



What's New?

Welcome to the September to December Edition of Self-Direction Delivered. We have some important information and updates to share with our valued participants.

First we would like to take a moment to thank all consumers, staff, and guardians who were involved with Partners in Advancing Self-Determination Project with The Arc .

Pass Through

LifeWays is continuing to monitor the direct care worker passthrough plans, however has not been made aware of any approval to extend at this time. Once we receive any direction from the department we will be sure to reach out and get that information to you.

The “Self-Directed Staffing New Hire” is Updated!

The Self-Directed Staffing New Hire form has been significantly shortened from 61 pages to 25 pages. It eliminates the need to submit other requests for staff to receive the required training.

If you complete this document on the computer, repeated fields will automatically fill themselves in. This means typing something like your name or date of birth only once or twice rather than writing it on every document individually. You may also print out the document to complete on paper.

When complete, send this document and any additional information to timesheets@communityalliance.com.

Once all required New Hire paperwork is turned into Community Alliance and background is clear, a Relias account will be created for staff. (These accounts will now be created by Stephanie and David).

Please See Attached Document



“ Believe you can and you're halfway there.”

- Theodore Roosevelt

Receive your Newsletter

Electronically!

If you prefer to receive your LifeWays Self-Direction Newsletter electronically, Please contact

Stephanie Justice.

By Phone: 517. 769.4502

Or

Email: stephanie.justice@lifwayscmh.org

Once your request is received and confirmed by LifeWays, you will begin to receive your

Newsletter electronically.

Your Self-Directed Services Coordinator

Stephanie Justice

stephanie.justice@lifwayscmh.org

517.769.4502

Training News

Required Trainings

There are four required trainings for Self-Directed Services currently.

Relias:

Bloodborne Pathogens/Infectious Disease, First Aid, Recipient Rights

Face to Face:

Individual Plan of Service (IPOS) In-Service – All staff must be trained and signed off.

Updates from Community Alliance

1. Conner has created an online employee packet (thank you, Conner!) — it will need to come to us after completing it.
2. The only training proof we need before we give a start date is proof of the IPOS training (either a copy of the in-service or just let us know it's in LEO).
3. If you have any questions or want a tutorial of the monthly budget report we send out let us know. If you don't receive one from us please contact to ensure we have your correct mailing address.
4. Employees should receive a copy of their pay stub in their email at least one day before payday. If they are not receiving this please have them check their spam/junk mail. If not there please have them confirm their email address with us.
5. We have sent out pre-formatted timesheets with the employer and employee name filled in, if you haven't received them let us know. Please use these timesheets.
6. Reminder — please do not pre-sign timesheets or sign/date before the last shift is worked.
7. As always if you have any questions please contact us.

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Our Mission

LifeWays Community Mental Health inspires hope and promotes life-enhancing recovery.

Our Vision

We envision a fully integrated healthcare network that supports individuals in our community to reach their full potential

Our Values

Exceptional Service

We are dedicated to ensuring all customer interactions exceed expectations.

Innovation

We embrace a culture of continuous improvement.

Integrity

We demonstrate accountability and adherence to professional ethics.

Compassion

We are sensitive and caring to those around us.

Strategic Partnerships

We achieve success by partnering with agencies who share our commitment to improving the health of our community.

Person-Centered Care

We empower the people we serve to achieve their hopes, dreams, desires, and goals through treatment focused on their individual needs and preferences.