



FMS Informer



Winter 2017

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Fax: 785-823-2015
Email: fms@occk.com

Who Do You Contact?

Knowing who you need to call will enable us to help you more quickly.



Ashley: Extension 170

- Missed clock in/out times and adjustments
- PA/DSW wants more work and would like to add their name to the PA/DSW List

Nita: Extension 130

- Problem with AuthentiCare
- Problem with paycheck or wages
- Need PA/DSW paperwork or new hire packets
- Change contact information

Jean: Extension 163 and/or Myrna: Extension 161

- General questions and issues

Report Medicaid Fraud

To report Medicaid provider fraud or abuse, call 1-866-551-6328 or 785-368-6220 or visit www.ksag.org

To report Medicaid fraud, contact the Department for Children and Families at 1-800-432-3913

PA's Start Date Reminder

Please remember that OCCK has to have a PA's new hire packet in our possession at the Salina office and **we have to notify you, the employer, before you can offer employment to a potential new hire.** This includes transfers of prior background checks from other employers. Please call Nita (ext.130) or Myrna (ext.161) with any questions.



Effective January 1, 2017 all PA packets turned into OCCK require a \$15 background check fee.

Proper Lifting Techniques

Using proper body mechanics means using lifting and moving techniques that will reduce stress and strain on your body. Proper body mechanics are necessary when transferring a person from one place to another. It is crucial to take the correct precautions and follow safe lifting techniques in order to prevent injury.



Principles Of Body Mechanics

- Body leverage - Use the body as a unit of "one."
- Remove rugs or other obstacles.
- Do not allow anyone to wrap his/her arms around your neck, as this can cause injury.
- When assisting a transfer do not grab, pull or lift by the arm joints (elbows, shoulders, wrists) as this can cause injury.
- If a person is unable to stand, you should use a mechanical lift for transfers.

Techniques For Proper Body Mechanics

- Plan the job before starting.
- Never try to lift beyond your strength - get help!
- Maintain a broad base of support. Keep feet apart, one foot slightly ahead of the other.
- Keep the back straight, with knees and hips flexed; keep your heels on the floor.
- Get a firm grip with your body as close to the load as possible.
- Use the large muscles of the legs to lift - not the small muscles of the back.
- Never bend from the waist; instead bend the knees.
- Keep your head up and your back slightly arched while lifting.
- Lift smoothly, letting your shifting weight do the lifting. Shift your weight backwards slightly and bend your knees to set the object or person down.



When the temperature drops, older adults run a higher risk of health problems and injuries related to the weather. Hypothermia, frostbite and falls on the ice are just a few. It is important that you take certain precautions at this time of the year. Protect yourself, your loved ones and your home with these cold weather safety tips!

- ❄️ **Layer Up!** Wear layers of lightweight clothing to stay warm. Gloves and hat will help prevent losing your body heat.
- ❄️ Turn off space heaters and make sure fireplace embers are out before leaving the house or going to bed.
- ❄️ **The kitchen is for cooking.** Never use a stove or oven to heat your home.
- ❄️ **Carefully shovel steps and walkways** to your home or hire someone to shovel for you. Do not walk on icy or snowy sidewalks.
- ❄️ **Wear boots or shoes with non-skid soles** so you're less likely to slip when you walk.
- ❄️ **If you use a cane, replace the rubber tip before it is worn smooth.** You might also buy an ice pick like attachment that fits onto the end of the cane.
- ❄️ **Slow down when driving** and take extra care on bridges and ramps. Make sure your tires are properly inflated and keep your gas tank full.

Preventing Falls

A fall can happen to anyone. Illness, weakness, surgery, medications, tests, medical equipment, or new surroundings can contribute to a fall in someone of any age.

Tips To Prevent Falls

1. Sit down for a minute before you stand up.
2. Push off the bed or chair; don't pull up.
3. When walking, don't grab for furniture, it may be unstable.
4. Wear suitable footwear that fit well, have low heels and non-slip shoes.



Back-Up Plans.....

Remember that back-up plans are State mandated, must be completed yearly and kept in your file. It may seem like just more paperwork but it's a vital part of your service. Please keep this in mind when you are contacted to get yours done. If you receive

your back-up plan by mail, make any changes if necessary, sign and date the back page and mail back in the prepaid envelope provided.

Report Missing Times

If you forget to clock in/out or are unable to use the Authentic-Care system for any reason, please call Ashley at extension 170. You may leave a message 24 hours a day.

Leave the following info and please **SPEAK CLEARLY**:

- Name of Employer
- Name of PA/DSW
- Date and time of missed punch (*If leaving an end time you must also list activity codes*)
- Phone number where you can be reached if we have questions.

Change of Status

Any changes in:

- Address
- Phone number
- Employment status (termination, quit, etc.)
- Hospitalization admission or dismissal (nursing facility or hospital)

must be reported to OCCK in writing on a Change of Status report within 3 days in order to comply with State regulations.

If you would like us to mail you some Change of Status forms to have on hand, please call extension 170.

Shift Reminders

Sleep Cycle is a minimum of 6 hours and a maximum of 9 hours. Be sure your employees are clocked in for the appropriate amount of time or they may not get paid. Two or more workers cannot be on the clock at the same time unless approved on your plan of care. Please have the first worker clock out before the next worker clocks in. All workers combined cannot work over 12 hours in one day unless approved on your ISP (Integrated Service Plan).