

# THE BIOS NEWS

MARCH 2009

## Help at Tax Time

By: Julie Davidson

The Tax season is here ... time to file taxes for the calendar 2008 year! As if taxes aren't confusing enough, our mailboxes are overflowing with direct mail and we're hit with all kinds of advertising about how and where to file our taxes. To cut through the confusion, the Bios Finance team put together a short list of locations and resources that will prepare and file your taxes for free.

During the tax season (January to April 15), the Community Action Project (CAP) offers free tax assistance in locations throughout the state of Oklahoma. CAP uses trained tax preparers and offers daytime, evening, and weekend hours. Contact the most convenient location to arrange an appointment or for their office hours. Each year CAP provides free tax preparation assistance to thousands of families with annual incomes of \$50,000 or less. CAP will file your return electronically to speed up the receipt of earned refunds. You may also choose to have your refund deposited directly into your bank account. Take the time to contact a location nearest you before April 15<sup>th</sup> arrives!!



**Julie Davidson,**  
**Financial Program**  
**Manager Director,**  
**Bios Corporate**  
**Office, Sapulpa, OK**

City	Location	Address	Phone #	Hours Open
Bartlesville	Community Action Resource Resource & Development	3618 E. Tuxedo Blvd.	918-333-8115	Appointment
OKC	United Way	1444 NW 28th St.	405-232-0199x2301	SAT 9a - 3p
OKC	Metro Tech Head Start	3901 N. Martin Luther King	405-232-0199x2301	M-F 9a - 1p
Tahlequah	Cookson Hills Community Action	212 South Water Street	918-456-0574	T,TH 10a - 3p
Tulsa, OK	Skelly Early Childhood Center	8811 E. 31st St.	918-382-3333	M-TH 9a - 7p; F- SA. 9a-3p
Tulsa	Eugene Field Early Childhood Center	1120 W. 22nd St	918-382-3333	M-TH 9a - 7p; F-SA. 9a-3p
Columbia, TN	Maury County Career Center	119 Nashville Hwy, Ste 106	931-490-3830	T 2:30 - 5:30p
Columbia, TN	South Central Human Resource Human Resource Agency	17A Public Square	931-388-1173	Appointment

***When having your taxes prepared and filed, be sure to bring the following items:***

- A Social Security card for each family member
- A photo ID
- W-2 forms for all jobs worked in tax filing year
- All 1099's for all other income, if any
- Child care provider name, address, and tax ID number
- Any other tax related documents received including advance child tax credit paperwork
- Voided bank check for automatic deposit
- A copy of last year's tax return would be helpful

NOTE: If filing a joint return, both parties need to be present for signatures. Also, after filing an individual's tax return, please obtain a copy and turn in to your area office FPM so this information may be filed in their records to show taxes were filed.

## President's Corner



Eddie Miller, President/ CEO  
Bios Companies

Do you know who your legislators are? When was the last time you wrote or spoke to them? My hope is you were able to answer “yes” and “recently”. If not, our futures are being determined by people we don’t know and who don’t know us.

While most people believe legislators have our best interest at heart, how can that be if our interests aren’t known? As a person or family receiving services can you answer, “yes” to the following questions regarding the knowledge of your elected representatives:

- Do they realize living in home of your own or as a family

is important?

- Do they understand that being a member of your community is important?
- Do they understand the importance of work and fair wages in a meaningful life?
- Do they understand that your dreams are supported and shared by direct support professionals, service providers, and state agencies who work daily on your behalf.
- Do they realize the number of people receiving services in Oklahoma and Tennessee alone exceeds 20,000?

As professionals we mistakenly take comfort that we are “special” and therefore will be valued, well funded, and supported. The truth of the matter is rates are not commensurate with inflation, authorizations are decreasing, and departmental budgets are expected to do

more with less.

Consider the brutal facts and ask yourself these questions:

- Is it acceptable for direct support professionals to earn less than a living wage?
- Is it acceptable for service providers to exist on the brink of financial disaster?
- How often can state agencies be expected to accommodate budget reductions and still meet the needs of Oklahoma’s and Tennessee’s people with developmental disabilities and their families?

If we continue to choose silence, when it comes to communicating with our elected representatives, we are choosing not to have our interests known and we are choosing not to support a representative democracy. Be a participant ... get to know your elected officials!

## Welcome New Tennessee Employees

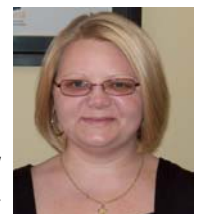
By: Kristi Wendling

Please join us in welcoming two of our newest team members to the Columbia office.

Tara Vandygriff is the person behind the welcoming voice answering our phones and cheerfully greeting everyone in our office. Tara is a native Tennessean and we are very happy she has joined us. Tara heard about Bios through a friend who currently works for us: *“He was telling me a little about the company and I thought that it would be something that I would enjoy doing...as well as a learning experience. I am so glad that I came in and applied because it has been so rewarding. I have met some great people in the short time that I have been here whether it be people served by Bios or other Bios employees. Meeting everyone has really made me understand that we can make a difference in people’s lives...and that makes me feel good about myself. I have never had such a warm welcome at a new job. That really meant a lot to me. I truly look forward to working with and getting to know all of you!”* We feel the same Tara!



Brandi Boshers (also a native Tennessean) worked for us previously as a Lead DSP and left for a short time to work in the home health field. We are very excited to welcome her back with us as a Program Manager. Brandi brings a caring attitude and a desire to help in any way she can. While working for us as a Lead, she was recognized by the Quality Review Panel as demonstrating a level of excellence in her service to a gentleman supported by Bios. *“I love helping people. When I was away from Bios, I would see our guys out and they always spoke and asked me why I left and when I was coming back. I never realized how big an impression you make on an individual’s life and what you mean to them. I truly enjoy working with our individuals and seeing the accomplishments they make on a daily basis with help from staff. It’s amazing how a little effort and a friendship can have such an impact on the people we serve. I now know that no matter what position I hold with the company, all I want is to help make their lives better and more productive.”* Welcome back Brandi!



Since food is such a big part of good southern hospitality, we welcomed Tara and Brandi with a potluck luncheon. Welcome Tara and Brandi for to the Bios family!



## Critical or Non-Critical

By: Susan Rutledge

An incident is defined as any negative or out of the ordinary event which affects a person's life or program. Incident reporting is an important component to programming. It assists teams in identifying areas which further assistance or attention may need to be given.

In Oklahoma, if an incident report is indicated, the DSP uses form 06MP046E (DDS-46). An incident report is to be filled out once the DSP has ensured the health and safety of the person served. The DSP fills in the service recipient's name, provider agency, and date of report, date of incident, incident location and time of incident. Incidents are classified as either Critical or Non-Critical.

Critical incidents can include:

- Suspected Abuse/Neglect/Exploitation
- Threat of or attempted suicide
- Death
- Unplanned Hospital Admission
- Loss of Property valued at more than \$500 (this can occur with property destruction, fire or natural disaster)
- Missing person/Police involvement
- Use of highly restrictive procedure i.e. PRN for behavioral control or physical hold.

Non-Critical incidents can include:

- Injury or non-planned health related event
- Physical Aggression
- Deliberate harm to an animal
- Vehicle accident
- Medication Events
- Loss of property valued at less than \$500

All incident reports should be written so they can easily be read by others, be a detailed description of the incident such as what happened, what led up to the incident, what action was taken, who was involved and who was contacted during the incident. It is to be signed and dated by the person filling out the report. All information written on the incident report should be objective-do not offer opinions or editorial comments. If additional space is needed to explain an incident, the DSP should fill out a contact report and attach it to the incident report.

## March Birthdays

JOHNNIKA T. SCROGGINS	03/01	KRISTEN DORNHECKER	03/15
BRANDIE GOSS	03/01	KATHALEEN J. CLOUD	03/16
SHAWN PARKER	03/02	TARA M. RITTER	03/16
YVONNE D. BEAN	03/02	KENNETH D. BEAN	03/16
TERRY A. MCCARTY	03/03	FREDERIK R. KRUIS	03/16
JANET Y. PILLOW	03/03	LISA M. WRIGHT	03/16
LULA F. BAILEY	03/03	TIMOTHY J. PERSLEY	03/17
MARK B. WALKER	03/03	DIANNE M. FORLER	03/17
MELANIE J. BRADFORD	03/04	EMILY HENDERSON	03/18
DARRELL MADDEN	03/04	CJ J. HEARN	03/18
ANNIE R. OLIVER	03/05	MARY C. JOICE	03/19
WHITNEY D. REECE	03/05	JOEL A. DAVID	03/21
VERONICA M. FRIERSON	03/06	SANDRA M. DAVENPORT	03/21
MINNIEOLA HARRISON	03/06	MICHELLE A. STROUP	03/22
DAWNELLA MCANELLY	03/07	OWEN HOWELL Jr.	03/22
JOHN PRATT	03/07	RICKY SCOTT	03/24
FRANCINE J. SILVA	03/07	RENETTE OUSLEY	03/25
MARWILLA A. BEAL	03/08	DARREN K. WILSON	03/25
LOIS F. WHITAKER	03/08	ROBERT E. MCCORMICK	03/26
GARRETT A. WALTER	03/08	LARRYETTA MARSHALL	03/26
DAVID MARTINEZ	03/09	TONYA EWING	03/26
LINDA K. BURGESS	03/09	ROBERT D. BROWN	03/28
SIAN K. MANG	03/10	KYLE W. MALONE	03/28
ASHLEE . SHIPP	03/10	JOAN K. WILSON	03/28
GWENDA S. LEMMONS	03/11	MISTY R. BREWER	03/29
HERMAN DIXON	03/11	JOSEPH E. GIST	03/30
LILLIE WALTERS	03/12	JEROME B. UNDERWOOD	03/30
MADISON TURNER	03/12	STEPHEN D. BARNES	03/31
OLETA SMITH	03/15		
MICHAEL D. ROGERS	03/15		

Completed incident reports are to be turned into your local office by 8:30a the next working day following the incident.

When in doubt ... Fill it out! If you have questions, ask your Program Manager, Area Director or Program Manager On-call.

## Striking a Pose for Mental Health

By: Joseph Davis

**The 6th Annual Mental Health Fashion Show Committee has begun planning for the May 1st event! This fabulous event is tailored around people overcoming mental illness and participating in their community with support from many groups. Each participating agency will recruit 10 models and 2 talented folks to participate. Bios has participated in the event for the past 2 years and we're in the process of identifying our talent. Interested in participating? Call Joseph Davis, Bios Corporation Vocational Director at 918.227.3734.**



# Ten Year Anniversaries

## Sandra Shaw

When TJ, Leanna Hoyt, and Arma Polk were asked to describe Sandra Shaw, the first word out of each of their mouths was "Reliable." Arma said, "When help is needed, no matter when or where, Sandra is always the go-to person." In an industry with a national turn-over rate of 60%, where DSPs are worked constantly, and where more and more often PMs hear, "I can't," Sandra is always saying, "I can." She is to this field and to learning all that she can. Sandra frequently asks TJ if there is more training available or if she should refresh any of her old training. Her willingness to fill-in during emergencies and her commitment to training are only rivaled by her willingness to go above and beyond the call of duty on behalf of the people she serves. Bios is fortunate to have an employee like Sandra Shaw, dedicate the last 10 years of her life to its mission. Thank you Sandra! Prepared by Kirk Elam

## Carol Reynolds

Carol Reynolds has worked for Bios over 10 years, and has worked most of that time with Derek. Carol is one of those people who realizes what is really important in the life of the person she serves. Recently she began advocating that Derek get a hearing device. The doctors involved in the case didn't feel that the hearing device would be that beneficial for Derek. However, that answer wasn't good enough for Carol. Through fierce advocacy and an unwillingness to relent, Derek got his hearing device. Leanna Hoyte, Carol's PM, is "Thrilled with the progress that Derek has made." He is hearing better, talking more clearly and enjoying life more fully. Carol realizes that this hearing device was simply a tool and not the final solution to getting Derek connected to his community. Carol plans Derek's day around ensuring opportunities for him to make connections with other people. Every time they go to the grocery store, Carol is sure to pick the same check out lane with the same checker. Derek has an opportunity to see a failure face and greet that person in a way we greet our neighbors. In terms of recognizing the what inclusion really means and what means are necessary to get there, Carol gets it and Bios is lucky to have her. Prepared by Kirk Elam

## Paula Allen

Paula Allen is another 10 year employee from Oklahoma City. Paula works with her sister Tammy and has the entire time she has been with Bios. TJ, who was the Area Director when Paula Came on, remembers her as one of the original people who joined us from the Altus area and was certainly no "shrinking violet." Paula is a "straight shooter" and a fierce advocate for her sister. She will let you know exactly what her sister needs and what she wants out of life. TJ said, "If you ever have to take an employee with you to a fight, she is the one you want to take." Beyond her advocacy for her sister, Paula's passion for this field spills over to the people she meets. She is constantly on the lookout for people who she might recruit for Bios as DSPs, taking opportunities to share her commitment and experiences in this field. Paula's uncompromising advocacy for her sister is a tremendous asset to Bios. Thank you Paula for your years of service. Prepared by Kirk Elam

## Shannon Holcomb

Sapulpa/Tulsa Area Director, was hired by Bios in 1994. She left for 6 months in 1998 to become a Case Manager for DDSD. However, she saw the error of her ways within 6 months and returned to Bios on 11/30/1998. She is technically celebrating her 10<sup>th</sup> year as a Bios employee but has actually been around for almost 15 years.

During her tenure, Shannon has held every operational position that Bios has or could have created. She has worked as a companion, Job Coach, Program Manager, and Area Director. She has dedicated herself wholeheartedly to Bios over the last 10 years, building strong bonds with the people we serve, trusting relationships with DDSD, and mentoring an ever-growing number of Bios DSPs, PMs, LPMs, and COOs. This year one of the people we serve officially adopted Shannon as family, further illustrating the depth of her dedication.

I have had the privilege and pleasure to work for Shannon, along side Shannon, and to supervise Shannon. Over the nine years that I have known Shannon, she has taught me a great deal, including the following lessons:

- Big words don't prove you're smart and will not make people respect you
- Everything is funny if you think about it long enough
- Toughness is key in this field, and comes in packages of all shapes and sizes

Loving the people whom no one else will love is a path towards your own redemption Shannon, congratulations on your 10 years with Bios and thank you for your commitment to our organization and the people we serve! Prepared by Kirk Elam

## Esther Nottingham

Esther has been with Sherri for over ten years. She worked with her when she lived in Stillwater. Even though Esther has moved away from the individual she serves she takes the time once a month to spend a weekend building her relationship with Sherri. Sherri always reports that the time she spends with Esther is "wonderful" and Sherri is motivated every month to work hard and save up money to spend on the fun outings that she has with Esther. It is dedication like Esther's that changes the lives of the people we serve. Esther is appreciated for her dedication to Bios over the last 10 years. Prepared by Shannon Holcomb

## Kerry Sanders

Kerry Sanders, known as "Soul" to most, has dedicated the last ten years of his life to improving the lives of people with developmental disabilities. His work ethic and steadfast consistency has been second to none over that time period. He has spent the majority of his time at Bios working with James Coke. He has provided stability and a solid program in which James has been able to flourish and meet his required needs. Kerry is a strong man that is large in stature. When "randomly picked" to participate in the company tug of war competition, he was ready and willing. Shannon Holcomb, Sapulpa/Tulsa Area Director tells stories to this day about all of the fun the Bios Tug-o-war Team has had at competitions. Needless to say, Bios Sapulpa had little trouble winning the Bios Challenge in tug-o-war with Kerry on board. Do not let looks deceive you however. Kerry is a gentle man, whose compassion and caring have taken him a long way in this field. His overall dedication to this field and the people we serve is something to be admired. Prepared by Shannon Holcomb

## Employee News

# POLICY BRIEFING: SEXUAL HARASSMENT

By: Kendyll Miller

**Bios is a socially responsible and caring company. We strive to treat employees and individuals with respect. Bios does not tolerate inappropriate behavior from management or employees and will not tolerate harassment in any form, whether verbal or physical, flagrant or subtle. Specifically, Bios expressly forbids unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature that interferes with an individual's performance or creates an intimidating, hostile or offensive work environment.**

### Sexual harassment can occur when:

- One employee's actions interfere with an individual's work performance or create or an intimidating, hostile or offensive work environment; or
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual or individual's employment.

### Sexual harassment can include, but is not limited to:

- Conversations with sexual innuendoes such as sexually suggestive comments or jokes or comments of a sexual nature, or derogatory comments about gender
- Improper questions about an employee's private life; requests for sexual favors; or graphic, degrading or condescending comments about an employee's appearance, dress or anatomy;
- Repeated social invitation when the invitee has previously indicated that he or she is not interested in accepting such invitations.
- Circulating material (by any method, electronically or otherwise) which ridicules a gender or which is sexually suggestive, or other forms of discriminatory ridicule or insults, regardless of whether the ridicule is directed at specific individuals;
- Undesired, intentional physical contact (e.g., embracing, touching, pinching), or any threats or suggestions or undesired contact;
- Display of sexually suggestive calendars, objects, cartoons, computer applications or similar displays;
- Continued abuse of familiarities or diminutives or inappropriate behavior such as whistling or catcalls, offensive gestures or leering;
- Awarding favorable ratings, promotions or salary considerations based on sexual favors or acceptance of social invitations, regardless of whether the employee welcomes the invitation.

### What You Need To Know

- If you feel you have been harassed, report it immediately to your supervisor or HR Department.
- Immediate investigation will include the nature of the sexual advances and/or the conduct in which the alleged incidents occurred.
- Any employee who is found to have engaged in sexual harassment will be subject to appropriate actions, depending on the circumstances, up to and including termination.



# MARCH 2009

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 Muskogee Bowling Thunderbowl	4	5 Muskogee Dinner and a Movie	6	7
8	<b>Bingo, Ping-Pong, Board Games</b> <b>Tuesdays</b> <b>In Columbia</b>	10 Muskogee Bowling Thunderbowl	11	12	13	14
15		17 Tennessee St. Patrick's Day Party 1-5 @ Fairview	18 <i>March on the Capitol</i> 	19 Muskogee Dinner and a Movie	20	21
22		23	24 Muskogee Bowling Thunderbowl	25 Muskogee Anniversary Party 4 p.m.	26	27
29	30	31 Muskogee Bowling Thunderbowl				

### Volleyball Tournament

- Co-ed Teams of 6
- \$75 per team
- Call Jim Tonsing to register:

**OK Special Olympics Fundraiser**

## ST. PATRICK'S DAY 5K

for OK Special Olympics

### OK Special Olympics

-  March 11
-  April 1 OKC
-  April 25 Tulsa

# APRIL 2009

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	<b>Tahlequah Thunderbowl</b> <b>Every Tuesday</b>  <b>Call Muskogee office for details</b> <b>918-682-3592</b>	7	8	9	10 Tennessee Easter Egg Hunt	11
12		13	15	16	17	18
19		20	21	22	23	24
26	27	28	29 Muskogee Anniversary Party 4 p.m.	30		

# Jean Bailey: a Life Saver

By Brandi Boshers

It's amazing how people put our basic Bios CPR training to work!

On 2/9/2009 one of the Tennessee employees Jean Bailey was at a social gathering when another attendant fell from her chair.

Jean, scared to death, as she put it, went to the lady and realized she was unconscious. Jean felt for a pulse and could not find one. Her Bios CPR training skills kicked in and she, with assistance from the lady's mother started performing CPR.

Jean performed the chest compressions while the mother performed the mouth to mouth breaths. The lady started coughing and Jean was assured she was doing the right thing. They performed CPR until EMS arrived. The lady is still in the hospital but without the life saving techniques that were performed she would not have survived. The doctor said it was a heart attack and she should recover. Its very assuring to know the training we provide are used and can save a life, especially in the field we work in.



## More March Birthdays

Alicia Kindschi	03/03
Deborah Harding	03/03
Floyd Funk	03/04
Christopher Adair	03/06
John Pratt	03/07
Tamryn McCallister	03/07
Lois Whitaker	03/08
Phyllis Grant	03/08
Bryan Moore	03/13
Nicholas Dolan	03/13
Richard Purvis	03/13
Kristen Dornhecker	03/15
Marcus O'Field	03/15
Oleta Smith	03/15
Cecily Gorinsky	03/18
Peggy Peterson	03/18
Darron Wilson	03/25
Larryetta Marshall	03/26
Susan Hare	03/26
Terrence Fisher	03/26
Jessica Wall	03/27
Kyle Fagin	03/28



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