



Employee Newsletter



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Dear Team,

I look forward to 2015 for many opportunities and blessings to come upon UCP! Hats off to all UCP staff for your continued commitment and dedication in making dreams come true for countless children and adults with disabilities and their families. I am proud to announce UCP of Central Arizona is ranked #2 in the *Phoenix Business Journal* Book of Lists and recently nominated by MJ Insurance and awarded \$10,000 by the Super Services Challenge Project! Those acknowledgements and many others have been earned only because of your hard work exemplified at UCP - Thank you!! UCP is also very blessed for the long standing partnership with Circle K. Their support and that of their customers and business partners are vital to the services we provide at UCP. Much gratitude to Circle K!!

Furthermore, strengthening UCP's services and programs in 2015 will allow us to increase our reach to more families in need of our quality services. With that said, I understand that upgrading systems, maximizing talents, continued capacity building to better serve our families takes time and sometimes a bit nerve-racking. That is why I am asking everybody to work together as a team to get through these growing pains. Keep the Directors and Executives informed of the challenges you are facing. Open communication is key and we are listening to you. Thank you again for all the hard work and input. Together we take proactive steps towards sustainability and heighten our profile for greater partnerships and service to the disability community in Arizona.

Respectfully,

Armando

Don't forget to practice our Values

ACCOUNTABILITY- UCP shall make every effort to ensure every child, adult and family receives the utmost care by the services we provide.

COMMITMENT- Because of our commitment to those we serve, hope transforms into results and lives are changed.

LOVE AND COMPASSION- Knowing you're making a difference in someone's life, then suddenly realizing they've made a difference in yours.

TEAMWORK- At UCP, we create an environment where individuals come together in a spirit of teamwork, which allows us to attain remarkable results.

TRUST- We build relationships with honesty and integrity while following through on our commitments.

RESPECT- We treat our team members with mutual respect and sensitivity, recognizing the importance of diversity. We respect all individuals and value their contributions.

UPCOMING

UCP is excited to introduce our very first

“Fun Run Walk and Roll”

We need your help to make this event a success. Please spread the word!

Register by February 28th for \$30 early registration fee.

The only thing better than running, is running for a cause! Join us on March 29th as we take the paths of Kiwanis Park in Tempe for the inaugural of UCP's Fun, Run, Walk, and Roll 5K Run and 1 Mile Walk. We need your support.

[Click here](#) to register or for more information.



(The Run will take the place of the Bondurant Cup)

Join us for an APPRECIATION LUNCH!

In appreciation for being an asset to the UCP team and your continued dedication to our members, the Executive Team would like to treat you to lunch.

Thursday, February 19th at noon in the Dozer Break Room

Enjoy some catered food from Pork on a Fork and catch up with your fellow coworkers.

Volunteer Opportunities

UCP's Valentine's Sweetheart Dance	February 13th	5:30pm--10:00pm
MLK Early Childhood Literacy Fair	February 28th	9:00am--12:00pm
Special Day for Special Kids Event	March 21st	9:00am--2:00pm
UCP's FUN, RUN, WALK & ROLL RACE	March 29th	7:00am--11:30am
Circle K Desert Klassic Golf Tournament	March 31st	5:00am-- 2:00pm

Contact Brittani Roberts for additional information. 602.943.5473

Recap of the Holiday Party

Thank you all for joining us at the Holiday party! The Fun Committee did a fabulous job in putting the event together.



Visit our internet to view the full gallery, or [click here](#)

Check out UCP's job opportunities, visit our profile on jobing.com

What's going on at UCP?

- ⇒ **WIG 's Scoreboard is up.** Please stop by the administration area and check out the progress of our WIG's . As a reminder we are working towards strengthening the foundation of our organization, with a focus on Finances, Operations and Employee, Member and Donor Satisfaction/ Loyalty. Each department has their unique goals and targets to meet. Together we are working to make these goals a reality.
- ⇒ **Please remember to submit an IT ticket** if you need assistance with technology. The IT team will better assist you if you follow their process.
- ⇒ **We have a new HIPAA Security Officer! Congratulations Melinda Campbell.** Along with HIPAA, Melinda is also handling UCP training, including facilitating training courses, collaborating with Managers to develop new training programs and working with individual employees to ensure that certifications and training requirements are fulfilled. If you have any questions regarding HIPAA or training, please contact Melinda.

Jim Weber is the Director of Business Operations and over sees the Clinic and Home based Therapy along with the Revenue Cycle process at UCP. Here are some of the changes Jim has implemented so far for the enhancement of those particular programs.

- ⇒ There has been some restructure in Management where **Janet Proch is now Clinic Therapy Manager and Amy White is now the dedicated Home Therapy Manager, and is also over the Early Intervention Program**
- ⇒ Expansion continues to be the goal. For referrals please contact Janet Proch for Clinic therapy and Amy White for Home therapy.
- ⇒ The Clinic Family Room is now located within the Therapy area which allows the family to be closer to the entire therapy process.
- ⇒ The process of implementation of the new Electronic Medical Record System, WebPT is here as of Feb. 2nd! It is a web based operational system that is designed specifically for Medical Therapists. This system has replaced the Accumedic system for the Therapy area, both Clinic and Home based.
- ⇒ The implementation of a new Billing and Collections systems for Therapy called Kareo is forthcoming. This is a state of the art system that will improve overall collections.

- ⇒ **UCP received a \$25,000 grant from the Tohono O’Odham Nation!** What this means is we now have scholarships available for the ELC. Contact The ELC Director for more information.
- ⇒ Also, there is slots available in the infant and 1 year old classrooms.
- ⇒ **DTT is thrilled to have received a holiday gift from the Allen School. A NEW STOVE!**
- ⇒ Congratulations to **Kevin Lyons** who was promoted to Program Supervisor and we wish **Sondra Reed** all the best in her new Program Lead position along with **Brandy Boulrice** who was promoted to Program Lead (18-21) classroom.
- ⇒ **WOW... Circle K District 3110 ALONE collected over 1 million dollars in canister collections from 1/16/14 – 12/14/14 that is amazing! Please don’t forget to say thank you to the team when you stop by your local Circle K.**
- ⇒ **Congratulations DTT and DTA for obtaining 0 deficiencies in your 6 month DDD monitoring. This could not be possible without such amazing team members.**
- ⇒ **The Early Learning Center Raised Money for Children In Need ...**It took one hour, for the preschool kiddos to raise \$356 by hosting a hot cocoa stand. It started with a teacher’s desire to teach the meaning of the word “generosity” and some bright, caring children who wanted to act on what they learned about the season of giving. With the profits from the stand, the ELC children, ages 3-5, were able to donate 90 sets of pajamas for children in the valley through the *Scholastic Books and Pajama Program’s One Million Goodnights* campaign.

- ⇒ **The NFL EXPERIENCE...**Thanks to Circle K, UCP was able to extend an invitation to its members to attend the NFL Experience. 500 tickets were distributed.
- ⇒ **DTA added 3 new clubs...** In 2014 the DTA made some steps towards enhancing its program by adding a Photography Club a Cooking Club and an Art Club. Along with that, they are thrilled to announce the launch of an Advocacy Group. This will be composed of a group of Members who will volunteer to advocate on behalf of their fellow members and in the future on behalf of adults with disabilities in Phoenix. The hope of the Advocacy Group will not only be a fun experience, but will contribute in a meaningful way to creating a better, more accountable DTA program.



CONGRATS!

DTA EMPLOYEE OF THE YEAR

Carol Crittenden

Need to know info

Paycom – Check your address and contact information

Please review the contact information we have for you in Paycom and make sure your address, email and phone numbers are correct. If anything is incorrect, please make the correction and save. Thank you.

Paycom – Trainings

There is a new feature in Paycom. You can now access some of your training information online. To access certification dates:

- ⇒ Log onto Paycom
- ⇒ Select “My Information”
- ⇒ Select “Additional Information”
- ⇒ The most common training information we utilize at UCP should appear.

If any of your training dates appear incorrect due to the transition from Paychex to Paycom, please contact Catherine or Adrienne in Human Resources so they can look into any discrepancies. If you have any questions regarding training certification dates in general, please contact Melinda Campbell-Weber.



A UCP Member Family needs our help. Megan Lange, a Phoenix fire dispatcher, a wife to her husband Patrick and a mother of two was killed as a result of a terrible accident. In addition to all that the family is dealing with, the children have been sick. The Lange family has been served directly and indirectly by UCP for many years. They are currently in need of the following items (listed below) and are accepting donations to help cover the funeral costs. The Funeral will be held on February 10th. If you wish to donate any of the items listed below or monetarily it would greatly help the family.

Items needed:

- ⇒ Diapers: sizes 3's or 4's
- ⇒ Pull ups: 2-3 or 3-4
- ⇒ Formula: Similac sensitive
- ⇒ Clothing (both are boys): 2t or 3t and 12-24 months
- ⇒ Baby food
- ⇒ Clorox wipes
- ⇒ Infant/Children's cold medication (over the counter)

*Place your donations in a green bin in the EI room . It will be there throughout the week. Items will be taken to the family early next week

Donations for the Lange family can be made online at <https://www.eventbrite.com/e/megan-lange-memorial-fund-tickets-15529447997>.

Donations can also be made in person or mailed to the United Phoenix Firefighters offices at 61 E. Columbus Ave., Phoenix, 85012. Any check should be made out to United Phoenix Firefighters Community Charities with Megan Lange written in the memo section.