



News You Can Use

Direct Deposit

We encourage each of our associates to arrange direct deposit, In order to facilitate a problem-free transition, please bear in mind that it can take up to 2 pay periods to implement changes to a direct deposit account. Do not close any accounts receiving a direct deposit until you verify that the direct deposit has been cancelled with Paychex. Please contact June Garvey at 248.666.1388 with any questions.

Time Clock/Payroll

If you haven't set up your employee web service account with NOVATime, email Annie Turpin at aturpin@progressivelifestylesinc.org

You can view and print your hours using you employee web service account at:

<https://online.novatimeanywhere.com/nova4000/ewskiosk.aspx?cid=BE C2834B-E4E7-4EB7-8EB6-6CA1DA370C7A>

Professional Development

Progressive Lifestyles is always searching for excellent people for advancement opportunities! If you are interested in one of the many promotion opportunities available, contact one of the administrative staff to arrange an interview.



Training Calendar

All Classes Begin at 9:30AM at the Main Office Located at 6600 Highland Road unless otherwise specified.

First Aid/CPR/Bloodborne Pathogens

- February 2nd
- February 16th
- March 2nd
- March 16th
- March 30th

Gentle Teaching

- February 9th
- March 9th
- March 23rd

Manager Training

- February 23rd

Inclement Weather

In case of inclement weather, if Waterford Schools are closed due to the weather, all classes at Progressive Lifestyles, Inc. will be cancelled.



Contact Us

For comments or suggestions, please contact the Progressive Thinking staff at: news@progressivelifestylesinc.org

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Progressive Thinking

Safety Bonus!

Turn your ideas for improving safety into gold! We are offering a \$25 bonus to anyone offering ideas for increasing safety in our homes, payable upon implementation of the idea. First employee to submit a particular safety plan will receive the bonus, so get those thinking caps on!

New Timecard FAQ!

On 11/1/10, new timecard/payroll information was distributed with important changes. One of the most important changes is the need to fill out a time card for any shift over 20 hours, even if it is a scheduled shift. If it is scheduled, you must write the name of the supervisor that approved the shift on the time card when it is submitted.



A message from John Williams A New Year and Newsletter

I would like to begin by wishing everyone a very Happy New Year and may fortune smile on all of the folks we support and our staff. The newsletter is a great idea that was suggested by a couple of different staff. Thanks to everyone involved in the project, especially Robert Estes, as I think the newsletter will help us to stay in touch with the people and events related to Progressive.

Hopefully, we hear back from everyone that reads the newsletter as to what things you think we might cover in future editions as well as those items that you like or dislike. The newsletter belongs to the employees of Progressive so we can really go in any direction that we please.

In regards to mental health in the coming year, we are somewhat anxiously waiting for the new governor to release his budget in mid-February. The budget should give us a good idea how mental health funding will fair in the next couple of years. For the current fiscal year through the end of September, 2011 we expect our funding to remain stable. Although, it was a very unfortunate incident that occurred in Arizona in which a number of people including Congresswoman, Gabrielle Giffords was shot, the incident did shine a spotlight on the woefully inadequate funding of



Innovative Support Services for People with Disabilities

mental health programs across the nation. This incident and others will make it more difficult for mental health funding to be reduced substantially.

The Transition Home and the Mobile Crew continue to be very successful. We are always interested in staff joining this project as it a great way to improve your skills and be on the very cutting edge of the latest trends in mental health. Should you find that you are interested please contact me at (248) 336-9119 or at jwilliams@progressivelifestylesinc.org.

As for Progressive, our focus will be on improving the quality of our services through improved training and monitoring. The GT Staff Certification Class is being revised to help staff have a better understanding of the Six Elements. As for monitoring, the Asst. Managers will continue to visit homes on the weekends. This has proven to be helpful in improving care, as well as improving the skills of our up and coming management staff. For the most part, we are very pleased with what we are finding when we visit the homes.

Please contact me directly if there is something that I can help you with. I accept e-mails regarding all issues including any sightings of outstanding caregiving.