



**Dear Saginaw County Community Mental Health Authority Specialized Residential Provider & Contractor:**

*This is the 37<sup>TH</sup> edition of a regular written communication to all residential providers issued on an every other month basis. Included in the ‘SCCMHA Residential NEWS’ are updates, reminders, and SCCMHA business information of concern/interest specifically to SCCMHA residential providers. The NEWS is published 6 times per year, starting with the November 2004 edition. Your comments, questions and input are always welcomed at any time. We hope this will be of assistance to you in your work with SCCMHA. PLEASE TAKE TIME TO REVIEW THIS NEWSLETTER, AS THIS MAY BE THE ONLY LOCATION YOU RECEIVE SOME IMPORTANT NOTICES FROM SCCMHA! We appreciate your attention to this information; let us know if you have any questions or suggested input. The next issue will be January 2011.*

**HAPPY HOLIDAYS FROM SCCMHA !**

**HOME MANAGER TRAINING UPDATE**

**The November 5<sup>th</sup> Home Manager In-Service was presented by Vurlia Wheeler, SCCMHA Care Management Unit, on “Care Management 101.” If you missed this session and would like the handouts, feel free to contact Vurlia, Ginny Reed or Dawn Estrada.**

For FY 2011, the planned home manager in-service dates are: March 11<sup>th</sup>, May 13<sup>th</sup>, July 8<sup>th</sup>, September 9<sup>th</sup>, and November 4<sup>th</sup>. Please mark your calendars and watch for specific topics. These in-services are all Friday dates, and the informal lunch event has been held at the Panda House restaurant, 1010 North Niagara Street, Saginaw at 12 noon. At the November 5<sup>th</sup> session, alternative sites were suggested, so that will be included in 2011 planning as well. Thanks to all who attended the sessions in 2010, and keep those ideas for topics coming to SCCMHA! SCCMHA always welcomes topic suggestions from home managers; please let Dawn Estrada or Ginny Reed know if you would like to suggest a topic or have an issue addressed in this newsletter. The in-services are also a more informal opportunity for residential providers to ask questions

or seek input or SCCMHA discussion on any subject as time allows. No RSVP to SCCMHA is needed, but lunch is on your own off the menu. SCCMHA always seeks to send timely notices to home managers once a topic is finalized for a specific date.

Thanks also to the Home Managers who attended the annual renewal training sessions in October. We appreciated your evaluative feedback as well as concerns and will attempt to address these issues in upcoming newsletters and/or training programs.

Home managers may be interested in the SCCMHA ongoing series on Adult Abuse & Neglect Prevention Series, hosted by SCCMHA in conjunction with the Long Term Care group. See the attached flyer for more details, and contact the SCCMHA CE Unit for more information or to RSVP.

**LEARNING LINKS**

At publication time for this newsletter, the planned upcoming LL topics were as follows:

DECEMBER 7<sup>TH</sup> - 1 PM and 4 PM – MAKING HOLIDAY GREETING CARDS (Note: there is only one date for LL in December)

JANUARY 11<sup>TH</sup> – 10 AM – THE VALUE OF DIVERSITY, Dawn Estrada

JANUARY 25<sup>TH</sup> – 4 PM – SAGINAW SPIRIT HOCKEY, Lee Cunningham

FEBRUARY 8<sup>TH</sup> – 10 AM – NO KIDDING, ME TOO! dvd presentation (90 minutes)

FEBRUARY 22<sup>ND</sup> – 4 PM – THE WHEELSMAN: SHIPWRECKS OF THE GREAT LAKES, Ric Mixter

These regular consumer education sessions are sponsored by the Customer Services Department at SCCMHA. Please note that times may vary and the schedule is subject to change so please check before the scheduled event to confirm. Both consumers and staff are welcome to attend. Whenever flyers are available for the coming sessions’ specific topics, they are included with this newsletter for posting. SCCMHA asks that residential providers assist

interested consumers to attend these informative and enjoyable sessions. Contact Customer Services at 797-3452 or Mark Leffler at 797-3436 (or [mleffler@sccmha.org](mailto:mleffler@sccmha.org)) directly for details, or to suggest topics or speakers. All suggestions are welcomed!



### **FIRST CHOICE OF SAGINAW UPDATE**

2010 fund raising efforts are winding down, as preparations are being made for the issuance of gift cards this year again in December. This is the 6<sup>th</sup> year for First Choice! Last year 318 persons received gift cards at SCCMHA from First Choice of Saginaw.

Thanks go out to all who have participated in fund raising events and/or donated their time or funds directly to First Choice of Saginaw this year!

If you want to mark your calendar for the First Choice card dissemination and annual holiday cookie event, it is planned for December 14<sup>th</sup>, 1:30 – 4 pm at SCCMHA. (Note this is a change from an earlier date published of December 16<sup>th</sup>, **the correct event date is Tuesday, December 14<sup>th</sup>!**) Card recipients will be notified by mail by home, but all home residents are welcome to attend the event for cookies and punch, holiday song and spirit and door prizes as available.

### **HOME MANAGER QUESTIONS & ANSWERS**

*SCCMHA invites home managers to submit questions for response in this newsletter. Some recent questions with the SCCMHA response are noted below.*

**Q. SCCMHA auditors are asking about consumer involvement in leadership roles; could you give me more information about this expectation or requirement?**

**A.** SCCMHA expects that all provider programs, teams and sites will offer the opportunity for consumers or recipients of services to be involved in leadership roles, contributing to governance, operations, quality improvement or evaluation. The role(s), level of consumer involvement and diversity of consumers will vary of course depending upon the type of program or service, the persons served and size or scope of the program. Roles may be time limited or ongoing. It is acceptable to involve alumni consumers in this effort (those who have left the program but can offer meaningful input) or family members of consumers, which is helpful if those served cannot readily offer direct,

programmatic level input. Examples could be: serving on an advisory or governing board or committee of the organization or program; participation in quality reviews or quality review projects or activities; involvement in the interviewing of job candidates, providing input on job descriptions, staff training needs or performance review standards, or the development of job candidate interview screening questions; facilitation or assistance in facilitation of regular home or program meetings of consumers, residents or members; family member or consumer program alumni involvement in home program development or reviewing quality data; or specific individual or group consultation with a program project or development, or problem solving input. What is not included in this is the routine and expected satisfaction or individual input of consumers served regarding their own services received from the provider. This is as important, just not considered the same type of leadership input for purposes of SCCMHA review.

### **CONSUMER 2010 HOLIDAY EVENTS**

The S.A.I.D. event is Thursday, December 16<sup>th</sup> in the evening and the Bayside Lodge Clubhouse event is Friday, January 14<sup>th</sup> at Noon. Watch for flyers for the RSVP details soon.

That's all at this time. SCCMHA is very appreciative of your continued support of consumers and we hope the year is going well at your home as we begin Winter 2010-2011! Let us know if you have any questions, suggestions or feedback at any time. Look for the next issue of the NEWS in January! On behalf of SCCMHA, all our best to you!

Ginny Reed, Director  
Network Services & Public Policy - SCCMHA  
[greed@sccmha.org](mailto:greed@sccmha.org)  
989-797-3493






### **SCCMHA Vision Statement**

***"A Belief in Potential,  
A Right to Dream,  
An Opportunity to Achieve."***

cc. NS&PP, Service/Management Teams, Advanced Care Pharmacy, Case Management, Supports Coordination, Recipient Rights, Nursing & SCCMHA Clinical Supervisory Staff, Primary Contract Provider Supervisors  
Quality of Life Committee

TRAINING SCHEDULE  
DECEMBER 2010



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 Training Room Reserved	2 	3 
6	7	8 CPR* 9am-12:30pm  First Aid* 1:30-4:30pm *classes only available to GHC students	9 <u>Recipient Rights</u> 9am-12pm 3-hour rights	10
13 Blood Borne Pathogens 9am-10am Person Centered Planning 10am-11am  Recipient Rights Renewal 11:00am -12:00pm	14 Training Room Reserved 1:30-4pm	15 DC Refresher Pack (PCP, BBP & Rights) Renewals only 9am-12 noon	16 First Aid 9am-12 noon  CPR 1:00pm-4:30pm  Appeals & Grievance 1:30-3:30 Room 141 Initial Training	17 Training Room Reserved fsu
20 CPR 9am -12:30pm  First Aid 1:30-4:00pm	21 CPR 9am -12:30pm	22	23 SCCMHA Closed 	24 Christmas Eve SCCMHA Closed 
27	28	29	30 SCCMHA Closed	31 New Year's Eve SCCMHA Closed 

## Infection Control Notes

Submitted by: Cheryl Carlevato RN  
SCCMHA Infection Control Coordinator



### **Cold and Flu Season is back again!**

Symptoms of influenza are a usually **high** fever, headache, extreme tiredness, sore throat, runny/stuffy nose, dry cough and muscle/body aches. Common cold symptoms are similar but generally there is not a high fever or body aches with a cold and people can usually get through the day. With influenza, most people are down and in bed. Remember influenza is a respiratory illness and spread by droplets during coughing and sneezing. It can also be spread if you touch something with the virus on it and then touch your eyes, mouth or nose. Reportedly these germs can live on ink pens, telephones, doorknobs, etc for 2 hours or more. It can be spread beginning 1 day before you actually feel sick/display symptoms and up to 7 days after you get sick. **PLEASE** stay home if you are ill - **do not come to work if you are sick.** This will help to prevent the spread to co-workers and consumers. Statistics report 200,000 people are hospitalized every year due to complications of the flu and 36,000 die. The single most effective way to prevent the spread of any communicable illness remains **HANDWASHING** ☺ maintaining a clean environment will also help to prevent the spread of illness.

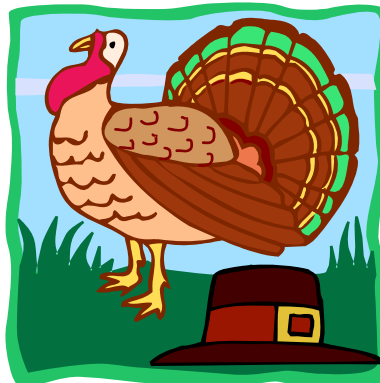


***Communication regarding communicable illness or infectious condition is required.***

Be sure to call:

Cheryl Carlevato RN at 797 - 3429  
Saginaw County Community Mental Health Authority

Have a happy, healthy Autumn Season!



## ABOUT THE PRESENTER

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Catherine A. Macomber, MSW, LMSW has been an advocate for more than 20 years in the mid-Michigan area. Cathy is currently a Licensed Social Worker with a Masters degree from Michigan State University. She has worked as a nursing home and home care social worker, a long-term care ombudsman and Program Coordinator for the mid-Michigan Region of the Alzheimer's Association. She currently serves as Curriculum Development Specialist for Michigan State University College of Human Medicine, Adjunct Faculty and Field Assistant in the Social Work Department of Saginaw Valley State University, Quality Assurance Manager for the Adult Abuse and Neglect Prevention Training Program and private consultant for long term care Quality of Life programs.



## East-Central Michigan LTC Best Practice Group

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Saginaw County Community  
Mental Health Authority and  
East-Central Michigan LTC Best  
Practice Group

PRESENTS

**ADULT ABUSE AND  
NEGLECT PREVENTION  
MODULE 3:  
DEFINING AND  
REPORTING**

CATHERINE A. MACOMBER, MSW.

**THURSDAY,  
NOVEMBER 18, 2010  
3:30 P.M.—5:00 P.M.**

SCCMHA  
500 HANCOCK, SAGINAW, MI  
ROOM 1 LOWER LEVEL



**1 SOCIAL WORKER CONTINUING  
EDUCATION CREDIT WILL BE  
AWARDED**



**Adult Abuse and Neglect Module 3:  
Defining and Reporting  
3:30 P.M. - 5:00P.M.  
SCCMHA, 500 Hancock, Saginaw  
Room 1 - Lower Level**

**Module 3 Overview**

This module will tell participants what to do when facing a situation that may need to be reported as abuse, neglect, or misappropriation. Participants will learn that each and every person participating in the session is mandated by law to report situations that may be abuse or neglect.

**Module 3 Goals**

By the end of the learning session participants will be able to:

1. Identify mandatory reporters.
2. Describe the responsibilities involved in caring for a vulnerable adult population.

**Target Audience**

This one-hour training is appropriate for beginning, intermediate and advanced level social workers, discharge planners, nurses, direct care staff, case managers and any other staff working in acute care and long-term care settings who would like to learn about preventing abuse and neglect with the vulnerable adult population.

**Registration**

There is no fee to attend this training however **advance registration is required by 5:00 p.m. Tuesday, November 16, 2010.**

To register by phone:

Linda Williams - 989-797-3445

To register by email (preferred)

[lwilliams@sccmha.org](mailto:lwilliams@sccmha.org)

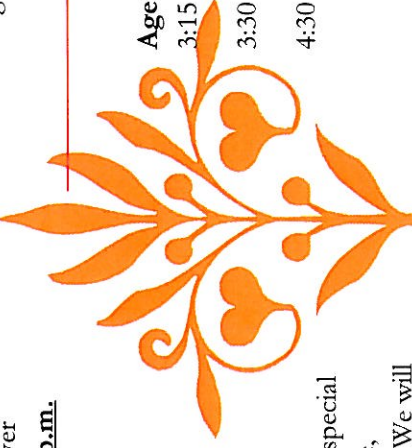
Please let us know if you are in need of any special accommodations such as mobility assistance, interpreters, etc. at the time of registration. We will make every attempt to honor your special needs request.

Complaints regarding this training or training accommodations should be addressed in writing within 14 days to the Continuing Education Unit to

Dawn Estrada  
SCCMHA  
500 Hancock  
Saginaw, MI 48602

This organization, Saginaw County Community Mental Health Authority, provider number 1135, is approved as a provider for social work continuing education by the Association of Social Worker Boards (ASWB) [www.aswb.org](http://www.aswb.org) Approved Continuing Education Program (ACE). Approval period June 15, 2010 - June 15, 2013. Saginaw County Community Mental Health Authority maintains responsibility for the program. Social Workers should contact their regulatory board to determine course approval.

Social workers completing this training will receive 1 social work continuing education general clock hour.



**Agenda**

3:15 p.m. - 3:30 p.m.

Sign in and welcome

3:30 p.m. - 4:30 p.m.

Presentation

4:30 p. m. - 5:00 p.m.

Wrap up/Questions

Evaluations

General discussion

Sign out

Certificate presentation

To receive 1 social work continuing education credit participants must:

1. Sign in before the start of the training.
2. Be present for the entire training.
3. Complete a course evaluation.
4. Sign out at the end of the training.

Certificates will be issued at the end of the training.



**Free or Low Cost Activities  
November – December 2010**

For more information or events:

[www.EverythingGreatLakesBay.com](http://www.EverythingGreatLakesBay.com)

- Nov 5-6** **All About Women Expo**, \$7 at door, Friday 10 am until 8 and Saturday 9am until 5pm. Ryder Center at SVSU 7400 Bay Rd. Saginaw.
- Nov 1 – Dec 31** **Children’s Zoo at Celebration Square** - Free admission, Donations appreciated, 1730 s. Washington, Saginaw. (989)759-1408.
- November 12-14** **Festival of Trees**- \$3 admission, Friday 10am-5pm, Sat 10am -8pm and Sunday 10am -4pm Apple Mountain, 4519 N. River Rd. Freeland. [www.jlsv.org](http://www.jlsv.org).
- Nov 17** **Today’s Modern Women**: Woman’s Expo, \$2 admission, Candlelight Banquet center 6817 Dixie Hwy. Bridgeport.
- Nov 19** **Holidays in the Heart of the City** – Celebration Square Area, 5pm – 9pm, Fireworks at 8:30pm, Zoo open, Anderson Enrichment Center – Cookie houses, Free concerts, Castle Museum open. All free events. [www.prideinsaginaw.org](http://www.prideinsaginaw.org).
- Nov 20** **Pride Christmas Parade**- Free, 11 am begins at Jefferson Ave & Genesee to Michigan & Cass. Lots of Free events and Activities in various locations. Check web site for schedule. [www.prideinsaginaw.org](http://www.prideinsaginaw.org).
- Nov 26** **Lighting ceremony in Frankenmuth**. Christmas lights nightly until mid-Jan.
- Nov 26-28** **Chesaning Christmas Candlelight Walk** free horse drawn carriage rides, Festival of trees, the Nativity Challenge, Gingerbread House Walk, free s’mores and Santa Claus 10am -9pm Downtown Chesaning & along M-57 Boulevard.
- Dec 2, 4-5** **Bethlehem Boarshead Festival** –presentation of the birth of Christ, 7:30 pm each day, plus 4pm on Sunday Bethlehem Lutheran Church, 808 Weiss St. Saginaw. Free will offering.

# EMERGENCY SUPPLIES KIT

*Disasters happen anytime and anywhere.*

*When disaster strikes, it is easier to cope when you are prepared. Get Ready! Saginaw County recommends creating an Emergency Supplies Kit.*

## **BASIC SUPPLIES AND TOOLS**

- Flashlight and extra batteries
- Battery powered radio and extra batteries
- Cash or traveler's checks, loose change  
*(if power is out, ATMs will not work)*
- A whistle to signal for help
- First aid kit
- Emergency reference material  
*(such as a first aid book)*
- Napkins, paper cups, plates, plastic utensils, can opener, re-sealing bags
- Paper towels
- Map of the area and key phone numbers
- Hammer
- Safety Pins
- Sealable Bags (2 sizes)
- Fire extinguisher (small ABC canister)
- Signal flare
- Tube tent or tarp
- Pliers, shovel and other useful tools
- Compass
- Matches in a waterproof container
- Dust mask and work gloves
- Paper and pencils (marking pens)
- Shut-off wrench (to turn off household gas and water)
- Plastic sheeting, duct tape, scissors
- Utility knife
- Rope
- Insect Repellent
- Toys for Children

### **Where can I find these items?**

Local retail stores will have most of these items.

### **How much will this cost?**

The cost will depend on the number of people in your household, the use of items that you already own, and new purchases. You may have many of these items on hand already.

### **Tips for success....**

Store your kit in a convenient place known to everyone in your household.

Keep items in an easy to carry container, such as a plastic storage container, wheeled suitcase, or a duffel bag.

Rethink your kit and household needs at least once a year. Replace batteries, update clothes, etc.

### **For more information....**

Visit [www.ready.gov](http://www.ready.gov)

## **CLOTHING AND BEDDING**

- Jackets or coats
- Long pants
- Long sleeved shirts
- Sturdy shoes or work boots
- Hats and gloves
- Sleeping bag or warm blanket for each person in the household
- Socks

**Note: Rethink your clothing at least once a year to account for growing children, the change in seasons/temperature, and other conditions.**

## **SANITATION**

- Plastic garbage bags, ties
- Toilet paper for personal sanitation
- Feminine hygiene supplies
- Personal hygiene supplies
- Plastic bucket with tight lid
- Disinfectant
- Household bleach to treat drinking water
- Tissue
- Hand Sanitizer



# FIRST AID KITS

*Disasters happen anytime and anywhere.*

*When disaster strikes, it is easier to cope when you are prepared. Get Ready! Saginaw County recommends having a First Aid Kit in your home, at work, and in your car.*

## SUPPLIES

- 2 pairs of sterile nitrile gloves
- Sterile dressings to stop bleeding (4x4s)
- Hypoallergenic adhesive tape
- Cleansing agent/soap
- Antiseptic
- Antibiotic ointment to prevent infection
- Moistened towelettes
- Burn ointment to prevent infection
- Adhesive bandages in a variety of sizes
- Eye wash solution to flush the eyes
- Non-breakable thermometer
- Scissors
- Tweezers
- Safety razor blade
- Tube of petroleum jelly or other lubricant
- Skin lotion
- Sunscreen lotion
- Instant cold packs for sprains and burns
- Splinting materials
- Sling

## PRESCRIPTIONS

- Medications you take every day such as insulin, heart medicine, and asthma inhalers (you should rotate medicines to account for expiration dates)
- Medical supplies such as glucose and blood pressure monitoring equipment and supplies

## NON-PRESCRIPTION DRUGS

- Aspirin or acetaminophen
- Anti-diarrhea medication
- Antacid (for upset stomach)
- Laxative

### **Where can I find these items?**

Local pharmacies will have most of these items, including ready-made First Aid Kits.

### **How much will this cost?**

The cost will depend on the number of items on hand in your home and new purchases. A good First Aid Kit can be purchased for less than \$20.00. Contact the Red Cross for more information.

### **Tips for success...**

Store your kit in a convenient place known to everyone in your household. Keep items in an easy to carry waterproof container. Have a first aid manual on hand and learn CPR. Don't forget to keep a kit in your car and at work.

### **For more information...**

visit [www.ready.gov](http://www.ready.gov)

