



# BRCYard News

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April 2011

## BRC's Hazard Communication Program and MSDSs

To help protect your safety and to keep you informed of your rights, the Safety Monitor at Bay Respite Care has put together a Written Hazard Communication Program for our Respite Care Providers. This Program is intended to provide you with information about the hazardous substances you may encounter on the job. It will be kept in two binders in the front office should you ever feel you need to use it.

It includes:

1. A copy of the California Hazard Communication Regulation
2. A current list of all of the Proposition 65 chemicals, that is—all of the chemicals known to the State of California to cause cancer.
3. A guide to the proper labeling of hazardous chemicals
4. An outline of employee information and training
5. An inventory list and binder of Material Safety Data Sheets (MSDSs) for the hazardous substances you may encounter in your clients' homes.
6. Brochures containing emergency phone numbers for the six counties we serve.

### What is a Material Safety Data Sheet?

MSDSs provide up-to-date information about the chemical and physical characteristics of a hazardous substance, as well as the health hazards they pose. This includes listing harmful ingredients, the signs and symptoms of exposure, emergency and first aid procedures, and potential routes of exposure (for instance, a substance can be harmful when inhaled, or ingested, or both). MSDSs also indicate necessary protective measures, precautions for safe handling, use, & storage of each chemical. They usually have the name, address, and phone number of the manufacturer (who provides the MSDS) in case more information is needed.

It is impossible to have all of the hazardous chemicals you may come into contact with in the MSDS binder. However, we have been working to add as many common household substances as possible. MSDSs will be kept in a yellow binder in the front office so Respite Care Providers have easy access in case of exposure. Office staff will be available to look up MSDS information so RCP's can call and get exposure, first aid, or other information over the phone.

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## *El Programa de Comunicación sobre Peligros Químicos*

Para proteger su seguridad, Bay Respite Care tiene un Programa de Comunicación sobre Peligros Químicos. Este programa incluye:

- Lista de los químicos conocidos por el estado de California que causan cáncer, defectos de nacimiento, u otros danos reproductivos
- Una guía para escribir y leer las etiquetas de químicos
- Información sobre la capacitación de empleados
- Números de teléfono que puede hablar en una emergencia de exposición
- Un inventario de *Químicos Peligrosos* que podrían ser presentes en las casas de sus clientes.
- Un libro de Hojas de Datos de Seguridad del Material (MSDS)
- La ubicación de los archivos de MSDS y el

programa escrito de comunicación de peligros.

Hojas de MSDS proveen información sobre los riesgos físicos/de salud de los químicos peligrosos y los síntomas de sobre exposición. Estas hojas explican como reducir o prevenir exposición a químicos peligrosos usando los procedimientos de control, practicas de trabajo y equipo de protección personal. También enumeran los procedimientos que debe seguir si los empleados son sobre expuestos a químicos peligrosos.

El Programa de Comunicación sobre Peligros Químicos y el libro de MSDS están localizados en nuestra oficina. Si hay incidente de exposición, y necesitan información sobre algunos químicos, nuestros trabajadores pueden hablar a la oficina y hablar con un empleado.

## Spotlight on Disabilities: Hydrocephalus

### CPR/FA Schedule: April 2011

English:

CPR & FA– Wed, Apr 6: 9a-5p Vjo

CPR & FA– Tue, Apr 12: 9a-5p SR

CPR & FA– Sat, Apr 16: 9a-5p SR

CPR & FA– Sat, Apr 23: 9a-5p Vjo

FA – Wed, Apr 13: 4:30p-8:30p Vjo

FA – Thur, Apr 28: 9a-1p Vjo

CPR – Fri, Apr 15: 9a-1:30p Vjo

CPR – Tue, Apr 19: 4:30p-9p Vjo

Español:

CPR & FA– Sáb, Abril 2: 9a-5p Vjo

CPR & FA– Sáb, Abril 9: 9a-5p SR

### Calling All Respite Workers!!

This is an urgent call out to ALL Respite Care Providers – there are many families in Napa, Sonoma & Marin Counties that have no respite at all! So please, if you live in Sonoma, Napa or Marin County, and you have a few hours a week or a month to spend with a client that needs you, call a Program Coordinator today!

The term hydrocephalus is derived from the Greek words "hydro" meaning water and "cephalus" meaning head. As the name implies, it is a condition in which the primary characteristic is excessive accumulation of fluid in the brain. Although hydrocephalus was once known as "water on the brain," the "water" is actually cerebrospinal fluid (CSF) — a clear fluid that surrounds the brain and spinal cord. The excessive accumulation of CSF results in an abnormal widening of spaces in the brain called ventricles. This widening creates potentially harmful pressure on the tissues of the brain.

The most common surgery for the treatment of hydrocephalus is the insertion of a **shunt** – a device that diverts fluid from the brain into the abdominal cavity where it is safely absorbed into the blood stream. Though a shunt may be inserted in infants, children and adults, the procedure is essentially the same regardless of the size of the patient. In severe cases,

hydrocephalus can result in death.

The severity of hydrocephalus can differ considerably between individuals and some are of average or above-average intelligence. Learning disabilities including short-term memory loss are common among those with hydrocephalus. Someone with hydrocephalus may have motion and visual problems, problems with coordination, or may be clumsy. About one in four individuals affected will develop epilepsy.

The causes of hydrocephalus are still not well understood. Hydrocephalus may result from inherited genetic abnormalities or developmental disorders (such as those associated with neural tube defects including spina bifida). Other possible causes include complications of premature birth such as intraventricular hemorrhage, diseases such as meningitis, tumors, and traumatic head injury.

*For more information, please visit the Hydrocephalus Association at [www.hydroassoc.org](http://www.hydroassoc.org).*

## Your local Parks & Recreation Services

Are you looking for something fun to do with your client? Check out your local Parks & Recreation Services—many of them have special programs for folks with special needs.

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Vallejo: [www.GVRD.org](http://www.GVRD.org) and click "R.E.A.C.H."; (707) 648-4600

**April 14, 2011 11a-1p**

Join us to celebrate the spring season with a LIVE DJ, Snacks & FUN!! Bunny may even drop by for a visit. The

dance will be held at the Vallejo Community Center, 225 Amador St.

**Cost: \$4, no fee for caregivers**

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Santa Rosa: [ci.santa-rosa.ca.us/departments/recreationandparks](http://ci.santa-rosa.ca.us/departments/recreationandparks) and click "Special Population"; (707) 543-3282

**April 11, 2011 7-8:30p**

Spring Fling Dance! Join us for music and dancing with Ryan playing our favorite dance tunes. **ID and emergency phone number required for**



**admission to the dance.** Sodas available for purchase. Held at the Steele Lane Community Center, 415 Steele Lane, Santa Rosa.

**Cost: \$5**

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Concord: [www.ci.concord.ca.us/recreation/activityGuide.asp](http://www.ci.concord.ca.us/recreation/activityGuide.asp) and click "Special Recreation"; (925) 671-3404

**April 8, 2011 7p-9p**

Community Dance! Come one and all and have a good time dancing your heart out! Bring a snack to share. Concord Senior Center, Concord.

**Cost: \$6**

## Activity of the Month

It's Easter time! Here are some fun ideas for this month:

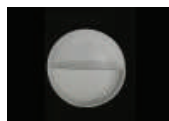
### Rolling Egg Game:

Supplies: hard boiled eggs, chalk, and pencil & paper

1. Mark 4 parallel lines on the concrete/sidewalk with chalk, 4-8 ft long, and 4-8 inches apart so you have three lanes.
2. At the end of each lane make a circle. Write 10 in the middle circle and 5 in the outer circles.
3. The object of the game is to have each child roll a hard boiled egg 3 times down the middle space to the circles at the ends. If the egg goes into the middle circle, it is 10 points and the outer circles are worth 5 pts.
4. Tally is kept for each child (and RCP), the one scoring the most points wins the game.

### Paper Plate Easter Bunny:

1. Get 2 paper plates
2. Cut one paper plate as shown in the photo on the right. This makes the ears and bowtie.
3. Attach the ears and bowtie to the face using staples/glue/tape. Make sure the paper plate for the face is upside down. The ears and bowtie should be right-side-up so they curve.
4. Now you can decorate your bunny anyway you want!
5. If you want, you can cut a 3rd paper plate in half and attach it to the back of the face to make a pocket. Then you can fill it with goodies!



## Office Staff!



This month's featured staff person is Courtney Mitchell, our Administrative Assistant!

Courtney joined us in November 2010 and has been a valuable

asset ever since! She was born in Oakland and raised in Vallejo. While in high school, Courtney was active in ballet, gymnastics, the swim team, and tennis. She then moved to Tulsa, Oklahoma to study at the Oral Roberts University and graduated in 2010 with a BA in Theological/Historical Studies and a minor in Technical Writing.

As our Administrative Assistant, Courtney greets you in the front office and on the phone. She helps make our office a smooth-running respite machine by making sure we all have what we need and the office is in order. Her wide-ranging duties cover processing timesheets to making Day 1 training manuals to running the auto insurance query each month. Courtney has completed her CPR/FA Instructor training and has begun teaching classes.

Courtney loves listening to music and plans on becoming a world traveler. She is involved with a community garden on Mare Island and has a fraternal twin. She is a wonderful addition to our team!

## RCP of the Month



Respite Care Provider of the Month for April is— ALL OF OUR STUDENT RCPs.

Oh what busy, always changing lives you live! Not only do you manage a very active personal life, but you

balance a school schedule (including mounds of homework). In addition to that, you still find time to provide respite to at least one family who really needs it. Most of you serve a lot more than one family. Our hats go off to you! Your families are very fortunate to have you! Way To Go! Job Well Done!

## Bonuses and Raises: How You Earn Them

### 1. The Referral Bonus—

This is paid in 2 parts. The 1st \$25.00 is paid when the person you referred signs their final hiring paperwork. The last \$75.00 is paid to you when they complete the 1st 50 hours of respite.

### 2. Intro Period (the 1st 50 hours of respite worked)

— Once a month, our payroll department runs a list of all RCPs that have hit 50 hours. The following payday your \$.50 raise will



be on your pay check along with all retroactive pay dated back to the date you reached 50 hours.

- ### 3. Millennium Club—
- Once a quarter, our payroll department runs a list of all RCPs that have hit 1000 hours. The following payday your \$.50 raise will be on your pay check along with all retroactive pay dating back to the date you reached 1000 hours. You also receive a letter of congratulations from our

Director, Mike Huckins, & a bonus of \$100.00.

### 4. The Longevity Club -

Once a quarter, our payroll department runs a list of all RCPs that have hit 10,000 hours. The following payday your \$.50 raise will be on your pay check along with all retroactive pay dating back to the date you reached 10,000 hours. You also receive a letter of congratulations from our Director, Mike Huckins & a bonus of \$250.00.

### Emergency Clients

\*Darling 5 year old girl with MMR & epilepsy in Novato. She likes musical instruments & jumping on stuff. Needs a play friend.

\* Very cute 6 year old boy with developmental delays in Santa Rosa. There are 2 younger siblings. Very nice family in great need of respite.

\*Independent 16 year old young man with MMR in Santa Rosa. Really sweet. Needs RCP to go shopping, swimming & to the park with.



# Help With A Heart



## Seniors and Senior Caregiver Assistance and Information

This month's topic is an unpleasant necessity: Elder Abuse. It happens more than we think and it NEEDS to be reported to the appropriate authorities. Elder abuse can take many forms: physical abuse, financial abuse, psychological abuse, neglect by a caregiver, and self-neglect.

Physical abuse can range from poor skin condition/hygiene to dehydration and malnourishment to bruises, welts, and cigarette burns.

Financial abuse includes unusual/inappropriate activity in bank accounts, forged signatures on checks, missing personal belongings and unpaid bills.

Psychological abuse can be deliberate isolation of elder from friends and family, threatening, and intimidation.

Unfortunately, caregivers can neglect an elder in many ways: neglecting hygiene, medications, and lack of social stimulation/ignoring their elder.

Self-neglect is not always purposeful—it can result from dementia and other illnesses. It includes inability to manage finances, personal care, medications, eating, and hygiene.

If you suspect Elder Abuse, you need to contact **Adult Protective Services**. Each county has its own branch with a 24-hour hotline for reporting abuse.

*Solano County:* (800) 850-0012

*Napa County:* (888) 619-6913

*Sonoma County:* (800) 667-0404

*Marin County:* (415) 473-2774

*Contra Costa County:* (877) 839-4347

*Alameda County:* (866) 225-5277

You can also go to [www.cdss.ca.gov/agedblinddisabled/PG2300.htm](http://www.cdss.ca.gov/agedblinddisabled/PG2300.htm) to find the CA state website which lists the location, phone number, and website for each county APS branch.

If you encounter any immediate life threatening conditions, **call 911!**

### RCP Birthdays of the Month

- Ilyndra Jordan
- Sandy Pharn
- Jean Goetz
- Maritza Escoto
- Ann Marie Lemos
- Danielle Cassady
- Kelly Wieder
- Susan Dever
- Edwin Orr
- Margaret (Janie) Smith
- Sabrina Clark-Linares
- Sarah Perez
- Jacob Joerger
- Heather Livaudais
- Kaimiala Cardines
- Nubia Escoto
- Ashley Beilhes
- Francis (Sue) Fredrickson
- Audra Mullins
- Madison Miller
- Victor Lopez
- Amy Pang
- Linda Carley
- Tiffany White

Regional Center of the East Bay notified Bay Respite Care last week that the reimbursement rate for mileage paid for clients living in the East Bay is \$.42 per mile. It was effective retroactively as of January 1st of this year. We are sorry for any inconvenience that this might cause.

We're open M-F, 8:30a-5p

3272 Sonoma Blvd., Suite 4

Vallejo, CA 94590

(707)644-4491 phone / (707)644-1318 fax

[www.BayRespiteCare.org](http://www.BayRespiteCare.org)



### BRCYard News

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### In order to maintain Good Standing, you must...

1. Demonstrate compassion and empathy while providing care.
2. Be reliable & punctual.
3. Have reliable, safe transportation to and from your client's homes.
4. Bring your own food to bookings.
5. Wear clothing that is clean and appropriate.
6. Do not wear dangling, expensive or sentimental jewelry to bookings.
7. Ask the family if they or your client is sensitive to perfumes/lotions.
8. Use universal precautions.
9. Maintain confidentiality.
10. Comply with all agency policies and procedures.
11. Keep in regular contact with your Program Coordinators.
12. Maintain a professional attitude at all times.
13. Maintain current CRP & 1st Aid certifications.
14. Attend In-services and required meetings.
15. Use good judgment.
16. Maintain current phone number & address with the office.