The Arc
of Somerset County

Achieve with us.

THE QUALITY NEWS

> "Our quality of life everyday is determined by the presence or absence of things that are important to us—our choices, our rituals"
>
> **Michael Smull**

Person Centered Planning & Thinking
The Arc of Somerset County's PCT Journey

Three years ago, in partnership with The Elizabeth M. Boggs Center and the Division of Developmental Disabilities, our Executive Director, Lauren Panarella, introduced our agency to an exciting initiative called, *Building A Person Centered System* and invited all of us along. Intending for each of us to be an integral part of changing the agency's culture. Culture change is about changing the culture of an organization so that the focus is on the individual's life, dignity, and self-determination rather than the needs of the organization – that statement alone is rather extraordinary. Yet, in order for this holistic approach to be successful and for the critical change process to be effective, it would only do so, with the direct input and commitment from all levels of employees.

This kind of transformation required changes in our policies and procedures, use of Person Centered language and its tools, along with changes in our relationships—not only with our individuals—but with each other.

Today Person Centered Thinking can be found woven into our agency's Strategic Plan, in our ever growing pool of Person Centered Coaches, our monthly Quality Newsletter, it is the driving force behind the IHP process, PCT can be found as a standing agenda item at Manager and Department Meetings and the new groundwork for our training platforms. PCT is how The Arc of Somerset County defines itself today.

Quality is the meaningful work that each of us do every day. If we are to continue to empower our individuals to have positive control over their lives—truly self-directed lives within their own communities—then we must continue our path with Person Centered Thinking.

Therap
➤ Improve Quality of Care & Support
➤ Reduce Costs
➤ Manage Risk & Compliance
...Helping Developmental Disability Providers...

Therap Tips!

Using the Therap Staff Schedule Module

The Therap Staff Scheduling module allows an agency to effectively manage the work hours of its staff members by creating weekly schedules for them. For ease of use the module is divided into Master Program Schedule and Weekly Program Schedule. The Master Program Schedule creates one or more default schedules that can be used as templates to easily create Weekly Program Schedules.

The Staff Scheduling module is quite flexible. It allows users to set up schedules for all types of professionals – from a staff member in a residential program whose work pattern is fairly constant every week to a specialist working across multiple programs whose schedule varies widely from week to week. The staff members in a program can view their own schedules as well as their co-workers' in their calendars. The module also allows users to see their schedule across programs. In addition, the module generates PDF version of the schedules to support printing and emailing.

How to Create A Staff Schedule:
1. Click on the 'Add Slot' button on the **Master Program Schedule** page.
2. In **Slot Definition** area enter details in the following required fields: **Begin Day:** Select the begin day from the dropdown list & **End Day:** Once you select the Begin Day the End Day will be automatically set to the same day. You can also manually select the End Day.
3. **Begin Time:** Choose the Begin Time from the list that appears when you click on the button. You will find hours of the day classified under two tags: A.M. and P.M.
4. **End Time:** Choose the End Time in the same way.
5. In the **Number of Employee(s)** field, enter the maximum number of staff members you want to assign to a slot.
6. Click on the **Add Existing Staff** button to add staff members from the already existing staff list of the program To add a staff member who is not in the existing staff list enter her/his name or a generic title in the **Other Staff** field and then click on the **Add** button.
7. Select status for each staff member from the dropdown list under the **Staff Status** tab in the **Staff List**. The following status are available: **Live-in (On Call):** For the full-time staff members who are available on call & **Working:** For staff members during their working hours. If you want to remove a staff member from the **Staff List** use the **Remove** link associated with that person under the **Action** tab.
8. In the **Comment** field you may enter comments.
9. Click on the **Add** button to add the information you entered to the **Slot list** section in the Master Program Schedule page.
10. Click on the **Cancel** button if you do not want to add anything.

If you have a Therap tip email us @:
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We are currently using:
Version: 2013.1.9 20130613-0904 on app01-se