

# LIFE PATTERNS INC.

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## Life Patterns Lowdown

### PERSON FIRST & RESPECTFUL LANGUAGE

“Do the words used to describe *you* have an impact on your life? *You bet!* Contrary to the age-old “sticks and stones” lesson we learned as children, *words do matter!*”

For too long, people who happen to have conditions we call “disabilities” have been subjected to devaluation, marginalization, prejudice, and more. The first way to devalue someone is through language, by using words or labels to identify a person/group as “less-than” as “the other,” “not like us,” and so forth. Once a person/group has been identified this way, it makes

it easier to justify prejudice and discrimination. Our language shapes our attitudes; our attitudes shape our language; they are intertwined. Our attitudes and language *drive our actions!*” -Kathie Snow

Person-first language has always been an important topic for Life Patterns, Inc., whether speaking to potential workers, Care Coordinators, Case Managers, or State Officials. Person-first language puts the individual ahead of their disability. The words used to describe someone is setting the tone of how the person will be treated.

“He has autism, NOT he’s autistic”

“She uses a wheelchair, NOT she’s confined to a wheelchair/wheelchair-bound/crippled”

“People with disabilities, NOT the disabled”

“He has an intellectual disability, NOT he’s retarded”

The key is seeing the person and what they can do first, otherwise we will only see the things they cannot do. It is important, when being an advocate, friend and family member of a person with a disability to use person-first language. As advocates we are the ones who can speak up and make a difference in how a person with a disability is included in school, community activities and within our own family.

A resource that we like to use that was developed on person-first language is by Kathie Snow who was the Keynote Speaker at our 2018 conference. Visit [disabilityisnatural.com](http://disabilityisnatural.com) to learn more.

## Preparing for the Holidays...

As we get closer to the holidays, please ensure that if you have workers returning, that they are active and ready to go. It is important to make sure their background checks are up-to-date before they start working again, as we are required to rerun them every 2 years. With that, you may have to wait for their background checks to clear again before they are eligible to work again.

Call your Life Patterns office in advance if you have any returning workers, or if you have any questions.

# Excess Funds Distribution

Excess funds are the difference between the State of Kansas reimbursement rate and what is paid to your employees, including employer expenses like FICA, unemployment, and workers compensation. We will be calculating excess funds after the 12.15.2020 payroll. We will contact employers with

more than one employee either by email or phone to determine distribution. Funds will be distributed on the 12.31.20 paycheck. Time is of the essence, so please be sure to respond as soon as possible. Any funds that are not distributed *must* go back to the State.

## AuthentiCare App

As mentioned in many of our Newsletters, your employees have the option to use the AuthentiCare app on their own smartphones, and clock in and out this way instead of calling the AuthentiCare system using the employer's authorized phone. They can request access on our homepage, by clicking the link under Introduction to the AuthentiCare 2.0 Mobile App.

Before an employee will be setup for the app, Life Patterns will verify and get the approval of the Employer or the Designated Representative.

## W-2 Forms

As the end of the year nears it is time to start thinking about W-2's. **Please have your employees contact either office for address changes.** Please let your employees know that W-2's will be mailed out between January 20<sup>th</sup> – 31<sup>st</sup>. We need the first few weeks of the year to balance all regulatory reporting requirements.

## Life Patterns Podcast!

Our second podcast is on the website!! This month's podcast introduces four key members of the Special Olympics Kansas team. Listen to find out what you DIDN'T know about this versatile organization!

If you have any topics that you would like to be covered, please let us know! We would love your feedback!

## Holiday Office Hours

**November 26th and 27th:**  
CLOSED

**December 24th and 25th:**  
CLOSED

**January 1st:**  
CLOSED

## *To our Life Patterns Families,*

Typically, this is the time of year we think back on all the good times that have gone on during the year. I am sure that most would like to forget the year of COVID-19 and the added stress it put upon everyone. Hopefully, everyone has stayed safe, healthy and were able to enjoy the additional family time that was made available by the statewide lockdown/quarantine period. Hopefully here shortly we can all get back to our normal routines and forget about this COVID-19 virus.

With that being said, we hope that everyone has safe travels this Holiday and gets to spend time with your family. We also want to thank all of you for selecting us to be your FMS provider. We truly wish you a Happy and Safe Holiday!!

- Jon Gerdel

Date: \_\_\_\_\_

# DIRECT SUPPORT PROFESSIONAL EMPLOYEE PERFORMANCE EVALUATION SAMPLE

Name of Evaluatee: \_\_\_\_\_ Name of Evaluator: \_\_\_\_\_

## Rating Scale:

1. Little or no evidence of effective job performance
2. Performs some aspects of the job, but below standard
3. Average performance, meets required standard
4. Above average performance, usually exceeds required standard
5. Superior performance, always exceeds required standard

Attendance	Rating
1. Is punctual and regular in attending work.	1 2 3 4 5
COMMENTS:	
2. Requests, in advance, any changes in the work schedule.	1 2 3 4 5
COMMENTS:	
3. Is punctual in attending meetings and training sessions.	1 2 3 4 5
COMMENTS:	

Individual Receiving Services Care:	Rating
1. Effectively provide and implement daily training to children/adults with developmental disabilities as outlined in the from the person directing the services.	1 2 3 4 5
COMMENTS:	
2. Attend to the personal needs of each person served in a timely and efficient manner. Such duties include feeding, toileting, dressing, medicating, and first aid needs.	1 2 3 4 5
COMMENTS:	
3. Redirect and encourage persons served to remain on task while focusing on their goals and objectives.	1 2 3 4 5
COMMENTS:	
4. Assist persons served to develop their social and communication skills while encouraging community integration.	1 2 3 4 5
COMMENTS:	

Date: \_\_\_\_\_

Documentation:	Rating
1. Provide accurate and timely documentation on persons served as outlined by the individual directing services.	1 2 3 4 5
COMMENT:	
2. Constructively communicate inter-departmentally to ensure effective service delivery to persons served.	1 2 3 4 5
COMMENT:	
3. Report safety and health concerns about persons served to the appropriate department or designee.	1 2 3 4 5
COMMENT:	

OTHER:
1. Do you like your job?
COMMENT:
2. Are there any changes you would like to see?
COMMENT:
3. Do you need any further training?
COMMENT:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Lately, several of our Life Patterns families have asked if we have an example of an employee review. I have created a sample employee review to use as a great tool so you can do a review on YOUR employees. I believe it helps you stay connected with your employee. Also, if your employee is not at the maximum amount for pay it helps determine if they deserve a raise on their performance.**

**\*\*YOU DO NOT NEED TO TURN THIS IN\*\***