



Best Wishes to Tim, goodbye after almost 30 years.



FOR ALMOST 30 YEARS, TIM VAN DYK HAS WORKED FOR COMMUNITY LIVING OPTIONS. FIRST AS A DIRECT SUPPORT PROFESSIONAL AT THE DARMO HOME, THEN AS THE SUPERVISOR AT THE PORTAGE ROAD HOME, THEN OPENING AND RUNNING TRANSITIONS IN 2015, AND FINALLY LEADING TEAM 2 AS THE PROGRAM DIRECTOR SINCE 2019.

COMMUNITY LIVING OPTIONS AND ITS LOGO ARE TRADEMARKS OF CLTO, AND ARE NOT TO BE REPRODUCED WITHOUT PERMISSION.

This issue:

Best Wishes Tim
PAGE 01-02

Staff Highlights
PAGE 03

Staff Feature
PAGE 04

Coffee with a Cop at
Alcott Center
PAGE 05

Celebrations
Happenings Around CLO
PAGE 06-07

HIPAA and PHI
PAGE 08-09

Career Opportunities
PAGE 10

Best Wishes to Tim Van Dyk Cont.



Tim Van Dyk

*Best
Wishes!*

.....
A future so
bright,
you'll need
sunglasses!

TIM RECENTLY JOINED ANOTHER NON-PROFIT IN A ROLE WE ARE SURE HE'LL SUCCEED AT! WE CELEBRATE WITH HIM ON HIS BRIGHT FUTURE AHEAD, EVEN AS WE FIND OURSELVES MISSING HIS EXPERTISE, HUMOR, AND CONNECTION!

HERE'S TO YOU TIM! STEALING FROM HIS OWN WORDS, WE WOULD LIKE TO SAY, "THANKS, TIM, FOR BEING A GOOD HUMAN FOR HUMANS WHO NEED GOODNESS!"



Staff Highlights

July Birthdays

GABBY ANDERSON-4TH
FI SPALVIERI-5TH
TAMIKA THOMPSON 5TH
MARTHA ANDERSON-13TH
NIKKI SMITH- 18TH
BETHANY GAINEY-17TH
GAIL GRANVILLE-21ST
CAROLYN WILSON-23RD
AZEEZAT SARUMI-25TH
MOLLI KORNAK-25TH
SOULEYMANE ILLA-29TH
CRISSY BLOOD-31ST



Welcome New Hires

FREDREA PACE

Anniversaries

1 YEAR
KAYLIN SLAVINGS

3 YEARS
KRISTIN BAUER
HARRISON OSBORN

6 YEARS
MARK GERNAAT

7 YEARS
EMILY DURKIN

9 YEARS
AMBER SCHMIDT
CRISSY BLOOD

18 YEARS
CELEAH ELLIS



Staff Feature



About Bernard:

- **Hobbies:** A musician--the piano, guitar-bass, electric, acoustic, the drums; my 6-month old grandson
- **What brings him Joy:** My family. I've always been a family man.
- **Strengths:** communication, and very detailed
- **What he hopes to Accomplish at CLO:** Great people take organizations to the next level. I want to keep moving forward and learn as much as I need to learn to get to the next level.

About Kristin:

- **Hobbies:** crafting, making jewelry, spending time with my family
- **What brings her Joy:** my family, seeing people succeed, having people around me be happy
- **Strengths:** ol can get along with anybody and can usually stay level-headed through any situation
- **What she hopes to Accomplish at CLO:** build more relationships with staff and residents; doing more activities with the residents



Coffee with a Cop at Alcott



Portage Public Safety Officer came to visit Alcott, have some breakfast, and chat with the participants and staff



Family Style dinner at Portage!



Making friends and walking at the Celery Flats!



Celebrations



Happenings Around CLO



Participants and staff helped plant donated flowers from Wenke Greenhouses into new planters at the Alcott Center!



David and Chip from the Darro Home were able to have a tour of Station 6 courtesy of Lt. Tim and his crew! Thanks Kalamazoo Public Safety!



Community Living Options would like to remind all team members of the importance of protecting our consumers' information. The Health Insurance Portability and Accountability Act (HIPAA) is a policy that limits how we can store, share, and access consumers Protected Healthcare Information (PHI).

WHAT IS?

PHI

Protected Healthcare Information



Names



Photographs



Birthdates



Addresses



Social Security Numbers



Diagnoses



Phone Numbers



Medications



Health Plan Numbers



Incidents And More

To protect our consumers, CLO staff should always:

1. Use encrypted emails when discussing consumers with external partners.
2. Always use the least amount of information possible to identify consumers (such as only using initials, not full names).
3. Never send or post photos of our consumers without a proper release in place.
4. Never discuss consumer information with anyone who is not authorized.

As a staff person with CLO, you have access to some of your consumers' PHI and it is your responsibility to protect it. We are continually evaluating the best practices of how to protect this information and expect to have new changes to our policies and procedures to be coming soon.

HIPAA



PHI

Health Insurance Portability and Accountability Act

Protected Healthcare Information



AND



1 DO USE A CLO LAPTOP AT A SECURE LOCATION

DO log-on to a CLO laptop at a CLO location. Use the VPN when off site. Be aware of your surroundings and prevent the visibility of your screen when in public spaces or at home.



2 DO SEND SECURE EMAILS

DO share PHI through CLO email if a completed signed release is on file. When sending emails to other authorized persons outside of CLO, encrypt your email by typing: [ENCR] in the subject line before sending an email.



3 DO USE THE LEAST AMOUNT OF PHI INFORMATION

DO share the least amount of PHI necessary when sharing information with authorized persons. If working off-site, carry the least amount of PHI.



4 DO SHARE PHI WITH AUTHORIZED INDIVIDUALS

DO check for authorization before sharing PHI about individuals we serve. Use discretion and be aware of your surroundings when sharing PHI.



5 DO SHARE INFORMATION WITH YOUR TEAM ABOUT INDIVIDUALS WE SERVE

DO share information with your team using a CLO phone, CLO email, or in person.



6 DO PROTECT PHI WHEN OFF-SITE

DO secure and lock-up CLO electronic devices and documents containing PHI when off-site. Keep in a locked briefcase, file cabinet, or office when not using. Keep in the trunk or out of sight location in locked vehicles. Do not leave in vehicles overnight.



1 DON'T USE YOUR PERSONAL PHONE TO TEXT PHI

DON'T use your personal phone to text PHI. This includes pictures, initials, first names, and more. Never use your personal phone to take pictures or make notes on individuals we serve.



2 DON'T USE YOUR PERSONAL EMAIL

DON'T send PHI information on individuals we serve through your personal email.



3 DON'T SHARE PHI WITHOUT A PROPER RELEASE

Before sharing PHI, confirm a proper signed release is on file. When in doubt, fill one out. Always ask permission before taking a picture or sharing PHI even with a release in place.



4 DON'T SHARE PHI WITH ANYONE WHO IS NOT AUTHORIZED

Don't share PHI about individuals we serve with your family members, friends, former co-workers, or any other individual without an authorized release.



5 DON'T SHARE PHI ON PERSONAL SOCIAL MEDIA

DON'T post or message about individuals we serve through personal social media accounts.



6 DON'T LEAVE PHI UNSECURED WHEN OFF-SITE

DON'T leave PHI in unlocked vehicles or unattended in public spaces. DON'T allow friends or family to use electronic work devices. DON'T dispose of PHI in public spaces.



IF YOU SUSPECT THAT THERE HAS BEEN A BREACH OF HIPAA OR HAVE ANY QUESTIONS, YOU SHOULD CONTACT YOUR HIPAA PRIVACY AND SECURITY OFFICER, ABBY FINN EXT. 7210, FOR ASSISTANCE.

Career Opportunities



WE ARE
HIRING



**PROGRAM
DIRECTOR
\$57,000+
ANNUALLY**

**PROGRAM
SUPERVISOR
\$40,248
ANNUALLY+
BENEFITS**

**NOW
HIRING**

Join our team today!



Learn more @
www.communitylivingoptions.org



Send your CV to
mvaden@communitylivingoptions.org



**NOW HIRING
DIRECT SUPPORT
PROFESSIONALS
ALAMO HOME
\$17.50/HOUR**

Where the
work you do
fills your
heart.

WE ARE
HIRING

**TRANSITIONAL
SUPPORT
SPECIALIST
\$17.50/HOUR**

- Full Time/Part Time
- Weekend or
- Relief Shifts
- Benefits (if eligible)
- High School Diploma or Equivalent
- Valid Driver's License and Safe Driving Record

Send Your Resume to

mvaden@communitylivingoptions.org



communitylivingoptions.org



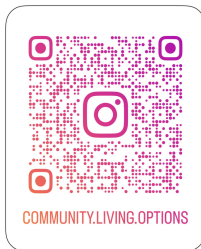
**APPLY
NOW**

WANT TO PICK UP EXTRA DIRECT SUPPORT
PROFESSIONAL SHIFTS?
EMAIL OR CALL MARCIA TO LEARN MORE:
MVADEN@COMMUNITYLIVINGOPTIONS.ORG
269-343-6355

EMPLOYMENT AND CAREER OPPORTUNITIES CAN BE
FOUND HERE:

WWW.COMMUNITYLIVINGOPTIONS.ORG/CAREERS/

OR CURRENT EMPLOYEES
LOG INTO UKG AND GO TO--->MY INFO--->MY CAREER
--->CURRENT JOBS



Follow us on Social
Media!
Like
Comment
and Share



OUR MISSION

WE ASSIST INDIVIDUALS IN ACHIEVING THEIR LIFE GOALS BY BUILDING RELATIONSHIPS THROUGH
QUALITY SERVICES IN SUPPORTIVE ENVIRONMENTS.

OUR VISION

OUR VISION IS TO ENHANCE THE QUALITY AND SCOPE OF
OUR SERVICES THROUGH INTEGRATED AND COORDINATED CARE.

NEXT BOARD MEETING
AUGUST 23RD



BOARD OF DIRECTORS
MELISSA GILBERT
ED WILSON
SUZANNE MCPEEK
LOUISE KENNY
DEBBIE DAWSON
TOREAN GREELEY
DAWN PANTALEO
RON RYAN
JOE WALLS



CONTACT INFO
626 REED STREET
KALAMAZOO MI 49001
(269) 343-6355
FAX (269) 343-0054

OFFICE HOURS:
8:00 — 4:30
MONDAY — FRIDAY