



July 2014



Hope your 4th was a good one!

Training tonight will be on Autism; presented by Steve Burnette



All staff must call the call-in phone when reporting an absence. This number is 608-386-5390. Staff will be asked to include their name, phone number, and shifts/programs they will be missing because of their absence; also include your phone number. If you are scheduled to work in Holmen that day, you may call Diane *in addition* to calling the call-in phone, but it is not necessary.

Say Good-bye to Joe Marek! Joe has put in his resignation for July 31st. We wish him the best of luck as he starts his new career!



ASP:

Staff reminder about cell phone use and dress code:

PERSONAL APPEARANCE

Employees are expected to present a clean, neat, and tasteful appearance. Clothing that is clean and comfortable for the duties of the position. Revealing clothing or offensive clothing is not permitted. Clothing should be in good repair, and fit so there is ease-of-movement without being revealing when bending, sitting, leaning, or reaching, as duties are performed.

Since physical intervention with Catholic Charities participants may occur, jewelry should be kept to a minimum and conservative in appearance. Employees who choose to wear jewelry do so at their own risk.

PERSONAL CELL PHONE USE

Catholic Charities understands that personal issues may arise during your work day, but due to the close supervision needed of our participants and staff being positive role models to our participants Catholic Charities asks that staff refrain from using cell phones during work hours. If an employee needs to make or accept personal phone calls or texts they should refrain from doing so in the presence of Catholic Charities participants. Employees should speak with a supervisor to make arrangements on if they can step away from their current duties to make or accept phone calls or texts.



Update on Ben:

- changed his money earning to coordinate with his schedule change, can earn up to a \$1.00/day
- schedule changes have occurred, please see binder

Update on Jamie:

- Jamie has a new earning system- he earns .25 for no strikes
- He can spend his money on Saturdays (unless he is not here) see details of program in his folder. Please keep it in his yellow folder



Tidbits of information:

- LOGS NEED TO BE COMPLETED ON NON SCHOOL DAYS!
- Reminder it is okay to switch staff if needed for behaviors-call for help!
- Ensure sign in and outs are matching the logs and units of service
- It is your responsibility to sign kiddos in and out!

- Ensure you are completing paperwork daily for your participants
- Kaleb *does* need paperwork filled out even though he is here a short time
- Hayley is only in ASP on the third Tuesday of every month 3-4:30 otherwise she is in day school until 3:30
- Service Plans are all done and in their hanging folders. Please read and initial the last page verifying you have read the plan
- Jamie started volunteering at the Humane Society July 12th



Day School:

Update on Leo/his daily routine

Do not prompt verbally to check schedule. Give him the check schedule icon instead. He needs to be working independently. Staff need to allow him to do this. In the school year he will be starting to transition into Summit. He will spend the first hour at Summit and one of us will pick him up from there afterwards.

Update on Kaleb:

Has had a lot of high anxiety. Be mindful that loud noises irritate Kaleb. Redirect into sensory room to take breaks when upset. Just step in with him and sit/stand quietly. Firm voice at times can be a trigger, so use wisely. Heads up, he does not like being scolded and may be a trigger, but it doesn't mean that you shouldn't scold him for what he is doing wrong. Lunch time in the hallway may be too loud for him.....

-Emily's job is going to be to help prepare lunches for other kiddos. This is a life skill she is working on

-COMPLETE PAPERWORK DAILY FOR THE CHILD YOU ARE RESPONSIBLE FOR!!!!

-Hayley has had an amazing transition in and thanks to all the staff that have been part of that process for going above and beyond!

Summer Program

-Naomi will return on the 14th

-Haylee's lunches **CANNOT** be left out anymore in the room as Naomi will steal the food and it will make her sick.



Hope you have all been able to get outside and have some fun so far this summer!



Thank you staff!!

We would like to thank our staff for their hard work with the change in schedules for summer. Staff are now traveling to Holmen, and there are several new faces in La Crosse/Holmen, which is an adjustment for staff, as well as participants. Thanks to all of you willing to change hours/shifts for our participants as they are coming and going at different times.

Extra thanks to Diane H., Nicole, Barb, Kelcey-they all have done an amazing job this summer with all of the different issues we have had!

Students: Please give Renee' your fall availability ASAP if it will be changing for your classes! She will be working on the August schedule soon.

Adult Program:

- new participant, Angela Loehndorf

During our breakout session:

- New goals for Robert G.
- WWC authorization changes
- Nehemiah S. new schedule
- Mariah S. new schedule and summer goals
- Wellness Fest 2014
- Morgan D. activities
- Participant goal sheets
- Participants checking personal emails
- Staff should not be signing in/out for different times than which they were scheduled w/o prior approval from their coordinator or director, unless asked to come in early or stay late.
- Please remember to use blue or black ink for all paperwork.

Happy Birthday to our July staff.....

7/2 Kelcey Dorzok

7/5 Breanna Studinski

7/8 Sandy Ludwigson

7/14 Pam Iverson

7/21 Adrian Gott



Our featured employee...Diane Bisping

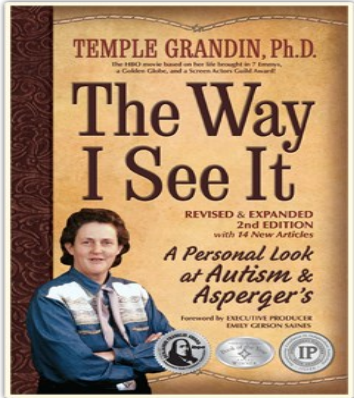
Diane joined us in Feb, 2014, working in our Adult and Transition programs. When asked why she wanted to come here to work, her immediate response was “Because this is my favorite population to work with.”



Diane has been married for 45 years to her husband Eric. They have three children; Paul, David and Elizabeth. They also have six grandchildren.

When Diane is not at work, she likes to do crafts, sew and read many different kinds of books.

Diane was nominated because she is very dependable. She has great communication with Ashley regarding any changes, concerns or updates with her participants. She also has a great rapport with many of her participants. She goes above and beyond her job expectations—example: she came in on a day off just to bring lunch for all staff and participants in her department.



Looking for a good book to read? Try this one! It was written by Temple Grandin. She is an American doctor of animal science, a professor at Colorado State University, a best-selling author, a lecturer and... she is Autistic. Find out what a Hug Machine is! Temple invented it!

Watch for a change in venue for the DS staff meeting in October. The date may change as well as the place. We are currently trying to figure out something FUN for all our staff to do. We will keep you posted as soon as we know for sure. Here is a hint of what we are working on:

