

HCBS NEWSLETTER- Summer 2017

UNITED CEREBRAL PALSY OF CENTRAL ARIZONA

Contact Information

Locations:

- ◆ UCP Downtown
1007 N. 7th St.
Phoenix, Az. 85006
(do not mail to this address)
- ◆ UCP Laura Dozer
1802 W. Parkside Lane
Phoenix, Az. 85027
(attention to: HCBS Dept.)

Phone Numbers:

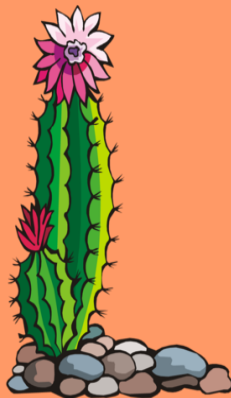
- ◆ UCP Downtown
602-313-8999
- ◆ Terry Wideman
(Director of HCBS & Day Programs)
602-313-8995
- ◆ Tammy Ellis
(HCBS Coordinator)
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(HCBS Coordinator)
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Email:

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Fax:

- ◆ 602-943-4936
(Laura Dozer Office)
- ◆ 602-254-6684
(Downtown Office)



“When I look at the number of Direct Care Workers who have been providing care for several years I am truly amazed. I also, recognize our Direct Care Workers are following their heart & work with passion to provide the best care for our members. I am very grateful of your dedication and work you do for our members. A big shout out to **ALL OF YOU, THANK YOU!**”

-Terry Wideman, Director of HCBS & Day Programs

Timesheets: Please make sure parents/guardians initial daily on your timesheet for the hours you provided services. You will need to do this on a paper timesheet then at the end of the pay period you will data entry the hours into DDreports. You still need to fax, email, or drop off timesheets at UCP locations. Then mail or drop off the original (wet ink) timesheets at the end of the month. We have send a copy of paper timesheets for you to make blank copies for the upcoming pay periods.

Schedule: It's important that you work with the members or families to get their input when they want you to provide services for the upcoming month then you will need to write the member's schedule in the monthly calendar. At the end of the month along with timesheets you will need to send the calendar for the upcoming month to the program coordinators for review. If there are any changes in the schedule you will need to notify your program coordinator immediately.

Employee Surveys: A survey has been emailed to you. It's important for you to be involved and complete the survey; this is the time for employees to express their thoughts and ideas to UCP. Your input is