If there is content you would like to see covered in future newsletters, please email melissa.butler@progressindustries.org

**Strategic Goal Update**

Here is the second goal for our Financial Sustainability target. Private dollars are more important than ever as our system is redesigned and federal programs seem ever-changing. This also includes our Doors of Progress Housing Campaign to purchase more houses in the Des Moines market.

**GOAL 2: Build the Foundation.**

**OBJECTIVE #1: Expand Relationships and Increase Gift Amounts**

- Increase/Maintain Current Annual Giving
- Identify Top 50 Planned Giving Prospects and Cultivate
- Secure Three Major Gifts for Doors of Progress Housing Campaign
- Increase and Maintain Grant Support
- Maximize Foundation Investments

Do you know individuals or corporations with a passion for our work and resources to contribute? Please share your ideas with Melissa Butler or Carol Warren.

**Employee Anniversaries**

**For the Week of September 30th - October 6th, 2013**

- Deanna Iske 19 years
- Nancy Worden 16 years
- Nichole Hensley 3 years

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*An adult is determined by virtue of age not intellect.*

- Thomas E. Pomeranz, Ed.D.
Hot Topics

Last week Iowa DHS conducted a two day on-site review of records for 23 persons we serve, looking at documents that included monthly billing claims to Medicaid, ISP’s, Logs, MARS and Case Manager’s Plans. The preliminary comments are listed below:

- Overall, records were very good.
- Case Manager’s Plans were clearly written.
- P.I. services documentation followed Case Manager’s Plans closely, therefore were billable services.
- P.I. support plans were clearly stated, staff interventions supported those.
- Excellent detail of actual quotes between staff and persons served in logs demonstrates training/skill building.
- Logs used different wording for each entry to avoid “cut and paste” appearance.
- Location of service provided needs to be clearly stated.
- Actual time a support was provided, length of time it was provided avoids potential recoupment if an entire shift of documentation is questionable.
- Time spent with persons served in P.I. office building is not billable. Keep this time under 3-5 minutes where possible by doing all you can in the person’s home or community.
- Logs must include detail on stated goals. A couple of logs were missing detail on goals and not billable.

Stay tuned for more …

Vision:

My life has meaning
My home provides comfort
I have friends
I make a difference in the lives of others

What’s New

New Survey Format The test of our new electronic version of satisfaction surveys for families, funders, and persons served is underway. The survey utilizes Survey Monkey online software. Program Managers will provide the link to the survey for those who participate in ISP’s during the months of October and November, and provide assistance as needed. Adjustments will be made if needed to the surveys, with the target of all surveys going to the electronic format in January.

P.I. Foundation Major Contributors Recognized on Donor Board in Johnston - The Johnston Office has a new P.I. Foundation Major Donor board located in the front lobby to recognize businesses and individuals who have made significant contributions to the P.I. Foundation throughout P.I.’s history. This donor board is a duplicate of the major donor board hanging in the large conference in Newton.
Employee Profile: Josh Kingery

Josh joined Progress Industries six years ago and currently works as an Overnight Aid in Polk County. Josh and his fiancé, Candie, have one daughter, Arianna, who was born on August 21st, 2013. Josh likes to spend his spare time creating. He paints murals, draws comic books, illustrates fantasy art and enjoys carpentry work. He is also part of a medieval sword fighting group that works Iowa Renaissance fairs.

What brought you to P.I.? My brother, Shawn Dittmer, is autistic and I grew up helping to take care of him. Shawn is now in P.I.’s residential services in Newton.

What would you like to see for P.I. in the future? More community involvement with arts and activities.

Employee News

Eric Hudachek (IT Department) and his wife, Andrea, recently enjoyed seven glorious days in London, England. They stayed in London seeing sights such as Buckingham Palace and the Windsor Castle to witness the changing of the guard. They visited Big Ben and many science and history museums.

Eric and Andrea also spent one day touring Paris, widely known as the “City of Light.” While in Paris, they visited the Port des Arts Bridge, a popular destination where couples attach a padlock to the fence to signify their commitment before throwing the key into the Seine River (photo above). A McDonald’s aficionado, Eric commented the sauce on the London Big Mac is notably different of that in the United States and enjoyed a flavorful American Big Mac not long after he and Andrea arrived home.
Health and Safety

Action Required from All P.I. Employees - OSHA recently announced changes to its Hazard Communication Standard which changes P.I.’s Right to Know Training. OSHA is aligning hazard communication in the United States with the United Nation’s Globally Harmonized System of Classification and Labeling of Chemicals. What this means is over the next three years:

- Safety Data Sheets (SDS) will replace Material Safety Data Sheets (MSDS). The Safety Data Sheets will be in a standard format with 16 sections.
- Specific criteria will be established for Hazard Classification of up to eight physical and health hazards a chemical may exhibit. The hazards a product may exhibit must be illustrated by the appropriate pictogram on the product label.
- Chemical manufacturers and distributors will be required to use new container labels. The labels will include a signal word, pictogram and hazard statement.

Progress Industries is required to train all employees on the new label elements and Safety Data Sheet (SDS) format. Please complete the updated Right to Know Quiz on the P.I. website. We must have 100% response before November 15, 2013.

Tech Tip

If you have a group of people you email frequently, you can make a personal contact group/distribution list (a grouping of email addresses collected under one name so you don’t have to type in each person’s address each time).

In Outlook, click on the Contacts button on the left of the screen, then choose New Contact Group at the top. You will give the group a name, then click Add Members. You will have the choice to add people from your Contracts, Global Address Book, or create a new contact. When you are done, all you will have to do is type in the name you gave that group in a new message, and it will email everyone that you added to that Contact Group.

![Image of Outlook Contacts screen showing how to create a contact group]