



GVNA HealthCare, Inc.
In Your Community

Employee Newsletter

Upcoming Events:

Thanksgiving—Nov. 23rd

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Executive Leadership Breakfast

On October 19th, GVNA held its 8th annual executive leadership breakfast. The speaker was Dan Schawbel, founder of WorkPlacetrends.com and author and founder of Personal Branding Blog. His presentation was titled “Connecting in the Age of Isolation.”



Mr. Schawbel discussed with the audience how the rise of social media and digital communication has hurt workplace and personal relationships.

A crowd of close to 300 people listened to Mr. Schawbel’s presentation. He encouraged people to take a step back and think about how we can have more human interactions instead of just going back and forth through email and text.



Attendees asked questions after Mr. Schawbel’s presentation.



EMPLOYEE INFORMATION CHANGES

In our new Kronos system, you can make changes to your address and email. Here's how:

1. Log in to Kronos
2. Go to MY ACCOUNT / MY ACTIONS and choose the action you want to perform:
 - For address changes—Your name will be automatically entered. Choose the effective date and add enter the new address. Hit SUBMIT.
 - For email changes—If you have a GVNA email this will be your primary email and can not be changed. You can change your secondary email. Your name will be automatically entered. Choose the effective date and enter the new email address. Hit SUBMIT.

Welcome

TO THE TEAM!



Kimberly Urato
Physical Therapist



Kelly Meehan
Receptionist

FSA Enrollment

Starting November 13th until December 8th employees can enroll in the Flexible Spending Account (FSA) benefit. Below are the instructions to log into your existing account and enroll. **Employees who are enrolling in FSA for the first time cannot go online to enroll, they must complete a paper enrollment form.** Please see the HR Department to get a copy of the form.

Baystate Benefit Services, Inc.

Welcome to Evolution1 at Baystate Benefit Services, Inc.

Please log in to www.baystatebenefits.com, here is where you will set-up your personal account and access all of your information regarding your account with Baystate Benefit Services, Inc.

First Time Users: Click on the link in the top left hand corner **“Manage your Benefits”**. In **“Existing User”** section enter your user name which will be comprised of your first initial, last name and last four digits of your Social Security Number, with no spaces (all lowercase). Your password will be comprised of your last name and home Zip code (all lowercase). You will have to reset your password as part of your initial login.

Current Users: when you visit our site at www.baystatebenefits.com Click on the link in the top left hand corner **MANAGE YOUR BENEFITS**. You will be directed to log into your account. If you click on **MEMBER/PARTICIPANTS** you would then select Manage Your Benefits to access your accounts managed by Baystate Benefit Services.

The screenshot shows the Baystate Benefit Services website. At the top left, there is a "Manage Your Benefits" button. The main header features the company logo, "ENCOMPASSING ALL OF YOUR BENEFITS", and contact information: "Questions? Email us now! info@baystatebenefits.com" and "Questions? Call us now! 800-601-3570". Below the header is a navigation menu with links for Home, News, Members/Participants, Employers, Forms, and Contact. The main content area is titled "Employee Benefit Solutions" and includes sections for "Proactive Approach" and "Benefit Communication". On the right side, there is a mobile app interface showing a "FILE A CLAIM" button, an "EXPENSES" section, and a table of "ALL ACCOUNTS".

Account Type	Balance
TF 3	\$492.38
TF 2	\$486.65
TF 1	\$589.00
HSA 2013	\$1,000.00

If you have any questions or can not log into the website above please contact Baystate Benefit Services, Inc. at 1-800-601-3570, Monday through Friday from 8:30am to 5:00pm



GVNA HALLOWEEN



Staff and clients at the Greenfield Adult Day Health enjoyed dressing up for Halloween.



The staff dressed up as the Chipmunks.

Submitted by: Julie Clark, Activity Coordinator

Trick or Treat



The staff and clients at the North Quabbin Adult Day Health center had a great time during the Halloween celebration. They even had special entertainment for the day!



The staff at the Fitchburg ADH center also joined in the festivities. They had a special Harvest Party for the clients and dressed up for the occasion.



Submitted by: Kathy Kilhart and Ann Marie D'Olimpio



The staff at 34 Pearly Lane had a blast dressing up for Halloween! They are always so creative.



Submitted by: Sally Rivard, HR Assistant

THE IT CORNER



It's the IT corner! This week I want to talk about Skype for Business. Skype is a part of our Office365 subscription and along with being an excellent tool for communication, it allows Mark and I to remotely troubleshoot issues for GVNA. Here's how you can sign in and get started...

All of you should have Skype installed and it will usually be running in the system tray on the bottom-right hand side of the screen (mini icons). Right-click on the logo, which is the S in the bubble and click on sign in. Your username is your GVNA email and your password is the O365 password you received in the Akuity email. As always, email Mark or myself and the password can be provided.



Congrats! Once you're signed in you can search for people by name and chat with them, set your status so others know if you're around, or create Skype groups for your department. Next edition were going to talk about getting photos attached to our Office profiles! That way whenever you send an email or look someone up in Skype, they'll see your face.



HOSPICE

The Hospice staff and volunteers have been eagerly working on getting envelopes ready to send out to the Bereaved families to invite them to the Holiday Grief workshop on Monday, November 13th from 6:30 pm to 8:00 pm. This event will take place here at GVNA. Dawn and the volunteers are reviewing the “Busy Blankets” that some of the Hospice volunteers are making and giving to their Dementia patients.



The Hospice Department also attended the Executive Leadership Breakfast with Dr. John Harrington. The proceeds of the event will go towards benefitting the Hospice program initiatives.



Help Us Recruit



Open Positions:

- Evening Admissions Nurse—35 hrs. per week. Conducts evaluations and patient assessments for entry into agency services. Collaborates with Nursing Supervisors, Case Managers, and physicians to complete the patient care planning at the onset of care.
- Day Admissions Nurse—40 hrs. per week. Conducts evaluations and patient assessments for entry into agency services. Collaborates with Nursing Supervisors, Case Managers, and physicians to complete the patient care planning at the onset of care.
- Physical Therapy Assistant—40 hour position with participation in weekend coverage rotation (approx. every 4-5 weeks-no more than once a month). Must have a valid Therapy Assistant license in the state of MA. Minimum 2-yr. experience in a home health setting. Strong clinical documentation/communication skills. Superior time management/organizational skills. Current driver's license.
- LPN Intake—32 hrs./wk. Collaborates with all referral sources to provide patients with a seamless transition of care and excellent customer service. Minimum requirement must be an LPN with excellent communication and customer services skills. Must have the ability to organize and prioritize tasks and able to work in a stressful environment. Excellent computer skills required.
- Scheduler / Administrative Assistant - 25 hours./week. Assists the Program Director with administrative tasks associated with the day-to-day operations of My Home Connection. This person will also provide support to Lifeline, ADHS and special projects as needed. Must have strong computer and customer service skills.
- Home Health Aides—Full-time or Part-time to work in our Homecare Dept.
- Weekend RN Homecare — Weekend RN – Homecare - Could be 24 hrs. (weekend/one week day), 32 hours (weekend / two week days), 40 hrs. (weekend / three week days) or Saturday and Sunday only - Possesses excellent nursing skills which contribute to treatment and rehabilitation. Assesses individual and family health needs and hazards. Training and support provided for the competent, autonomous nurse. Weekend compensation rates. Two years of clinical experience required.
- RN Case Managers—40 hrs. for Homecare (Greenfield and Gardner)
- Program Aides for Adult Day Health— Per Diems (Gardner, Fitchburg, Athol, Greenfield)
- AIDES – Private Duty Services: Immediate openings for per diem overnights. Per diem and part-time positions also available on days, evenings, weekends. Responsible for assisting clients in their homes with activities of daily living including personal care, meal preparation, housekeeping and socialization. Qualifications: Certified Personal Care Assistant (PCA), Certified Nursing Assistant (CNA), Home Health Aide (HHA), or Nursing Students enrolled in NLN-approved Nursing program with documentation of satisfactory completion of Fundamentals of Nursing course and/or one Medical Surgical nursing clinical rotation.
- Physical Therapist—40 hrs./wk. Greenfield area. Plans and administers physical therapy services to patients in their place of residence and in community programs according to physician's orders. Administers to patients various evaluations and therapeutic procedures while maintaining agency records.
- Speech Therapist—20 hrs./wk. or per diem. Must be licensed in the Commonwealth of Massachusetts as a Speech Therapist. Responsible for the assessment and evaluation of patient care needs in treating speech and language disorders, training functionality in communication, swallowing, and cognitive impairments. Based on this assessment and evaluation, the Speech Pathologist determines a treatment plan, performs interventions aimed at improving and enhancing the patient's well-being, and evaluates the patient's progress.

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www.gvnahealthcare.org



GVNA HealthCare, Inc.

In Your Community

MISSION STATEMENT

We build healthy communities by delivering high quality health and social services in a fiscally responsible manner in the homes and neighborhoods of Massachusetts.

VISION STATEMENT

GVNA HealthCare will be the most widely recognized provider of choice for quality health care services in Massachusetts.