

Family Support Options Infection Control Manual

There are still workers who need to complete this training and pick up infection control packs from Coordinators.

Please visit the Trellis website to read through the infection control manual. This information will help you protect you and the people you work or live with. If you don't have access to the internet please connect with Jane Fawcett* and she will mail you a copy of the manual.

To help us track which workers have reviewed the information please use the link below to an online survey about infection control. Again if you don't have access to the internet you can connect with Jane for direction on what to do. **This is mandatory for SSAH workers and your time will be paid.** Once you have reviewed the information and completed the survey please log 1 hour on your service record under the "Training" column.

<http://www.surveymonkey.com/s/MDJSHT3>

Infection control packs including: gloves, masks and hand sanitizer are available to all SSAH workers via their coordinator. Packs can be picked up or replaced at any time. Please make arrangements to pick up your pack soon.

Special Services at Home (Adult SSAH/PASSPORT):

The Ministry of Community and Social Services has advised Trellis that all funding for the adult portion of the SSAH and Passport Programs will be transferred to Developmental Services Ontario (DSO) Central West Region, effective April 1, 2012. This will allow adult clients and their family's access to all developmental services and resources, including SSAH and Passport funds, through one access point. If you are working with adult clients and have questions, please contact your coordinator.

Service Records and Invoices

Service Records are to be submitted every two weeks, as outlined on the schedule noted on the reverse of the Service Record. This allows Trellis to provide up to date, accurate financial information to the Ministry of Community Social Services and the Ministry of Children and Youth Services.

Trellis Invoices please ensure that you are using up-to-date invoices that have the Trellis logo on them.

SSAH worker support, Coordinators are available if needed

SSAH workers do not often get opportunities to connect with coordinators. The onus is on the worker to call if they need support. If you have questions, need support or guidance about your work with Special Services At Home please call your coordinator:

Diane Graham
Althea Lambert
Kyle Wicharuk
Colleen Scott

(519) 821 8089 Ex. 224
(519) 821 8089 Ex. 760
(519) 843 5742 Ex. 321
(519) 323 4373 Ex. 408

Trellis Website

Family Support Options now has a section for SSAH workers on the Trellis website. If you want easy access to documents or information about SSAH please log onto:

<http://www.trellis.on.ca/>

Look under: Programs, Family Support Options, Worker Information

Service records, invoices and worker updates are already on the site including information about the declaration and training.

If you do not have access to the internet but would like more information please call:
Jane Fawcett (519) 821 8089 ext. 247

Professional Development Opportunities

If there is a requirement for you to have specific training (this will be noted on your position requirement/s) **please call the Recruitment and Training Coordinator** at (519) 821-8089 ex. 247 to confirm dates and book your attendance.

❖ **Please ensure you call and book your attendance if you require training**

Client Staff Interaction and Safety (CSIS) is now called
De-escalation Techniques (Basic NVC)

**Date to be determined; training will be held at 485 Silvercreek Pkwy N. Unit #1.
9 am to 5 pm**

This session is open to anyone with interest if you want to attend this training please connect with Jane Fawcett as soon as possible.

CPR certification (for SSAH Workers that require certification)

If it is a requirement that you re-certify CPR annually (this will be noted on your position requirement agreement) please book a session in the community and submit copies of receipts and certificates with your service records. Workers will be reimbursed for the cost of the course up to a maximum of \$90 and can claim up to 5 training hours for attending a CPR course. Please confirm with Jane Fawcett once you are booked on a session. Receipts must be submitted along with a copy of your certificate before payment will be processed.

ASD Training

The Central West Region Autism Training Initiative Committee is pleased to announce that once again it will be offering no cost training workshops funded by the Ministry of Children and Youth Services.

Visit the website for more information about the workshops and to register
New dates are as follows;

October 20th Using Visuals (Make and Take session)

November 10th Understanding the Social World

These sessions will be held at the Trellis Office
485 Silvercreek Pwy North, Unit # 1, Guelph

<http://www.kerrysplaceautismservices.org/RespiteTraining/>

**For more information about training or to book onto a session please call
or e-mail Jane Fawcett:**

**Telephone: (519) 821-8089 ext. 247
Email: jfawcett@trellis.on.ca**