

The Able Times

From the Desk of Michael Shapiro, President

The Temperament, Attitude and Skills of an Excellent Home Health Aide

The most important attribute for a caregiver is to genuinely be able to care and love others. The second most important commandment is to 'Love your neighbor as you love yourself.' No other commandment is greater than these.' This is a prerequisite and no amount of money can compensate for the lack of this. If you do not have this attribute you should not be a caregiver.

You, as ambassadors for home health care, represent all home care workers. The public perception is influenced by your actions and the evaluations of your patients and their families. The impression you make out in the community represents our Company. Our very success or failure depends upon on our caregivers; your attitudes, knowledge, compassion, professionalism and home care skills. Every day you are Able's ambassador to the world. Able's reputation depends upon our home health aides' job performance and abilities. The attributes that make a highly effective home health aide are:

*A good work ethic – Willingness to take on and complete the tasks that your patient requires everyday with a good attitude.

*Reliability– Your patient needs you to be on time to complete tasks that are required to be done at prescribed times.

*Competence – Understanding and fulfilling your tasks is crucial to the health and well being of your patient.

*Patience – Many of our patients may have cognitive impairments and require a caregiver who is patient and compassionate and doesn't rush to get tasks done fast. Home health aides need to be extremely patient, often working with seniors suffering from dementia, Alzheimer's, Parkinson's, cancer and many other illnesses. These diseases can make clients hard to work with and sometimes even be abusive. Dementia patients often repeat themselves over and over and need to be reminded of things constantly. A thick skin with a caring personality is the trademark of a great aide.

*Caring – Most caregivers choose to become home health aides because they have an affinity to caring for others, possess a caring nature.

*Honesty – Caregivers are entrusted with the safety and health of their vulnerable patients in their home. Honesty is crucial.

*Respect – Respect is the foundation of any meaningful relationship. We expect our employees to be respectful and in turn to be treated with respect.

Although you most often work alone with your patient you should assume you are being observed. Too often we see, on the news on television, an aide mistreating, abusing or neglecting their patient. This is what sensational TV news likes to show to increase their ratings. The overwhelming majority of aides who take good care of their patients is not news worthy. One aide doing something inappropriately can destroy the good work and reputation of an entire company which can take years or longer to repair. Many families now employ 'nanny cams' to make sure that their mother and father or family member are receiving the care they require and not being abused or neglected. You should always conduct yourself professionally with all the positive attributes listed above.

Able appreciates the hard work you do. We appreciate your caring and compassion. Home health aides are special people. With the qualities mentioned above they assist millions of people across America every day. A good aide does this type of work for their love of caring for seniors and disabled people. Honesty, integrity, a good work ethic, intelligence, reliability and a host of other attributes are also found in excellent aides, but in my opinion, a kind caring person is where it all starts.

October 2014
Volume 19 Edition 4

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"WE ARE WHAT WE REPEATEDLY DO.

EXCELLENCE, THEN, IS NOT AN ACT BUT A HABIT."

- ARISTOTLE

From the Desk of Walter Kaltenbach, Chief Executive Officer

TRANSITIONING TO MANAGED CARE

New York State continues to implement a redesign of home care services throughout the state. These changes redefine how care is to be delivered through an insurance based Managed Care organization in conjunction with home care providers that service home care clients through subcontracting relationships. Clients receiving more than 120 days of home care service are transitioned into Managed Long Term Care Home Programs (MLTC's). The Managed Long Term Care program covers the following services: personal care, adult day care, emergency response systems, certified home care services (CHHA), medical supplies, hearing aids, eyeglasses, dental, home modifications and transportation. Previously excluded Medicaid recipients who are dually covered by Medicare will no longer be exempt. The Managed Care programs are required to provide these comprehensive services within a capitated monthly rate set for each participant.

The process of care planning necessitates collaboration among MLTC's and external partners, including Able Health Care Service. Each patient/member is assigned to a care management team who oversee the communication and coordination with Able as the home care provider. Patient Assessments are completed in the client's home shortly after enrollment to a new plan. These assessments are updated at least every six months thereafter. The assessment helps the care team build a relationship with patients to understand their health risks and needs.

Able Health Care Service is a partner and extension to the Managed Care Long Term Care organization. Our goal and mission is to assure that service delivered is meeting the needs of the patients that we provide care. Able's Home Health Aides/Personal Care Aides carry out the care plan in the patients home and provide updates on members conditions to help identify issues for attention. Able's clinical team and caregivers case conference to review the care needs and determine the best course of action for high risk members who are hospitalized or receiving post acute care. Discussion covers questions such as "What is the situation at home", "What are the concerns for this patient" and "what can we do next".

Patients are encouraged to remember that it is their right to select the appropriate health plan that best suits their needs and of course to advocate that they continue to receive the care and service provided by Able Health Care Service. It is a patient's right to continue to receive care from their home care worker – (Able) – during any transition from one provider to another. Able Health Care Service has contractual relationships with almost all of the Managed Care entities for which entitles continuity of care when a patient may consider transitioning from one provider to another. If, for any reason, a patient is not satisfied with their MLTC they can change. Please feel free to call for more information.



Able's Hall of Fame



Brookhaven Memorial Hospital Medical Center notified us that we have received glowing praises from one of our patients, for Home Health Aide CL. The patient stated “my health aide was so caring and helpful. She was always happy and made me feel at ease.”

It is always a pleasure to receive such a commendation to staff from a patient or family.

Please thank CL for such excellent care to our patient.

Sincerely,
Performance Improvement Coordinator



Wendy Scimeme has always been an exceptional Field Nurse Supervisor in our Islandia office since she started with Able since November of 2003. In 2013, she excelled by receiving her BACHELORS Degree while working full time and managing a family. As of August 2014, she out did herself and received her MASTERS DEGREE IN NURSING. We are all proud of you and so glad you are part of the ABLE HEALTH CARE family!

CONGRATULATIONS WENDY!!!

To Whom It May Concern:

I am writing this letter to express my gratitude. Your Home Health Aide Xiomara Fuentes took excellent care of me, during the months of February and March of this year. She was on time every day and did more than expected. The best part of her care was the baths she gave me.

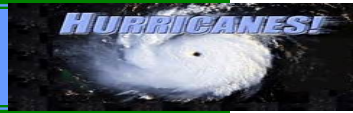
Thank you so much for your kindness and hard work.

- JA



Margaret D. Maier, RN,BC, ADPS in our Islandia Branch became the Vice President of the Mike Jones Kidney Foundation based in Pasadena California, www.mikejoneskidneyfoundation.org. Mike Jones Kidney Foundation is a nonprofit organization whose mission is to help kidney transplant patients, donors and their families during the time of hospitalization, with grants/vouchers for food and lodging and other expenses not covered by Medicare.

If any one would like more information, please contact Margaret at Margaretm@mikejoneskidneyfoundation.org



Hurricane Safety Tips

While forecasting methods and tools are improving year after year, people are still at great risk to tropical storms and hurricanes because they continue to build along the coastline.

Pre-Seasoned Preparation- *Enter the season prepared. *Know all evacuation routes if you live close to the coast. *Make sure your home meets building codes for withstanding hurricanes, and they have storm shutters. *Have proper tools, supplies, and a first aid kit. *Have plenty of batteries and flashlights. *Always have plenty of non-perishable foods on hand.

WHEN A WATCH OR WARNING IS ISSUED- *Leave low lying areas. *Protect windows with plywood boards, or storm shutters. *Secure outside objects. *Make sure you have plenty of fuel and water. *Have several days supply of food and water for each family member. *If called to evacuate, do so immediately.

BEFORE THE STORM - *Be ready to put your plan and preparation into action. *Pay attention to local weather reports on radio, television, or the internet. *Have house boarded up, or have storm shutters in place. Have plenty of food and water. *Make sure all your tools, supplies, and first aid kit available for use. *Have a secure room available.

DURING THE STORM- *Stay in Secure Room. *Stay away from windows. *Do not use the phone, or candles. *Monitor Weather and Civil Service Bulletins on either regular or NOAA radio. *Have supplies on hand. *Remain indoors when the eye moves over your area because the storm will resume shortly.

AFTER THE STORM - *Make sure that all is definitely clear outside, and the storm has completely passed before going out. *Report downed power lines, and stay away from them. *Use stored water and food. *Be patient. *Things will take a while before they get back to normal.

To learn more about your flooding risk and how to protect yourself and your business, visit the Federal Insurance and Mitigation Administration (NFIP) Web site, www.floodsmart.gov or call 1-800-427-2419.



Keep your family safe from home fires

Although deaths and injuries from residential fires have decreased in the past several years, deaths from fires and burns are still the third leading cause of fatal home injuries (CDC). Seventy percent of these deaths are from inhaling smoke. Two-thirds of deaths from home fires occurred in homes with no smoke alarms or no working smoke alarms.

Fortunately, there are things you and your family can do to protect yourselves.

Have a properly working smoke alarm-Change the battery to your smoke alarm once a year and change the whole unit every 10 years. *Pick a special day, a birthday, holiday or daylight savings and change the battery every year on that day. *Test your smoke alarm monthly.

Plan a family escape route- *Practice it on a monthly basis. *Practice with everyone in your family, even children, toddlers and infants. *Practice from every room in the house.

Install a home sprinkler system- *These can be built in a new home or put into an existing home. *Sprinklers can reduce property damage, injuries and most importantly reduce the number of deaths from home fires.

Learn how to use your fire extinguisher- *Use a fire extinguisher when a fire is contained, like in a waste basket. *Keep your fire extinguisher in an easily accessible place. *Fire extinguishers have gauges on them indicating when they need to be replaced. *They should be checked regularly to make sure they are still functional. *Call your local fire department if you have questions on how to use a fire extinguisher.

If a fire occurs in your home- *Never open a door that feels hot. *Escape another way. *Take the safest route, but if you have to go through smoke, crawl low and under the smoke. *Cover your nose and mouth with a moist towel (if possible) or an article of clothing. *Immediately leave your house, and then call for help. *Once you're out, stay out. Don't go back in, not even to grab someone else.

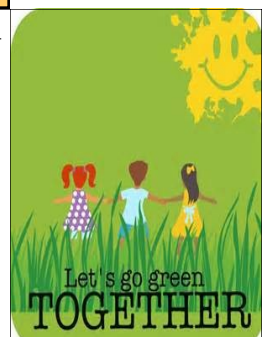


ABLE IS GOING GREEN

We want to send out the Able Times electronically to stay in touch with you regarding company news and in-services. We would appreciate your cooperation in our efforts to GO GREEN.

For vendors please contact Jamie Shapiro at jamies@ablehealthcare.com with your current email address to receive electronic newsletters.

For employees at Able please make sure to contact your branch manager/coordinator as soon as possible with your current information (email address and cell phone number for texting).



What is the Flu?

Influenza, or “the flu,” is a highly contagious viral infection of the respiratory tract (nose, throat and lungs). The flu is often confused with the common cold, but flu symptoms tend to develop quickly (usually 1 to 4 days after a person is exposed to the flu virus) and are usually more severe than the typical sneezing and congestion associated with a cold.

Influenza is often accompanied with:

- * Headache
- * Extreme tiredness
- * Dry cough
- * Sore throat
- * Fever
- * Muscle aches
- * Runny or stuffy nose
- * Nausea, vomiting and diarrhea are also common symptoms in children.

The flu is a serious illness that kills more Americans every year than all other vaccine-preventable diseases combined.



A person infected with the flu virus will typically suffer from the illness for approximately 7 to 10 days, with 5 to 6 days of limited activity and about 3 days of bed rest. When that average is applied nationwide, the flu and its complications lead to more than 200,000 hospital stays per year and tens of thousands of deaths (primarily in the elderly).

Each year, between 10 and 20 percent of the U.S. population is infected with the virus. Sometimes, the flu season can be more severe when a major circulating strain of influenza does not match any of the strains selected by world health organizations for the vaccine formulations – this is called a vaccine mismatch.

An annual flu vaccination can help prevent the spread of influenza between individuals and may help save lives of those most susceptible of having severe and fatal complications from the flu.

Who Should Get Vaccinated Against the Flu?

The Centers for Disease Control and Prevention (CDC) recommends that everyone 6 months and older should get vaccinated against the flu every year. This recommendation is the same even during years when the vaccine composition (the viruses the vaccine protects against) remains unchanged from the previous season. Infants younger than 6 months old are too young to be vaccinated. Protect them by getting yourself, other children and family members, and close contacts vaccinated. This will help prevent spreading the virus to infants.

When should I get vaccinated?

Flu vaccination should begin soon after vaccine becomes available, ideally by October. However, as long as flu viruses are circulating, **vaccination should continue to be offered throughout the flu season**, even in January or later. While seasonal influenza outbreaks can happen as early as October, during most seasons influenza activity peaks in January or later. Since it takes about two weeks after vaccination for antibodies to develop in the body that protect against influenza virus infection, it is best that people get vaccinated so they are protected before influenza begins spreading in their community.

Flu vaccine is produced by private manufacturers, so availability depends on when production is completed. Shipments began in late July and August and will continue throughout September and October until all vaccine is distributed.

Why do I need a flu vaccine every year?

A flu vaccine is needed every season for two reasons. First, the body’s immune response from vaccination declines over time, so an annual vaccine is needed for optimal protection. Second, because flu viruses are constantly changing, the formulation of the flu vaccine is reviewed each year and sometimes updated to keep up with changing flu viruses. For the best protection, everyone 6 months and older should get vaccinated annually.

Is it safe?

The seasonal flu vaccine is very safe. Side effects from the seasonal flu shot may include pain at the injection site (where you received your shot). The seasonal flu spray may give you a sore throat, runny nose, and fatigue. **Remember, you cannot get the flu by getting vaccinated.** Get a seasonal flu shot. Or the seasonal flu-spray vaccine. If you have questions, talk with your health care provider.

For more information, email us at: immunize@health.state.ny.us or visit: health.ny.gov

Know the Facts

Myth #1: You can get the flu from the flu vaccine. FALSE – This is impossible. The flu vaccine does not actually carry a live virus; it contains inactivated or weakened organisms. Vaccine manufacturers grow the flu virus in eggs, then cleanse and chemically treat the virus to deactivate it.

Myth #2: The flu is just a bad cold. FALSE – The flu is a serious disease. It is a highly contagious viral infection of the respiratory tract (nose, throat, and lungs). In the United States, about 200,000 people are hospitalized and tens of thousands of people die each year because of the flu. Influenza kills more Americans every year than all other vaccine-preventable diseases combined

Myth #3: Getting the influenza vaccine every year isn’t necessary. FALSE – The vaccination needs to be given every year. Because flu viruses are constantly changing, flu vaccines may be updated from one season to the next to protect against the most recent and most commonly circulating viruses. In addition, a person’s immune protection from vaccination declines over time; therefore, annual vaccination is needed for optimal protection.

Get lowest publicly posted pricing or at least a 10% discount on enrollment fees and/or monthly membership fees at participating facilities. Choose from hundreds of locations, including independent gyms, exercise centers for yoga and Pilates, and national fitness chains. Locate a participating club online or call **1-877-327-2746**.

Go to www.hipusa.com, you will be redirected to emblem website.

*Click Health and wellness tab on top > Click stay healthy box > Scroll down to healthy discounts and > Click health club membership > Click on find a participating club on line, you will be redirected from HIP website > Click find provider tab on top > Select service type and then input search criteria. Participating clubs and discounts etc will appear.

Jazzercise

Enroll in a Jazzercise class, and you will receive **one week free** and **15% off the monthly fee**.

Jazzercise is a fusion of dance, resistance training, Pilates, yoga and kickboxing movements all set to popular music in a 60-minute class. Some locations offer a variety of class options, including Jazzercise Lite, Body Sculpting and a 30-minute Jazzercise Express. Benefits include increased cardiovascular endurance, strength, flexibility and an overall feel-good factor.

Offer is valid at participating locations. Present your Emblem Health member ID card and a valid picture ID to the Jazzercise instructor to receive your discount. For more information and to find a class near you, go to www.jazzercise.com or call **1-800-FIT-IS-IT (1-800-348-4748)**.

Super Healthy Pumpkin Pie

Minutes to Prepare: 10

Minutes to Cook: 50

Number of Servings: 8

Ingredients

- *Pumpkin, Libby's Canned Pure Pumpkin, 3.5 cups/can, 3.5 cup
- Silk, Unsweetened Soymilk, 1 cup,
- Egg white, 1.5 cups
- Truvia Natural Sweetener, 4 packets
- Cinnamon, ground, 1 tsp
- Ginger, ground, .5 tsp
- Cloves, ground, .3 tsp
- Salt, .1/2 tsp

Directions

1. Combine all ingredients. 2. Mix Well 3. Pour into gram cracker crust. 4. **Bake in oven** for 10 minutes at 450 degrees.
5. Turn down to 350 for 40-50 minutes checking every 10 minutes.

CALORIES: 165.6 | FAT: 6.2g | PROTEIN: 5.3g | CARBS: 24.5g | FIBER: 5.8g



Take Advantage of the Great Outdoors

The end of summer can be traumatic for those of us who think anything below 40 degrees qualifies as 'arctic.' Still, even I have to admit that there's something crisp and clean about cool fall mornings, free of stifling heat and humidity. This weather makes for some of the best outdoor workouts all year long. With kids back to school and holidays on the way, it may be a challenge to find time to exercise, especially when there's not as much daylight. Challenge, however, is at the very heart of staying fit, particularly with the long days of winter to come. Getting started now can help you keep your weight in check.

Hiking Fall is a great time to go hiking--Cool weather, no bugs and, of course, magnificent views. Plus, hiking burns mega-calories as you increase your elevation and really work those legs. If you can travel, try one of these Best Places to Hike to enjoy the fall foliage. If you're in the flatlands (like I am), you may need to be more creative. Look for small lakes, forest preserves or bike trails that allow you to get away from city life and enjoy the great outdoors.



Walking is one of the best ways to get in extra exercise throughout the day and, with cooler weather, you can often get away with it without sweating too much, something that may make it easier to fit in all day long. All you really need is a good pair of walking shoes and, perhaps, some fall weather gear to keep you warm, dry and protected. The key to making it enjoyable is to make it a daily thing:

*Make it a habit to walk every night after dinner *Get up 10 minutes early and start your day with a brisk walk around the block. Use the time to think about what you want to accomplish and make your to do list. *Plan fall activities that involve walking - Apple-picking, hunting for the perfect pumpkin or enjoying the beautiful colors with some Colorful Autumn Walking.

Running Fall is probably the best time of year for running outdoors. It's not too hot, not too cold and watching the leaves change colors each time you head outside can make each workout a new adventure. If you're a beginner, start with Running for Beginners or head over to our Running site for information on how to get started. www.runnersworld.com

How to stay positive when you're surrounded by negativity

If someone were to ask you, you would probably say that you were a pretty happy person. You try to keep a positive frame of mind and stay upbeat. It can be difficult, though, to maintain a positive mindset when you find yourself surrounded by negativity.

Here are a few ways you can help keep your **positive attitude** whenever you look around and find that everyone else is being **negative**.

It's nothing personal.

People can often get into the **bad habit** of talking negatively. It can be aimed directly at you or simply be about a myriad of other things that are going on in that person's life. It's hard to face an onslaught of negativity, especially when you are the target of it. But remember, that this is their issue, not yours. If their criticism is unfounded, you can be sure that the complaints are probably just a way for the person to vent. Take a breath, put on a smile and tell yourself, "It's not me, it's them."



Be the bigger person.

It's not fun being around a negative person. But just imagine how miserable it must be to be the negative person. They are full of sour emotions and see themselves as the victim of life. They are probably scared and hurting in some way. Anger is one way that many people hide their troubles away from others. Try to be compassionate and give them the benefit of the doubt.

Bring them a little positivity.

What can you do to help turn their day around? It could be something small, like acknowledging a recent accomplishment. Bring them a snack from the vending machine. Even simply asking them how they are doing can help them to open up a little and get things off their chest. Do what you think would cheer you up on an off day. If you are met with an even bigger wave of negativity, just walk away. You know that you tried, and you can't win them all!

Remember: you get to choose the people in your life!

We are not physically attached to every person we deal with day in and day out. It is okay to cut out anyone who brings absolutely no positive value to your life. Friends, family, coworkers, spouses- if they just don't want to be a part of your positive lifestyle, then it's okay to limit contact with them or do away with the relationship altogether. There is a whole world of people out there who can make you smile, so don't waste your happiness on those who don't want to share it.

Take advantage of the many Benefits offered to you through employment with Able Health Care.

Health Insurance-Eligible after three months of employment. Choice of enrollment for you and your family with **HIP** or **ATLANTIS**. Prescription Benefits are inclusive as well as vision and some dental coverage.

- **401K Retirement Plan**-Eligible after one year of service. Retirement & Savings program is always an advantage. Participation is strictly voluntary. You can contribute 1% to 15% to the plan each pay period. The Able Health Care Service, Inc. 401K Plan is a great way to save for your retirement.
- **Comprehensive Dental Care** - Choice of many Dentists all at a discounted fee. Many procedures without any out of pocket cost. Choose from four options of coverage one including orthodontics. Feedback from people already enrolled has been excellent. Take advantage.
- **Group Whole Life Insurance Policy** - at affordable rates through a payroll deduction plan. This program gives you the opportunity to purchase quality Life Insurance for yourself and your family at discounted group rates. There will be no physicals. Whole Life builds cash value that you can borrow against and if you wish to transfer you may.
- **Direct Deposit** is available for your convenience.

Tome provecho de los muchos beneficios ofrecidos por su empleo con Able Health Care.

Seguro Medico Elegible después de tres meses de empleo. Opciones de inscribirte tu y familia con HIP o ATLANTIS. Medicamentos, visión, y algunas partes de dental.

401k Plan de Retiro Elegible después de un año de empleo. Plan de retiro y ahorros siempre es algo bueno. Participación es voluntaria. Usted puede contribuir de 1% a 15% al plan cada pago. El 401K plan de Able Heath Care es una excelente manera de ahorrar para su retiro.

Plan Dental Integral Hay opciones de muchos dentistas a costos rebajados. Muchos de los tratamientos sin algunos costos. Puede elegir de cuarto planes, uno incluye ortodontista. Comentarios de personas que tienen el plan han sido excelentes. Aprovechélos.

Gropos de Seguro de Vida a precios asequibles atreves de plan de deducción de la nomina. Este plan te da la oportunidad de comprar seguro para tu y tu familia a precios descontados. No hay requisitos para tomar un examen medico. Whole Life acumula valor en dinero, y también puede tomar ese dinero prestado si usted.

4th Quarter Inservice Calendar

Date	Time	Location	Subject
Tues Oct 7th	10-1	Hempstead	Communication and Cultural Diversity
Thurs Oct 9th	10-1	Hempstead	Mental Illness and Combative Behavior
Tues Oct 14th	9:30-12:30	White Plains	OSHA
Tues Oct 21st	9:30-12:30	White Plains	Providing care for LGBT Clients
Tues Oct 21st	9:00-12:00	Hempstead	The Aging Process
Tues Oct 21st	1-4	Hempstead	Understanding Alzheimer's Disease
Thurs Oct 23rd	5-8	Hicksville	Vital Signs
Tues Oct 28th	10-1	Hempstead	Vision Loss and Hearing Impairment
Wed Oct 29th	2:00 - 5:00	Islandia	Helping Clients who have Chronic pain
Wed Oct 29th	6:00 - 9:00	Islandia	Helping Clients who have Chronic pain
Thurs Oct 30th	10-1	Hempstead	Assisting with ADL's and Basic Housekeeping
Sat Nov 1st	10-1	Hicksville	Special Needs
Wed Nov 5th	2:00 - 5:00	Islandia	OSHA
Wed Nov 5th	6:00 - 9:00	Islandia	OSHA
Thurs Dec 4th	10-1	Hempstead	Body Mechanics and Home Safety tips
Fri Dec 5th	10-1	Hempstead	Common conditions of the heart, Musculoskeletal System and the Skin
Sat Dec 6th	10-1	Hicksville	Back to Basics
Tues Dec 9th	10-1	Hempstead	Aide's role with Medication assistance
Tues Dec 9th	9:30-12:30	White Plains	OSHA
Wed Dec 10th	10-1	Hempstead	Spinal Cord Injury
Tues Dec 16th	9:30-12:30	White Plains	Understanding Depression
Mon Dec 22nd	9-12	Hempstead	The Aging Process
Mon Dec 22nd	1-4	Hempstead	Supporting Client's Self Esteem/Role of Animals in Healing/Using Technology with Seniors
Tue Dec 23rd	9:30-12:30	White Plains	Spinal Cord Injury
Mon Dec 29th	2:00-5:00	Islandia	Oxygen Safety
Mon Dec 29th	6:00-9:00	Islandia	Oxygen Safety
To Be Announced			Holiday Party

To ensure you are paid accurately and on time it is important to complete your Duty Sheet correctly and submit it on time. Please follow this procedure:

- Check off all tasks you are required to perform from your Patient's Plan of Care (POC).
- Do not check off any other tasks that are not on the Patient's Plan of Care (POC) unless approved by the contract visiting RN, to whom Able has received written notice of such exception.
- Your patient must sign your time slip for each day you work in the appropriate place.
- Only the days and hours that you actually work are to be recorded.
- You must also sign as required where indicated.
- Submit your Duty Sheet weekly to your branch office as soon as possible, no later than the following Tuesday at noon.

DUTY SHEETS STANDARDS

Your time slip/ duty sheet MUST NOT contain the following:

- No Cross Outs and No White Out
- Any Amendments that contain something specific on the activity sheet that may not be appropriate or concerns a problem that should be communicated to your branch office

Your time slip/ duty sheet MUST contain the following:

- Correct dates/Service Hours
- Patient Signatures
- Your name signed and printed legibly

Weekly Timesheet											
Person	ID	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hrs	Overtime Hrs	Regular Hrs
Yegor/Kozlov	YK	5	8	10	5	5	7	6	46.00	5	41.00
Gisella Bronzetti	GB	4	3	1	3.5			4	15.50		15.50
									0.00		0.00
									0.00		0.00
									0.00		0.00
									0.00		0.00
									0.00		0.00
									0.00		0.00
									0.00		0.00
									0.00		0.00
Total Hrs:									9.00	11.00	56.50
Total Regular Hours									56.50		
Total Overtime Hours									5.00		

Able

Health Care Service, Inc.

The Able Times is a publication of Able Health Care Service, Inc Produced for its employees, patients, families, and referral sources.

Able has provided Home Health Care since 1976. Able has offices at the following sites:

Able Health Care Special Needs OPWDD Certified Division:

Queens

718-779-7000

Brooklyn

718-222-1200

Nassau

516-933-7000

Suffolk

631-952-0500

Able Health Care Licensed Home Care Agency:

Queens

718-458-0800

Nassau

516-933-7000

516-292-0100

Suffolk

631-952-0500

White Plains

914-683-9400

Recruitment Offices

Hempstead

516-292-0100

Brooklyn

718-222-1200

Editorial Policy:

The Able Times is a publication of Able Health Care Service, Inc. The Editor invites contributions of articles, special reports, statistics, news items, short personal experience articles, poetry, etc. We reserve the right to refuse and/or edit all submissions for publication. Please send articles to The Editor at 1240 Broadcast Plaza, Merrick, NY, 11566.

Neither Able Health Care Service, Inc., nor it's staff are responsible for factual statements or opinions published in The Able Times. All citations are noted where necessary.

In-service Schedule on page 7

for October, November and December 2014

To remain in compliance as an HHA you are required to attend 12 hours or 4 in-services each year. The informative and educational in-services listed on the previous page will be presented at your local branch office. Call to make a reservation; dates may change. OSHA in-service is required once a year.

"When you arise in the morning,
think of what a precious
privilege it is to be alive -
to breathe, to think,
to enjoy, to love."

- Marcus Aurelius