

## June 2014 News Letter

New!



### How Mileage Reimbursement Works?

Per T Lay policy every T Lay staff is responsible for the first 20 miles traveled round trip to a client's home, 10 miles to arrive to the destination and 10 miles back to your place of residence. For example, if your client's home is a total of 60 miles roundtrip, T Lay will reimburse you for 40 miles. Mileage reimbursement sheets are due the **Monday PRIOR to pay roll**, no later than the following Tuesday.

- T Lay Management

## Important Information

### Caring Excellence

Remember, **CARING EXCELLENCE** is our motto! Please do not hesitate to call the office if you have questions during office hours Monday – Friday, 9:00 AM – 5:00 PM at (904) 794-7601 or the On-Call T Lay cell phone (904) 392-4878 during non-office hours.

### Meeting Attendance

- Per policy **ALL** T Lay staff members are required to attend at least 6 staff meetings per year. Failure to do so will result in your cases being reassigned to other staff and possible termination

### T Lay Referral Program

#### *Incentive for staff referral!*

T Lay will be implementing a new referral program for the month of June. For every person you refer to T LAY you will receive a very attractive incentive after their satisfactory 90 day probation period. During the 90 day probation the referred employee is expected to have perfect attendance, adhere to all T Lay policy and procedures, turn in care reports on time and excel in caring excellence. If the referred staff member does not adhere to the guidelines referee is at risk of not receiving the incentive. T Lay is specifically looking for CNA's and HHA's in the Duval County area, Southside and Jacksonville Beach, willing to travel.

Please email questions, comments and concerns to [l.bazile@tlayhealthcare.comcastbiz.net](mailto:l.bazile@tlayhealthcare.comcastbiz.net)

## Announcements

- CHAP accreditation was received was achieved January 2014. Medicare client admission will start June 2014.
- Are you in compliance with state regulations? Review your own compliance, the following items are required for compliance: Up To Date CPR, Car Insurance, Medical Licenses, Annual Physical Exam, TB Skin Test, Driver's License, copy of in-service education topics completed at your current job.
- 12 CEUs are required to be completed every year by CNA's and HHA's, available on the T Lay website ([www.tlayhealth.com](http://www.tlayhealth.com)).

## In-service Education Topics



Vital Signs



Safety



Elder Abuse and Neglect



Malnutrition and Dehydration

## Next Meeting

Date: 6/19/2014

Location: Teleconference

Time: 8:00 p.m.

Who to contact: (267) 936-7988 enter Access Code: 922-7470 then #