



SEPTEMBER 2017 | MRCI CLIENT DIRECTED SERVICES

BENEFITS UPDATE

MRCI is making changes to the 403(b) plan. American Funds will be the new recordkeeping provider for our retirement plan. More information will be sent directly to workers who can enroll.

Remember, available at no cost to you is the Vital Work Life EAP (Employee Assistance Program). Vital Work Life is a confidential service providing assessment, referral and short-term problem resolution. Your employer will not know that you have used your EAP benefit, or why.

Examples:

- Addressing relationship troubles
- Relieving depression, stress and anxiety
- Solving parenting and child concerns
- Recovery from drug and alcohol abuse
- Coping with anger, grief and loss
- Overcoming legal/financial problems
- Eliminating employee conflicts

Contact information:

- Web: www.VITALWorkLife.com
 - o Username: mrci
 - o Password: member



NATIONAL DIRECT SUPPORT PROFESSIONALS RECOGNITION WEEK

September 10-16, 2017 is National Direct Support Professionals Recognition Week. Please join us in recognizing all Direct Support Professionals for their hard work, dedication and compassion day in and day out.

We would love to share your story about a DSP in your life. Email your story to lcownie@mrciworksource.org to help recognize a DSP today!

PAID HOLIDAY FOR STAFF

September 4th will be the first paid holiday for CDCS/CSG and PCA Choice staff. Please be aware that home care staff working on that day will receive 1.5 times rate of pay for hours worked, these costs will be reflected in the individual's budget.

NEW FORM I9

Effective September 18, 2017, the new form I9 must be used by all employers. You may have possession of New Hire Packets with an outdated form I9. The most current version of form I9 has the date "7/17/2017" on the bottom left hand corner of the form. HR will contact the Client Representative if an outdated form is completed and will assist with completing a new form I9.

TRAINING SCHEDULE AND POLICY

All 245D employees will be required to complete 12 hours of training. Due to licensing regulations, the trainings need to be complete within the month they are assigned. Below is an updated training schedule. Failure to complete trainings by the end of each month will result in suspension of employment. For additional assistance please contact LaDawn Albrecht, Licensed Coordinator, at 507.386.5715 or lalbrecht@mrciworksource.org.

September | Positive Supports Rule Refresher
 October | CSSPA Review, Person Centered Planning, Communications

MRCI FAMILY COMMUNICATION SURVEY

MRCI Client Directed Services staff work hard to make sure we are serving you better every day. Recently Mary Zettell of Eagan called MRCI to let us know that in the five years she has been working with MRCI she has been pleased with the consistently great service provided at all levels for her daughter, Kathleen.

"Everyone at MRCI is very knowledgeable and, most importantly, they are able to translate that knowledge to me in a way I can understand it," says Mary. "Irregardless of who I work with at MRCI, from the front desk to the payroll department, there is a very high standard of service at every level. You just don't find that much anywhere else these days."

Mary's comments inspire us to continue to do better. Please take a few minutes to complete a brief survey to let us know how we can best communicate changes to our industry, processes and other vital information.

<https://www.surveymonkey.com/r/MRCI2017>



STAFF CHANGES

The PCA Choice Program is proud to announce Kaci Cooper is joining the team as a CDS Specialist. Kaci has been with MRCI for many years, in a variety of roles from Direct Support Staff to Administrative Assistant.

CDCS Program is happy to announce Levi Jansen will be putting his talents to work as a CDS Specialist. Most recently, Levi was known to many MRCI families as one of our billing clerks.

MRCI CLIENT DIRECTED SERVICES

800.829.7110 • www.MRCICDS.org

SCAN & EMAIL TIMESHEETS TO:

Fax: 888.800.7336 payroll@mrciworksource.org

SCAN & EMAIL CLAIMS TO:

Fax: 888.800.7336 claims@mrciworksource.org

HUMAN RESOURCES:

Fax: 888.696.8552

Phone: 800.829.7110 cdshr@mrciworksource.org

September 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		5	6	7	8	9
3	4					
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Pay Period	Due Date	Pay Day
8/20 - 9/2	9/5	9/15
9/3 - 9/16	9/19	8/29

Pay Day

Due Date