UNDER JEN's TRIVIA)

# Day Program

## Next STEP

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WOW! The year went by so fast! Where did it go? Roger and Debbie want to personally thank all of the Day Program staff for bearing with us with all the changes and working with different people. We look forward to 2005 and want to see the Day Program grow and have a strong team of Team Players! We believe this will happen. We want to give a warm welcome to 3 new staff; Ashley Snodgrass, Sorello Romero and Scott Cahill. Welcome Aboard!

Roger Miller and Debbie Waters wish everyone.....,

A Very Happy Thanksgiving!

## EXTRA STEP

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First, a big thanks to Holly Ahrens for all her continuous hard work and creativity. Thanks to Holly's efforts, Tina Harris started a new job at "Tickled Pink" (a consignment shop) this week. If you are in need of women apparel, please consider giving them your business. If you know of someone who owns or manages any kind of business that might be able to use some help around the Holidays, please contact Holly Ahrens. She just might have the workers to help them out.

We would like to welcome our newest Job Coach, Elizabeth Wiese. We are so glad you joined our team, and we look forward to getting to know you better.

Congratulations to Linda Nicholson and Terry, who gave birth to a baby girl!!

*"It's not the years in your life but the life in your years that counts!"*

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# Healthy Living

## Stay Healthy for the Holidays List

In the middle of holiday hustle? Take five minutes and try these 10 different ways to have a much happier and healthier season:

10. Make a budget for your holiday spending and try to stick to it! Come January, you'll be able to start the new year off fiscally fit.

9. Create meals, dishes and freeze for easy microwaving later, when you are on the go, the family can just pop it into the microwave. You can save money by bringing some with you while shopping.

8. Did you know, you can serve meals on smaller plates and they look bigger than they are? Try it!

7. Before dessert and after dinner, take a nice walk. Catch up on what's happening to family and friends. Walking keeps food moving through your system and speeds up the digestive process.

6. Always wash your hands! Less flu problems, cold bugs, you know.

5. Please do not drink and drive. It's not fun going to funerals. Mix fruity, festive drinks that are non-alcoholic when you expect to drive. Find someone prior to drinking who will drive for you. (Designated Drivers) We thank-you!

4. Go To Sleep! Go to bed and get up every day at the same times. Try this on weekends and holidays. Your body will respond well to a consistent timetable.

3. Try talking to someone you have not spoken to in a while or you have had a misunderstanding with. Go out to lunch, coffee, paint ball! (why not?) Make amends.

2. Spending a lot makes you feel bad later, (When the bills come). Try giving a gift from the heart that you know someone needs. A homecooked meal, babysitting, back rubs, massages, do the grocery shopping, house cleaning, etc.

Most importantly,

1. Take all the time you can and need for just YOU! Breathe deeply, relax, dream about anything and nothing, watch a movie, take a bubble bath or go to the spa, etc., etc. etc. Have an Extremely Happy Holiday!!

AND TAKE IT EASY!!

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# ILS

The ILS Department would like to announce that we are again collecting toys and food for the Annual Food and Toy Drive. We will be accepting donations now until December 16th.

We will be delivering the goods to folks on December 17th. Please let us know if you have a client who is in need so we can add them to our list. The ILS department will be developing their new SMART PATH in the month of December for the following year. We will be focusing on making our team stronger and providing the best supports we can. We also plan on doing a unit evaluation.

## Step Parent Support Group PRESENTS

### THANKSGIVING DINNER CELEBRATION

YOU'RE INVITED TO  
BRING YOUR FAMILY TO  
THIS SPECIAL EVENT. ENJOY  
CRAFTS AND GAMES WITH

YOUR CHILDREN STARTING AT 2PM AND  
ARRIVE HUNGRY FOR A SPECIAL THANKSGIVING  
FEAST SERVED AT 4PM.

STEP WILL PROVIDE DINNER AND DRINKS.  
PARENTS ARE ASKED TO BRING A DESSERT; PIE,  
COOKIES OR SOME OTHER SWEET TREAT OF  
THEIR CHOICE.

WHERE: STEP OFFICE

WHEN: TUESDAY, NOVEMBER 23RD,  
FROM 2PM-5PM DINNER SERVED AT 4PM  
PLEASE ARRIVE NO LATER THAN 3:30 PM,  
AS DINNER WILL BE SERVED ONLY FROM  
4 TO 5PM

CONTACT ANNANA SHANDS AT EXT # 122  
OR MICHELLE ARMSTRONG AT EXT # 125

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**HAPPY  
THANKSGIVING**



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Any articles, announcements, STARS, and resource information is welcome. The deadline for the next newsletter is 12/15/04.

**Jen's Trivia Question: What is the name of the skin that hangs from a turkey's neck?**

Be the first person to visit Jen Jone's office with the correct answer and receive a prize:

No answer for last month's question.

**SLS Timecard Reminders:**

1. Timesheets are to STAY in the timecard binders at the clients house!

2. PA's are not to pick up blank timecards or bring completed timecards into the office. Coordinators are to pick them up on the 1st and the 16th of the month, no earlier. This avoids short paychecks and billing.

3. Present week & the next week's schedules must be attached to the timecard packets.

4. All changes to the timecards need to be initialed by the person making the change.

**PLEASE DO NOT USE WHITE OUT ON TIMECARDS!**

If changes need to be made, cross out wrong information & write in the correct information next to it, then INITIAL.

**PLEASE SEE MORE INFO. UNDER HUMAN RESOURCES.**

Thank you, Payroll & Billing appreciates your cooperation

## OFFICE STAFF



**Ayren Gabrielson**

(Each month a new office staff)

Client filing (making new and maintaining),

H/R filing

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Staff forms (making and Maintaining)

SIRs (Faxing and keeping log)

Business cards

Reference Checks

Making phone calls to utilities for staff.

Safety board

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Client file Auditing

Staff Mail Boxes(maintaining)

All other projects as requested w/approval from supervisor,

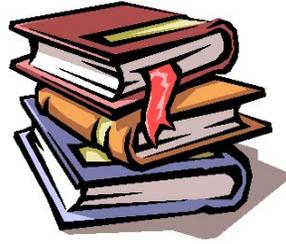
Please remember that all office staff are here to serve clients as well as employees. We will put forth our best professional efforts to make sure that you receive the type of assistance you require. We ask, that you too be professional, courteous and patient when requesting information and/or assistance from STEP's office staff.

We receive numerous request as well as different types of request each day and want to serve everyone as adequately and thoroughly as possible. Thank-you!

Happy Holidays!

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# HEALTH EDUCATION LIAISON PROJECT



As many of you may be aware, the incidence of disease amongst those with developmental disabilities is substantially higher than the general population. The Health Education Liaison Project (H.E.L.P.) wants your assistance in improving the health of our consumers. Please take a few minutes to fill out the health questionnaire below and return to Jaimie Dillard, your input is very important and highly valued.

What do you think the biggest obstacle to good health is for our consumers? \_\_\_\_\_

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What factors do you feel have contributed to our consumer's poor health? \_\_\_\_\_

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How can STEP improve services to better meet the health needs of consumers? \_\_\_\_\_



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What kinds of health related training opportunities would you most benefit from? \_\_\_\_\_

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What types of diseases have your clients been diagnosed with? \_\_\_\_\_

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Do you feel well informed of your client's health needs? \_\_\_\_\_

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Do you feel adequately trained to meet your client's health needs? \_\_\_\_\_

\_\_\_\_\_

Do you feel the medical community meets your client's health needs? \_\_\_\_\_

\_\_\_\_\_

When does a person have the right to make the wrong choice about his or her health? \_\_\_\_\_

\_\_\_\_\_

What is your best tip for those in the medical community to improve services? \_\_\_\_\_

\_\_\_\_\_

What should happen if consumers do not follow the advice of their physicians? \_\_\_\_\_

\_\_\_\_\_

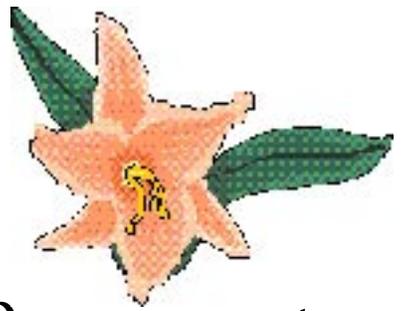
What is your responsibility in ensuring your client remains healthy? \_\_\_\_\_

\_\_\_\_\_

What other suggestions do you have for improving the health of our consumers? \_\_\_\_\_

\_\_\_\_\_

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*Our warmest and deepest sympathies goes out to*

*Kelly & Robin McGurran and their families From your STeP Family*



## Getting to Know You

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### Are you a procrastinator or just burned out?

Assertive or just extremely able to cope? Do you buckle under pressure or bounce back from adversity? You may be able to find out by taking a self-test from Psychology Today at [psychologytoday.com/psychtests.com/yahoo/work\\_life/](https://psychologytoday.com/psychtests.com/yahoo/work_life/). The site offers a series of tests that take just minutes and offer immediate personalized evaluations, free of charge. You'll find tests gauging burnout for both service- and non-service-related professions, as well as tests on coping skills, assertiveness, resilience and other work/life attributes.

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# STEP STARS

## continued

Anna Shands: Thanks for providing such strong support to the Parenting

Support Group.

Diane Benton: Thank you for being such a great roommate to Alesia. She looks

great and is doing well. We appreciate it.

Anna Shands and Heather Campbell: The ILS team really appreciates the "Team

Thank you Breakfast". We appreciate you.

Charlene Rhodes: From the ILS Unit. You are wonderful. You always are

willing to help us out with flyers, or whatever we need. Thank you.

Ayren Gabrielson: Thank you for always being willing to help out with whatever we need. Thanks from the ILS department.

### SPECIAL THANKS

Charlene Beck: Charlene really took the time and effort to help Joe R find

his family. Joe's brother has contacted him and they have arranged to meet

on December 4th. He is so very excited. We really appreciate all you did

for him Charlene, he has finally achieved the dream of finding his family.

Thanks to everyone in Extra Step who have been flexible, taking on new clients and trying out new jobs. It is wonderful to know that we can count on you in the crunch.

### INTERPRETING DIRECTOR



THIS IS ANNA VENTEICHER.

IF YOU NEED INTERPRETING SERVICES, PLEASE CONTACT ANNA (IF YOU CAN CATCH HER, SHE STAYS AWFUL BUSY) AT THE FOLLOWING: [Annav10@tmail.com](mailto:Annav10@tmail.com),; [annav@stepsite.com](mailto:annav@stepsite.com); (916) 679-1555 ext.# 119 or 590-4521 (Pager #)

*"ALWAYS DO RIGHT. THAT WILL GRATIFY SOME OF THE PEOPLE AND ASTONISH THE REST."*

## 2004 WEDDINGS

CONGRATULATIONS TO YOU AND YOUR FAMILIES



LORI & BONNIE



LISA & ANNETTE



AND ALL THE GIRLS!

