

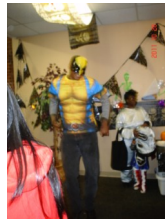
THE BIS BUZZ

OCTOBER 31, 2011

VOLUME 2, ISSUE 9



FINAL PARTY AT THE ARSENAL OFFICE: A GRAVEYARD SMASH!



From costumes to cookies, the BIS Halloween Party was a big hit! Organized by Lynn Brook, the Halloween Party is always one of the most fun BIS events of the year! This year we had a great turnout: each consumer in an ISL sans one and a lot of consumers from their natural homes joined staff on and off duty for the celebration.

The dance competition was won by one of the residents of the Low ISL. His charm and smooth moves impressed the judges and earned him 50 glow bracelets.

Five competitors spiced up the life of the party with the Chili Cook Off. Eaters of all tastes voted for their favorite, and it was Chili Number 5 for the win! The

prize of a \$25 giftcard to Chili's and a bottle of Frank's Red Hot sauce went to Brittany Thorn for her version of white chicken chili.

In addition to the dancing and chili, a cookie decoration station and craft center was set up for guests to tap into their creative side for some Halloween fun.

It was a great goodbye to the Arsenal location of the BIS Office. We'll always remember the good times in this building, and we hope for more fun to come in the new building, in Creve Coeur starting November 15th. ♦

WE ARE MOVING!!!

Starting on November 15th, we will be operating out of our new office!

10176 Corporate Square Drive

Suite 220

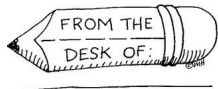
Creve Coeur, MO 63132

New Phone Number: 314-395-9375

New Fax Number: 314-395-9381

Visit <http://behaviorinterventionservices.com> for more information!





HUMAN RESOURCES

Starting this January, all annual paperwork (Abuse and Neglect tests, Confidentiality forms, Blood Borne Pathogens tests, and Seizure trainings) will be required to be updated on a date based on the first initial of staff's last name. Staff with last names beginning with letters A through M will be required to update their annual paperwork in January. Staff with last names beginning with letters N through Z will be required to update their annual paperwork in June.

Mandt, CPR, First Aid, and Medication Administration will continue to be individualized per when staff originally certified. Driver's insurance will continually need to be current and on file in the office as staff receives a new or renewed insurance policy. Berly will still be sending out emails letting staff know of upcoming expirations.

If you have any questions regarding this new policy, please contact Berly via email at kforsythe@behaviorinterventionservices.com ◆



REMINDER: HOLIDAYS AT BIS!

'Tis the season! The holidays are rapidly approaching, and BIS would like to remind you about what that means for shift coverage and pay! BIS holidays are defined as Thanksgiving Day, Christmas Day, New Year's Day, and Easter.

If you are a PCA working in a consumer's natural home, you will be speaking with the consumer's family and Lisa Arnett to determine whether or not coverage is needed on any of the defined holidays. If you do choose to

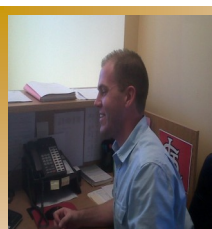
work a holiday in a natural home, you will be paid at your current rate of pay.

If you are a PCA working in an ISL and are scheduled to work a shift that falls on a defined holiday, you will receive holiday pay. Holiday pay is time and a half for up to eight hours for that holiday. If a PCA calls off of a shift immediately preceding or following the holiday, the PCA forfeits the holiday pay rate. If you have yet to sign the ISL Holiday Policy, please

contact your House Manager.

Please make sure you are present for your shifts, and if you have any questions on whether or not you will be required to work a shift, please contact Lisa Arnett or Brittany Thorn in the BIS office. Our consumer's depend on your services, so please make sure that you plan ahead and work with your staffing coordinator to assure all shifts are covered ahead of time! ◆

NEW OFFICE STAFF!



Matt Thielemier
 Ext: 202
 Email: mthielemier@
 From: North St. Louis County
 Education: CBC High School, UMSL
 New Role: Assistant to the Director

Why BIS: I was in the field years ago, and I am excited to be back. BIS is by far the best at what they—we—do!
Looking forward to: Watching and being a part of this agency go to the next level.
Favorite thing about BIS: The people and the work environment
Likes: sports, music, outdoors, movies, history, man sodas, and family and friends
Pets: 2 dogs, Chloe and Lyla. They're more like children!

BIS Bowling League



Wednesday League
 @1pm
 KingPin Lanes on
 Natural Bridge
 \$4 per bowler/day

Thursday League
 @4:30pm
 Brunswick Zone on
 Dougherty Ferry
 \$7 per bowler/day

Always accepting new bowlers! Contact the office to enroll!

**Got something "BUZZ" worthy?
Submit your wedding
announcements, engagements,
graduations, baby news, and
other exciting events to Brittany
Thorn at the BIS Office!**

Staff News!



*Congratulations to PCAs
Erica Willis and Mike
Brotske on the addition of
their baby boy, Miles Ryan
Brotske! Miles joined the BIS
family on September 29th!*

BIS EMPLOYEE OF THE MONTH: SARAH BROOK

Kristin Robinson nominated Sarah Brook for employee of the month because she has gone above and beyond to make things run smoothly these past few months. Much of the ISL department's success, including the acquisition of seven new consumers and a whole new team of QDDPs, can be attributed to Sarah's hard work and dedication. She has spent countless hours getting the new ISLs up and running while guiding the new Qs throughout their transition into their new roles. Finally, she has been ready to jump in and help wherever needed without complaint, even while balancing her duties as ISL Finance Manager and Supervising QDDP! Thanks for all you do Sarah; you're the best!

BIS EMPLOYEES OF THE WEEK!

Week	PCA	ISL
9/9/2011	Anne Kraus	Darla Holloran
9/23/2011	Janelle Panosian	Jacob Strube
10/7/2011	Beth Pinkley	Berly Forsythe
10/14/2011	Meghan Halbrook	Tawanna Jackson
10/21/2011	Andi Wobbe	Jenny Zhen-Duan
10/28/2011	Mike Abrams	Angela Marshall

Nominate your fellow employees for Employee of the Week by visiting our website!
behaviorinterventionservices.com/employee-nomination

BCBA Emily Bruen is now Emily Korando! Her and new husband, Jake, tied the knot in Michigan on October 22nd.

Congratulations, Emily!



irl! 🌸 It's a Girl! 🌸 It's a Girl! 🌸 It's a Girl!

Congratulations to Assistant Director Jessica Harrison on the arrival of her first baby! Makayla Harrison came into this world at 8:47am on October 26th weighing in at 8.2 lbs!

FUN AROUND TOWN IN NOVEMBER FOR STAFF AND CLIENTS

- 11/5-11/6: Parkway North Holiday Arts and Crafts Fair
- 11/6: Cranksgiving Bike ride in Maplewood
- 11/10-11/20: International Film Festival
- 11/18-1/1: Way of Lights in Belleville
- 11/19: Zootini @ St. Louis Zoo**
- 11/23-1/22: Gardenland Express @ MO Botanical Gardens
- 11/24 Thanksgiving Day Parade-Downtown
- 11/25-11/27: Rock-n-Roll Craft Show on Delmar
- 11/25-11/27: Indian Market Days @ Cahokia Mounds

Fridays and Saturdays: Owl Prowl @ the Bird Sanctuary in Valley Park

**Indicates fun for staff while not on shift

For more information on what events are appropriate for your consumers, please contact your Behavior Support Specialist or House Manager!

BIS BIRTHDAYS

October

November

- | | |
|------------------------|--------------------------|
| 10/7 Cassandra Sissom | 11/1 Jennifer Spencer |
| 10/10 LA Atis | 11/5 Joanna Gilbert |
| 10/11 Johna Anderson | 11/7 Jonathan Eggemeyer |
| 10/15 Meghan Halbrook | 11/7 Chakakaun Johnson |
| 10/16 Jamika Fields | 11/10 Sean Jenkins |
| 10/17 Dan Carpenter | 11/10 Jessica Johnson |
| 10/20 Kristin Robinson | 11/13 Sarah Tuhy |
| 10/22 April Cox | 11/14 Nicole Luetkemeyer |
| 10/25 Pricilla Richie | 11/15 Natalie Como |
| 10/26 Matt Thielemier | 11/16 Audrey Stutsman |
| 10/28 Nikki Bruce | 11/20 Rebecca Efken |
| | 11/23 Crystal Northcutt |
| | 11/24 Stephanie Huff |



On December 6th, come out to St. Louis Community College at Forest Park to witness BISers go head-to-head on the volleyball court!

We will be holding a Holiday Camp for clients in late December! Contact Beck Swendig to sign up to help!

★ BIS ANNIVERSARIES

- 10/5 Kathleen Hearod 1yr
- 10/6 Brittany Thorn 1yr
- 10/17 Debby Schaefer 6yrs
- 10/18 JoAnna McKeever 4yrs
- 10/23 Sherrie Shannon 5yrs
- 10/25 Shenika Farr 5yrs
- 11/3 Margiree Stringer 2yrs
- 11/8 LA Atis 1yr
- 11/8 Erica Kennard 1yr
- 11/8 Tawanna Jackson 1yr
- 11/12 Matthew Unterreiner 1yr
- 11/12 Elizabeth Belt 1yr
- 11/19 Dan Carpenter 2yrs
- 11/20 Beck Swendig 3yrs
- 11/28 Jessica Harrison 4yrs
- 11/29 Kendra Payne 1yr

BIS SPEAKER SERIES

BIS's first presentation of our Speaker Series took place Wednesday, September 14th. Joann Denaro from Prudential came and spoke to parents concerning Special Needs Trusts and providing for one's child with disabilities once the parents are no longer able. Parents learned that there are many different options to help plan for the future of their children and which option would suit them best. Joann was a wonderful speaker and provided our parents with a lot of helpful information. She was extremely caring and catered to our parents. Although it was a dreary rainy day, it was a successful presentation that benefited the BIS community.

Come out and listen to our next speaker, Jason Eden who will be speaking on **November 22nd** on the topic of, "How to Thrive in your Family Relationships (Spouse and Other Children) After a Diagnosis." Contact Anne Kraus at the office for more information.

November 2011



Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 	31 <i>Halloween</i>	1	2 11a/4:30p Art Club 1p Bowling 6p Social Skills/ Sibling Support Group Ages 13-18	3 11a AH Birthday Party @ BIS Office 12:30p Glee Club 4:30p Bowling	4 10:30a BxMgmt 3 & 4	5
6	7 9a Orientation	8 9a CPR/FA 1p BxMgmt 1 & 2 5p Girls'/Guys' Night	9 11a/4:30p Art Club 1p Bowling 6p Social Skills/ Sibling Support Group Ages 7-12	10 9a Mandt 12:30p Glee Club 4:30p Bowling	11	12 2:30p ISL Parent Sup- port Group
13	14 5p Client Dinner @ Incredible Pizza	15 Moving Day! 5p Girls'/Guys' Night @ New Office 6:30p S.H.A.P.E. 11:59p Time sheets Duel	16 11a/4:30p Art Club 1p Bowling 6p Social Skills/ Sibling Support Group Ages 13-18	17 12:30p Glee Club 4:30p Bowling	18	19
20	21	22 5p Girls'/Guys' Night 6:30p S.H.A.P.E. 6:30p Speaker Series: Jason Eden	23 11a/4:30p Art Club 6p Social Skills/ Sibling Support Group Ages 7-12	24 <i>Thanksgiving— Office Closed</i> 	25 <i>Office Closed</i>	26
27	28	29 5p Girls'/Guys' Night 6:30p S.H.A.P.E.	30 11a/4:30p Art Club 1p Bowling 6p Social Skills/ Sibling Support Group Ages 13-18 11:59p Time sheets Duel	1 12:30p Glee Club 4:30p Bowling	2	3

TIMESHEET REVIEW

Time sheets are an important part of our agency: not only does a time sheet allow us to pay you for your work, but it also allows us to bill your services to the consumer's funding source. Time sheets must be accurate in order to correctly pay you for your time and to correctly bill our consumer's funding sources.

As you may know, a new PCA time sheet was recently released for recording your hours and turning into the office. You can turn in a time sheet by fax or by email. Please email time sheets to bistimesheets@att.net. You may fax your time sheet to the office at 314-772-5858 until November 14th. Starting November 15th you will need to fax time sheets to our new fax number at 314-395-9381.

Here are a few helpful tips and reminders to ensure your time sheet is processed for payroll without delays:

- * Only use a PCA time sheet in its original format to document your hours.
- * Emailing your time in the body of an email does not count as a time sheet, and you will be contacted to correct it before your hours are processed.
- * Time sheets are due on the 15th and last day of each month by midnight.
- * A time sheet due on the 15th includes the 1st through the 15th of the current month. A time sheet due on the last day of the month includes the 16th through the last day of the current month.
- * Time sheets received after the due date are considered "late" and will not be paid until the following payroll.
- * Fill out one time sheet per consumer. Do not combine your time with multiple consumers on one page.
- * If you work in an ISL, you should be signing in and out on the ISL time log at the ISL. You do not need to fill out a PCA time sheet for those shifts.
- * If you know whether or not your consumer is a DMH or Insurance consumer, please indicate this in the appropriate section.
- * All times are calculated in 15 minute increments. (0.25, 0.5, 0.75 and 1) Please do not round your time to the nearest whole number.
- * Make sure that you are carefully filling out your time sheet and double checking the dates and times of your shifts as well as your math.
- * Total your hours at the bottom of your time sheet.
- * Indicate shifts that you are shadowing or meeting in the designated box.
- * If emailing your time sheet, make sure that you check that your time sheet is attached to your email.
- * Indicate AM or PM in the "time" portion of your timesheet.

Thank you for all your hard work! If you have any questions regarding timesheets, please contact Sarah Kelly at the office or by email at skelly@behaviorinterventionservices.com! ♦

BEHAVIOR INTERVENTION SERVICES

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St. Louis, MO 63139

Phone: 314-772-6933

Fax: 314-772-5858

E-mail: bthorn@behaviorinterventionservices.com



Our goal is to assist each and every person that we serve to live life to its fullest potential. As a growing agency, we strive to maintain the benefits of our current environment as we expand and grow over the upcoming years.

We're on the Web!

<http://behaviorinterventionservices.com>

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