

Scholarships Awarded in 2008

For the last two years, Partners in Community Supports was awarded scholarship funds under the MN Department of Human Services Home and Community Based Service (HCBS) Scholarship Grant Program. The intent of the HCBS Scholarship program is to:

1. Help create meaningful career paths for employees serving in the field of long-term care, specifically those serving in HCBS programs
2. Support provider efforts to recruit, retain, and train qualified employees
3. Expand the long-term care workforce

The funds can be used under the following circumstances:

1. Be used for a course of study that is expected to lead to career advancement:
 1. With the provider
 2. In the field of nursing
2. In the field of long-term care, including home care of care of persons with disabilities
3. Be awarded as scholarships to employees that work an average of at least 20 hours per week for the provider
4. Be utilized solely for qualified educational expenses (books, fee, tuition and other required expenses that are directly related to a course of study leading to career advancement with the provider or within the field of long-term care).

Funds under this program are not awarded as scholarships to management staff, registered nurses, or therapists.

We are pleased to announce the following 2008 Spring Semester Scholarship recipients:

- Danielle Losier—pursuing a 4-year degree in Human Services at Metropolitan State University.
- Shaun White—pursuing a 4-year degree in Kinesiology at the University of MN Twin Cities.
- Lindsey Hildebrand—pursuing a 2-year degree in Nursing at Anoka Ramsey Community College.
- Kamisha Johnson—pursuing a 4 year degree in Social Work at Metropolitan State University.
- Christy Hanson—pursuing a 4-year degree in Health Fitness at St. Cloud State University
- Nataki Ajanalu—pursuing a Certified Nursing Assistant certification through the American Red Cross

Each recipient received an award up to \$3000 to use towards their education expenses.

CONGRATULATIONS TO ALL OF THE RECIPIENTS!

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Did you know...

- PICS offers several different services including Fiscal Support Entity, Agency With Choice, Traditional Services/ Personal Supports, Consumer Support Grant, and Fiscal Employer Agent.
- The most efficient way to receive your paycheck is through signing up for direct deposit. Visit picsweb.org to download the form or call HR to request the form and we will mail it to you.
- A voided check is required to input direct deposit for checking or a deposit slip for savings accounts. We must be able to verify the correct numbers.
- We have a MN notary on staff to notarize employee background study authorizations and complete I-9 forms. If you need a notary, you can call the PICS office and schedule a time to come in and we will be happy to notarize your forms.
- PICS has an American Sign Language Interpreter and a Spanish Interpreter on staff.
- The Agency With Choice manuals & employee packets have been translated into Spanish and Hmong.
- Coming soon Consumer Support Grant, Traditional Services, Fiscal Support Entity, and Fiscal Employer Agent manuals in Spanish!
- Old Managing Party manuals can be updated by requesting the new material from your Program Manager.
- When you move you must send us the current address change in writing by mail, e-mail, fax, or online at picsweb.org.
- Timesheets can be mailed, faxed, e-mailed, or brought directly in to the PICS office.
- In a pinch for time? Managing Parties can approve timesheets without employee signatures by sending an e-mail to your program manager that states the approval of the hours.
- Lifepages is updated weekly. Check it often to see what's going on in the community.
- PICS provides Metro Mobility bus passes and Metro Transit tickets to over 1000 clients every month.
- [Picsweb.org](http://picsweb.org) has a job board to assist clients looking for employees and employees looking for jobs.
- Danelle Hoepfner just gotten married! Her last name changed from Hoepfner to Cheney. Congratulations Danelle!

Spending Summary Website

We have the ability to e-mail a link to your spending summary to you every month. Sending an email link to your spending summary each month will help save the environment by limiting the amount of paper used and discarded.

If you have not already signed up and would like to receive your spending summary via e-mail, send an e-mail with the client name and managing party name to spending-summary@picsweb.org.

The online spending summaries have a new format. This format is only available online. If you choose to have paper copies mailed to you only it will come in the old format.

Most common reasons people have trouble logging into the website:

1. Using the old username and password prior to PICS switching to the new website.
2. There is no need to contact our office to set up a new account. You create your own username and password and request access to the clients you would like to view. Approval will then be granted usually within 1 business day.
3. The username and password are case sensitive causing incorrect log in attempts.
4. If you have forgotten your password you may use the link on the website to retrieve the password. If you have forgotten both the username and password, e-mail spending-summary@picsweb.org to request your username and a password reset.
5. Please contact your Program Manager for more information.

Employee Spotlight:

Valerie Moran

Program Manager/Spanish Interpreter

We would like to introduce to you, our newest Program Manager, Valerie Moran. Valerie is a graduate of the University of St. Thomas. She has a B.A. in both Social Work and Spanish. After graduation, Valerie moved to Cuernavaca, Mexico to practice speaking Spanish and experience Mexican culture first-hand for over a year and a half. Upon returning to Minnesota she worked as a Bilingual Family Worker for a family service agency in Minneapolis from 2007-2008. Valerie's fluency in Spanish will be a valuable addition to PICS' services, especially for our families who primarily speak Spanish.

In her free time she enjoys hanging out with family, reading, traveling, spending time up north, going for walks, salsa dancing and dreaming of warm weather!

Saying good-bye

As many of you may already know, Sandy Kasprzak, PICS' Executive Director, resigned from her position at PICS. Her last day was Feb. 22nd, 2008. Sandy has gone onto work for an agency based in Montana that provides Consumer Directed Services in 5 states. She will continue to reside in MN; however, her new focus will be to develop Consumer Directed Services in Wisconsin and Illinois for her new organization. We would like to thank Sandy for all of her dedication and commitment to PICS as well as to the families we work with every day!

We will also be saying good bye to David Turner, our Chief Financial Officer, at the end of this month. David will be moving to Missouri and taking a new job with a mental health organization. David has worked for PICS for a year and a half, and we thank him for his service and for the knowledge, skills, and leadership he brought to our organization.



Eight years ago, Partners In Community Supports (PICS) was created by six Minnesota human service organizations to better serve individuals with disabilities and their families. Those organizations sponsored PICS as it grew, and acted as a Board of Directors, supporting PICS as it became the organization it is today.

As of April 1, one of these organizations, Lutheran Social Service of Minnesota (LSS), will be the sole sponsor organization of PICS. PICS will become a subsidiary of LSS. LSS is the largest social service organization in the state, and has a long history of quality service.

PICS does not expect any changes in our procedures and operations. Our customers will continue to work with the same PICS representative. The process by which customers work with PICS will not change.

If you do have any questions, please contact Beth Peterson at (952) 854-6364 or bethpeterson@picsweb.org. We want to reassure our customers of our commitment to deliver the same quality service or services in the same way before this change. We value the people who choose PICS and look forward to continuing those relationships.

Expanding choices.



PICS news

PICS is a non-profit agency serving people with disabilities, The elderly, and people affected by traumatic brain injury.

We are a subsidiary of Lutheran Social Services (LSS)



What's your story?

If you have a story to share with us, we'd love to include it in our newsletter or websites.

Please e-mail us as info@picsweb.org

H.R. Update

Every January we will be updating our employee database. This means that all employees who have not submitted a timesheet in over one year will be deemed inactive. If you wish to reactivate an employee, a new employee packet will need to be completed in order for the employee to be reactivated. This ensures that we have the most current and up-to-date information for all of our employees.

If you have an employee that works off and on throughout the year (for example, the employee works for you during the summer only), and you do not want them to be inactivated, you can choose to have them classified as a seasonal employee. If you would like to choose this option please send your request to the HR department. You can do this via email, fax, or simply a voicemail to our HR line.

Additionally, just a small reminder that for all employees that you know are no longer working for you, please remember to send an exit packet to the PICS HR department so that we can update our files accordingly.

All HR PICS forms can be accessed at our website www.picsweb.org or by calling the PICS HR line. Please call the HR line if you have any questions or concerns regarding employees at 952-854-6364 ext. 3. You can also email us at HR@picsweb.org.

People to Contact

Director of Services

Beth Peterson - ext. 119

Program Managers

Danelle Hoepfner - ext. 120

Julie Andersen - ext. 107

Valerie Moran/Spanish Interpreter - ext. 114

Payroll

Jennifer Borden - ext. 111

Transportation

Rebecca Groene - ext. 108

Billing

Alisa Gines - ext. 116

Human Resources

Jinah Chernivec - ext. 117

Front Desk / Sign Language

Tiffany Gress - ext. 106

General Contact

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