

St. Valentine

Su Casa

February 2012



Injury Free for 365 Days!

Congratulations to Imaging for winning the injury free department prize for the 4th quarter 2011. Imaging received a pizza party. Imaging has gone 365 days without an injury and were awarded with a pizza party. We are very proud of you!

Thank you to all of our departments that were injury free in the 4th 2011 quarter! Let's all strive to be injury free and maybe your department could be the recipient of our next pizza party.



Disneyland is offering their Southern California Resident 2-Day Promotional Tickets!

It's a Great deal!

See Human Resources for Details.

SAVE THE DATE
2012 Benefits Fair:

Round Up Your Benefits!



This Year will be BIGGER than ever!

What is Casa Colina's Performance Improvement Model?

Casa Colina will undertake efforts to improve existing processes and outcomes and then sustain the improved performance. To accomplish this, Casa Colina has adopted a performance improvement model-FOCUS PDCA. This model is explained below:

F=Find a Problem
O=Organize a Team who understands the problem
C=Clarify Existing Processes and current knowledge of the process
U= Understand the Variation in those Processes
S= Select the improvement that needs to take place, a Plan of Action

P=PLAN to Implement the Action
D=DO Implement the Plan
C=CHECK/Study the Results
A=ACT on the Findings

This performance improvement model is utilized -formally or informally - in improvement efforts throughout the organization.

Current Performance Improvement Activities:

- Medication Management Team
- Rapid Response Team
- Clinical Pathways
- Recovery Audit Team
- Wound Care Team
- Pre-Admission Screening Team



Congratulations Are In Order:

John Ayers, RN, CRRN has been promoted to Clinical Supervisor.

Jun Olaires has been promoted to team leader



TAX CREDIT

You may be eligible for a tax credit if you make eligible contributions to an employer-sponsored retirement plan or to an individual retirement arrangement. Here are six things the IRS wants you to know about the Savers Credit

- Income Limits:** The Savers Credit, formally known as the Retirement Savings Contributions Credit, applies to individuals with a filing status and income of:
 - Single, married filing separately, or qualifying widow(er), with income up to \$27,750
 - Head of Household with income up to \$41,625
 - Married Filing Jointly, with incomes up to \$55,500
- Eligibility requirements:** To be eligible for the credit you must have been born before January 2, 1993, you cannot have been a full-time student during the calendar year and cannot be claimed as a dependent on another person's return
- Credit amount:** If you make eligible contributions to a qualified IRA, 401(k) and certain other retirement plans, you may be able to take a credit of up to \$1,000 or up to \$2,000 if filing jointly. The credit is a percentage of the qualifying contribution amount, with the highest rate for taxpayers with the least income.
- Distributions:** When figuring this credit, you generally must subtract the amount of distributions you have received from your retirement plans from the contributions you have made. This rule applies to distributions received in the two years before the year the credit is claimed, the year the credit is claimed, and the period after the end of the credit year but before the due date - including extensions - for filing the return for the credit year.
- Other tax benefits:** The Retirement Savings Contributions Credit is in addition to other tax benefits which may result from the retirement contributions. For example, most workers at these income levels may deduct all or part of their contributions to a traditional IRA. Contributions to a regular 401(k) plan are not subject to income tax until withdrawn from the plan.
- Forms to use:** To claim the credit use Form 8880, Credit for Qualified Retirement Savings Contributions.

For more information, review IRS Publication 590, Individual Retirement Arrangements (IRAs), Publication 4703, Retirement Savings Contributions Credit, and Form 8880. Publications and forms can be downloaded at <http://www.irs.gov> or ordered by calling 800-TAX-FORM (800.829.3676)

Ask Bugsy

Dear Bugsy, Recently a patient was admitted to our hospital in which the doctor ordered the patient to be placed in Reverse Isolation. I thought that was no longer necessary. Could you please clarify? From: Confused

Dear Confused, You are correct. In 1981, the Center for Disease Control (CDC) deleted reverse isolation from their recommendations. To protect our patients, strict adherence to hand hygiene by all staff (including visitors/family) prior to any contact with the patient is very important. Staff as well as visitors/family needs to be free of an active infection or illness when caring or visiting with the patient.

Have a question for Bugsy? You may contact her via e-mail (infectioncontrol@casacolina.org) or at extension 3207.

Social Media and Your Job



Whether it's *Farmville*, *Mafia Wars* or the *Dungeon*, Social Media and other internet networks have changed the way we communicate. It has never been easier to share happenings and photos with one another; events are posted in "real time" for even casual observers to view. This relatively new medium requires everyone, and especially healthcare workers, to critically evaluate how to mesh one's personal life with his/her professional life when using these networks. Casa Colina's HR Policy C2-609 offers guidelines and restrictions. **All the rules that apply to other Casa Colina communications apply to social media.** Most significant, patients must have their privacy protected. Even if the patient/client is not identified by name, if he/she can still be identified you could be in violation of HIPAA. Other policy restrictions include: employees may not represent themselves as agents of Casa Colina or post anything that may create the impression that are communicating on behalf of Casa Colina without permission from the CEO; social media should not be used during working hours for personal/social purposes; respect and discretion must be exercised, avoid unlawful, derogatory, derisive, offensive or discriminatory comments about Casa Colina, our employees, patients, volunteers, physicians, etc.; abide by all confidentiality rules; use your personal e-mail address for personal communication - just as you would not use Casa Colina letterhead to express your personal viewpoint, do not use your Casa Colina address for personal views.

While Casa Colina respects your right to express yourself and enjoy the capabilities of social media, remember to set the appropriate privacy controls - your publicly accessible posts may be viewed by hospital representatives, co-workers, patients and the community. Although the Casa Colina policy will not interfere with your legally protected rights, violation of the policy provisions outlined here may result in disciplinary action.

Please call Human Resources, X2154 or consult your supervisor if you have any concerns or require additional information.

Casa Colina has a new workers compensation insurance carrier. Effective January 1, 2012, our new carrier is ALPHA Fund, P.O. Box 619084, Roseville, CA 95661, Policy Number 5803. Representatives from Alpha will be visible on Casa Colina campuses, providing training, participating in the "Good Catch" meetings and assisting with other safety initiatives. Please help welcome Alpha as our new partner. If you have any questions, please call Human Resources at X2154.

PTO POLICY AND CASH OUT UPDATE

A significant number of employees opted to convert PTO to cash last November..... no doubt lending a hand to Santa Claus. Another opportunity to cash out will be available in May. Remember, the new policy limits the cap on PTO accrual to:

- 200 hours for employees at the 1-4 years of service level
- 240 hours for employees at the 5-9 years of service level
- 280 hours for employees at the 10+ years of service level

The PTO cap will be effective June 1, 2012. Since PTO will no longer accrue after you reach your maximum level, it is very important to take Paid Time Off or submit a cash-out request this May. Failure to monitor your balance may result in lost benefits as cash out requests will not be accepted at other times during the year.

Welcome to Casa Colina

Maria	Acuna	Residential Aide, Apple Valley
Laurie	Bohannon	Speech Pathologist, CCH I/P
Rachel	Bohrer	Speech Pathologist, TLC
Kelly	Caines	Physical Therapist, CCH I/P
Andrea	Cordova-Caddes	Physical Therapist, CCH O/P
Elena	De Castro	Occupational Therapist, CCH O/P
Kristen	Kuhlmann	Medical Staff Manager, CCH
Tawnee	Martin	Residential Aide, Apple Valley
Tim	Morrison	Security Officer
Faith	Perry	Physical Therapy Aide, CCH O/P
Michelle	Ramirez	Certified Nursing Assistant, CCH
Veronica	Shaffer	Unit Secretary, CCH
Paulo	Toste	Driver, CCH
Matthew	Tuthill	Residential Technician, TLC
Lauren	Uhlig	Residential Aide, Apple Valley
Katherine	Young	Unit Secretary, CCH