



A Better Community Begins With You - Volunteer!

With October upon us, the holiday season is right around the corner. CDS would like to be one of the first to extend a warm holiday wish to all of you and your families. The holidays can be a fun-filled and busy time of the year. Giving is an important part of the season. Volunteering to help those less fortunate is important during the holidays and throughout the year. Volunteering not only benefits others, but can make your holiday season a little brighter, too. Volunteering does not have to mean a huge time commitment or having to spend a lot of money. Almost everyone can volunteer in some way. Please consider the following volunteer ideas:

- Gather non-perishable food items for a shelter or food bank. Consider soups, pasta, or canned fruits and vegetables. Even one or two cans will help and often a shelter or food bank volunteer will come and pick them up
- Offer to help decorate the halls or put up lights at a senior center, nursing home, shelter, or group home. You can also collect or make ornaments for these organizations to display (great activity for kids)
- Help prepare or distribute meals to residents at hospitals, nursing homes, senior centers, or group homes
- Collect books and donate them to libraries, prisons, jails, or shelters. You could also be a literacy volunteer. Check at your local library for information or opportunities
- Volunteer at your local animal shelter to walk the dogs or socialize with the cats
- Volunteer to visit or play games with residents at hospitals, nursing homes, or senior centers

If your financial means allow, donate some of the following inexpensive items to a group home to be used as children's stocking stuffers: candy, gum, bubbles, balloons, crayons, coloring books, paper dolls, water colors, paper, barrettes, headbands, nail polish, fishing lures, fishing bobbers, magazines, paperback books, or movie rental coupons.

On behalf of all the staff at Consumer Direct Services, I'd like to wish you good health and a happy holiday season. Take this time to express your thanks for those special people around you.

Sincerely,

Katie Spaid
Montana Program Manager

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From Noel's Desk

Happy Holidays to everyone. With the upcoming holidays in mind, please remember that timesheets are due every Monday following the previous work week. You can either mail or fax the timesheets. If you are mailing, they need to be postmarked by midnight Monday. If you are faxing, you need to do so by midnight Monday.

Before sending your timesheets off, please make sure the following are complete:

- ✓ **In/Out** times equal the **daily total**
- ✓ **Dates** for the work week are entered (**example:** 10/3, 10/4, 10/5, 10/6, 10/7, 10/8, 10/9)
- ✓ Make sure **both signatures** are completed and dated at bottom of timesheet
- ✓ When claiming **medical escort**, make sure the **start time and end time** are recorded.

If you have a **live-in caregiver** working, remember you can write "Live-In Caregiver" across the In/Out boxes, but you are still required to **enter the daily and weekly totals** for a live-in caregiver.

Please contact the office at 541-8700 or 1-866-438-8591 if you ever have any questions. We would be more than happy to assist you.

Thank you,

Noel Coombes
Administrative Assistant

Stay Informed

Please remind your PCA(s) to open and review **ALL** information that arrives in the paycheck envelopes. CDS often includes vital information as "payroll stuffers." Information such as pay period

calendars, wage memorandums, and program news have all been sent out as stuffers. If your PCA has direct deposit, this information is still included in the envelope that contains the direct deposit stub.

Election Day is Tuesday November 2nd

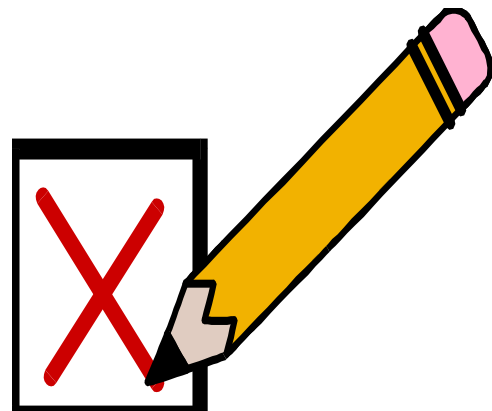
Don't forget to vote Tuesday November 2nd!

Remember to bring one form of identification. Acceptable forms of identification are:

- A photo ID including, but not limited to:
 - Driver's license, school ID, or Tribal ID
- You can also bring:
 - A utility bill, bank statement, paycheck, notice of registration, government check, or other government document with your name and address

Any registered voter may also vote by absentee ballot. Applications are available during a period beginning 75 days before Election Day and ending at noon on the day before the election. You may pick up an application at your local election office or call and have it mailed to you. Once you've submitted your application, your

absentee ballot will be mailed to you, unless you indicate on the application that you would prefer to have someone pick it up for you. Once you've marked your ballot, return it to your election office before the polls close on Election Day in the secrecy envelope that is provided.



What is an Advance Directive?

An **Advance Directive** such as a living will or a power of attorney for health care can help put you and your family at ease when faced with emergency healthcare issues. It is a free and confidential service. The Choices Bank is a confidential and safe method to electronically store your advance directive. Depositing your advance directive in the Choices Bank prevents confusion for your doctors and unnecessary burden on your family in an already difficult situation. The Choices Bank makes your advance directive available anytime, anywhere, with the level of privacy you choose.

As long as you are well enough, you can make medical decisions for yourself. If you are unable to make or communicate your medical decisions, your advance directive legally transfers medical decision-making authority to the person you designate. If you regain your ability to make your own decisions, this authority ends. If you change your mind about any related issue, you can complete a new advance directive. A lawyer is not necessary to develop an advance directive, although you may choose to consult with one.

Developing an advance directive is encouraged for any adult. An individual does not have to be elderly, injured, or ill to complete an advance directive.

An advance directive helps to put yourself and your family at ease when it comes to emergency healthcare decisions.

Terms to Know

Advance care planning: Decision-making process about care you want to receive if you are unable to communicate your wishes or make decisions yourself.

Advance directive: A legal document that provides directions for your health care if you cannot speak for yourself or make decisions. Can include a power of attorney and a living will.

Living will: Your directions to health care providers for end-of-life treatment you do and don't want only if you have a terminal condition, cannot communicate, and are near death.

Power of attorney: A document appointing another person to make financial or business decisions.

Power of attorney for health care: A document appointing another person you choose to make care decisions for you if at any point in your life you are unable to communicate your wishes.

Consumer Direct Services would be happy to send you additional information on the Choices Bank upon request. Contact us at 541-8700 or 1-866-438-8591.

Training Tips

For most employees who provide personal care assistance, lifting and moving are tasks that are performed every day. Proper body mechanics can help prevent many aches and pains. When training your Personal Care Attendants in lifting and moving, please remember to pass on the following tips:

1. **Rely on your stronger leg muscles more than your back and upper body.** Flex your hips and knees rather than bending at the waist.
2. **Use a wide base of support.** Spread your legs about 10-12 inches apart. Feet should be flat, and toes pointed in the direction of movement. Wear low-heeled, nonskid shoes like tennis shoes.
3. **Maintain proper body alignment.** Move your whole body rather than just bending or twisting at the waist.
4. **Keep the person you're moving close to you.** Reaching while lifting is a major cause of injury.

5. **Work at a comfortable height.** When possible, raise or lower a bed to avoid straining. When it's not possible to alter the height of the working area, bend your knees to get to its level and exert force from there.
6. **Avoid lifting whenever possible.** Instead, roll, pivot or slide the person toward you.
7. **Use both arms.** Never use just one arm when you can use two. Do not use your neck muscles.
8. **Let your legs bear the weight.** Your leg muscles are stronger than the muscles in your upper body.
9. **Get help if you think you need it.** Before you start the task, determine if you will need another person or assistance device.

For more information on lifting and moving, please contact our office at 541-8700 or 1-866-438-859.

Health & Safety

I. PROTECTION FROM CARBON MONOXIDE POISONING

Carbon Monoxide Poisoning Can Be Deadly

You can't see or smell carbon monoxide (CO), but at high levels it can kill a person in minutes. Appliances that burn fuel such as gas, oil, kerosene, wood, or charcoal produce carbon monoxide, but if those appliances are not working properly or used incorrectly, dangerous levels of CO can easily result. Hundreds of people die each year from CO poisoning caused by malfunctioning or improperly used fuel-burning devices.

CO Poisoning Symptoms

You and your family may get severe headaches, become dizzy, mentally confused, nauseated, or faint. Symptoms may sometimes be similar to those of the flu, food poisoning or other illnesses, so be aware and don't overlook them.

Play It Safe

If you think you may have symptoms of CO poisoning, get fresh air immediately. Open windows and doors, turn off suspected appliances and leave the house. Go to the emergency room and tell the doctor you suspect CO poisoning. CO poisoning can be diagnosed by a simple blood test. Be prepared for these questions from the doctor: Do your symptoms occur only in the house? Do they decrease or disappear when you go outside? Do others in the house have similar symptoms? Are you using fuel-burning appliances in your home? Have the appliances been checked lately, and are they working properly?

Prevention is the Key

Do have all appliances including furnaces, gas water heaters and stoves, gas or kerosene space heaters, fireplaces and wood stoves inspected and repaired if necessary.

Do choose to use appliances that vent fumes to the outside.

Do follow all the instructions for any fuel burning device such as a kerosene or gas heater if you must use one. Use the correct fuel and provide proper ventilation with doors and windows throughout the house.

Don't idle the car in the garage.

Don't use a gas oven to heat your kitchen or home.

Don't ever use a charcoal grill indoors including or in a fireplace.

Don't sleep in any room with an un-vented gas or kerosene space heater.

Don't ignore symptoms, especially if more than person is feeling them.

Detection

CO detectors are available but aren't as reliable as smoke detectors. The less costly the detector, the less reliable it will be. Look for Underwriters Laboratories certification on any detector you buy.

II. PREVENTING SLIPS AND FALLS

There are numerous safety measures you can take to help prevent slips and falls in your home.

1. Try to install handrails on both sides of stairways.
2. Attach safety treads to steps if possible.
3. Remove tripping hazards such as throw rugs, furniture, and clutter from walkways.
4. Use self-adhesive non-skid mats or safety treads in bathtubs and showers.
5. Use non-skid rugs on bathroom floors.

6. Use non-skid pads under rugs on bare floors.
7. Install grab bars on both sides of toilets and bathtubs.

Medicaid Waiver funds may be available to provide for the more permanent home improvements noted above including handrails, safety treads on stairs, and grab bars for the bathroom.

For more information, please contact our office at 541-8700 or 1-866-438-8591.

Health & Safety (continued)

III. SAFE DRIVING

Montana has inclement weather. Be prepared for the unexpected.

- ✓ Always carry a survival kit (see list at right).
- ✓ Stay in your vehicle until help arrives; your vehicle makes a good shelter and an effective signal.
- ✓ Dress in all your warm clothing and place feet on seat or in a blanket for insulation.
- ✓ Partition the front part of the car with duct tape and space blanket.
- ✓ Run car for short intervals to warm car, but make sure the exhaust pipe is clear of snow and ventilate car by cracking a window.
- ✓ Eat while you wait to generate energy and drink non-alcoholic beverages (drink snow that's already melted to conserve energy).



- ✓ Don't smoke, it reduces blood flow to the extremities.
- ✓ Keep vehicle clear of snow for better visibility.
- ✓ Do whatever you can to draw attention to yourself.
- ✓ Call 911 or other emergency number.

*See www.outdoorsafe.com for more details

Survival Kit

- ✓ cell phone and charger
- ✓ warm blankets, coats, footwear, gloves, ski goggles
- ✓ 4 quart bottles of water
- ✓ carbohydrate-based foods
- ✓ 2 empty containers for melting snow and sanitary purposes
- ✓ bag of cat litter
- ✓ toilet paper/wipes
- ✓ windshield scraper and brush
- ✓ spare medications
- ✓ tools
- ✓ flashlight and extra batteries
- ✓ booster cables, tow strap, road flares
- ✓ folding shovel
- ✓ multipurpose tool
- ✓ basic first aid kit
- ✓ knife

CDS PCA Injury Hotline

Consumer Direct Services is very concerned about any injuries that may happen to your Personal Care Attendants (PCAs). CDS has recently set up a new injury reporting hotline. The new telephone line will allow easier, faster, and more efficient reporting of any workplace injury or work-related illness.

In addition to implementing a new reporting method, CDS also continues to actively promote our Return to Work Program for any injured employees. It is our hope that your PCAs will not experience a workplace injury that require the Return-To-Work program, but if

they do, we will work actively to assist your PCA in getting back to work successfully.

Toll Free PCA Injury Hotline

1-888-541-1701

Wit and Wisdom

Halloween Fun

Halloween has ancient origins in the United Kingdom. Different sources identify Ireland or Scotland as the source of Hallow E'en, a word used to describe the night before All Saints Day. It may be a version of a Celtic holiday "Samhain" (sow' an) which celebrated the end of harvest and the beginning of the new year.

Faeries were believed to be especially active at this time of year and people made themselves and their homes as undesirable as possible to keep the spirits away by wearing costumes, masks, being loud and obnoxious, and keeping their houses cold and dark. The Irish came up with trick-or-treating when peasants went door-to-door, demanding food to celebrate. They were given "soul cakes" to prevent bad curses and encourage prayers that would help them get into heaven. The English added bobbing for apples: whoever bit into an apple first would be married first in the next year.

The Irish brought the holiday to the United States in the 1840s. The Jack-o-Lantern was adopted as a tradition based on Irish folklore. Special decorations in the colors orange and black signify harvest and death, also from Irish folklore. Skeletons were added from the Day of the Dead festival celebrated in Mexico. Candy has replaced "soul cakes", costumes have become funny as well as scary, and the first card made its appearance in 1920.



Spooky Word Scramble

1. K M U P P N I

2. C I H T W

3. D C N Y A

4. M S O T U E C

5. H O T S G

6. B C K L A A T C

7. O L A L H N E E W

8. C T I R K - R O - R A E T T

_____ - _____ - _____

Answers: 1. PUMPKIN 2. WITCH 3. CANDY 4. COSTUMES, GHOST
5. GHOST 6. BLACK CAT 7. HALLOWEEN 8. TRICK-OR-TREAT

Big Sky Bonanza

In the fall of 2003, the Montana Senior and Long-Term Care Division, a division of the Department of Health and Human Services, applied for and received a grant through the Centers for Medicare and Medicaid to develop Montana's Big Sky Bonanza Program. The grant identifies ways in which our state can meet the challenges consumers face with respect to consumer-directed service delivery systems. This grant's operating period is from October 1st, 2003-September 30th, 2006.

The "Cash and Counseling" option of the grant is being developed to target those involved in the Self-Direct Personal Assistance Services and the Home and Community-Based Services programs. The goals of the Cash and Counseling Option are to extend more options and increase consumer control in regard to an individual's health needs. Under this Cash and Counseling program the consumer and a counselor will work together to develop the most efficient plan to get the services needed. As part of program development, a Big Sky Oversight

Council has been made up of consumers, advocates, family members, provider agencies, and state officials. Katie Spaid (CDS Program Manager) and Bruce Kramer (Nightingale Nursing Services, Inc. Vice President) are excited to be serving on this statewide council. During the current development period, focus groups are meeting on Native American reservations, in major cities, and in rural and frontier towns. The pilot sites for consumers to start participating in this Cash and Counseling Option will be Missoula County, Silver Bow County, and the Rocky Boy Indian Reservation.

CDS is excited to be helping develop this new program that will continue to promote your independence and choice. Please contact our office at 541-8700 or 1-866-438-8591 if you have any questions or comments.

Information courtesy of the Department of Public Health and Human Services website
www.dphhs.state.mt.us/sltc

What Happens in November?

November has been designated American Indian Heritage Month, Adoption Awareness Month, Novel Writing Month, Epilepsy Awareness Month, and Peanut Butter Lover's Month.

November 2nd: Pompeii was buried by an eruption of Mt. Vesuvius in the year 79. Harry S. Truman beat Thomas E. Dewey in the 1948 presidential election despite landslide predictions of the opposite. Martin Luther King's birthday was established as a national holiday in 1983.

November 3rd: The sandwich was born. John Montague, the Earl of Sandwich, was playing cards. He asked that roasted meats and cheeses be placed between slices of bread so he could eat and still hold his cards.

November 5th: Tutankhamen's (King Tut's) tomb was discovered in 1922.

November 6th: The first day of Ramadan, a month of Islamic worship and contemplation and a time to strengthen ties with friends and family.

November 11th: The United State celebrates Veterans Day.

November 14th: The Cherokee Nation asked the U.S. Supreme Court to review their claim to 1 million acres of land in Texas in 1921.

November 17th: Homemade Bread Day. The Panama Canal opened in 1913.

November 19th: Abraham Lincoln delivered the Gettysburg Address in 1863 at the dedication of the National Cemetery.

November 22nd: In 1955 RCA Records paid the unheard of sum of \$25,000 for rights to the music of a truck driver from Tupelo, Mississippi. That truck driver would later be know as Elvis. John F. Kennedy was assassinated in Dallas, Texas in 1963.

November 24th: The first national Thanksgiving was celebrated in 1863.

November 25: Rudolph the Red-Nosed Reindeer appeared on the music charts in 1949.

CONSUMER DIRECT SERVICES

1903 South Russell
Missoula, MT 59801-6623

Phone: 406-541-8700

Fax: 406-541-8704

Avoid the Flu this Season

Influenza (or the “flu”) is a respiratory infection caused by a group of viruses. It usually hits very suddenly and is highly contagious. It infects 90 million Americans each year.

The extreme shortage of flu vaccinations this year has led to more awareness of other prevention methods. Although there is a shortage, we encourage everyone to inquire if you fall in a high risk category and are eligible to receive a flu shot this season.

Another important thing in avoiding the flu is to educate yourself in the best prevention methods. The most important thing you can do to keep from getting sick is **wash your hands**. One of the most common ways people catch the flu is by rubbing their nose or eyes after their hands have been contaminated with the virus.

It is especially important to wash hands:

- Before, while, and after preparing food
- Before eating and after using the bathroom

- After handling animals or animal waste
- When hands are dirty
- More frequently when someone else at home is sick

Follow these steps when washing your hands:

- Wet your hands and apply liquid or clean bar soap. Place the bar soap on the rack and allow it to drain
- Rub your hands vigorously together and scrub all surfaces
- Wash for 10-15 seconds. The soap combined with the scrubbing action helps dislodge and remove germs
- Rinse and dry your hands well

We hope these tips help prevent an extra trip to the doctors office this winter.