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PICS has set the new standard for tracking your spending online. The new system is cutting edge and user friendly, with clean visual designs and easy navigation. Plus, it saves trees.

Registration is easy. Visit our web site, [PICSweb.org](http://PICSweb.org). Click the *Resources* tab, then click *Online Spending Summaries*. Follow the New User Registration steps, and create your account.

You can view your spending as an overview, or in detail. Choose a specified date range, or view spending for all dates. The new system will show your summary as a PDF document, Excel document, or web page - whatever you prefer.

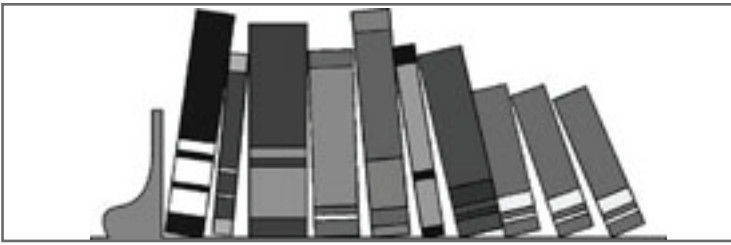
Not only is the site redesigned - the spending summary itself has a new look. Clear numbers are combined with visual cues for a summary that is easy to read.

People who have used the site are raving about how easy and accurate it is. PICS Clients are able to get an up-to-date look at their spending instantly, 24/7. Case Managers love that they can manage all their clients under one user name.

It will take up to one business day for PICS to authorize your new account. This is a one time security measure to protect your privacy. The newly formatted spending summaries are available through the online system only. If you choose to continue receiving paper summaries, they will retain the old format.

PICS is excited to enhance your service with a new technology that is more effective for you, and better for the environment too. Register today at [www.PICSweb.org](http://www.PICSweb.org)

The screenshot shows the PICS website interface. At the top, it says "Expanding choices." and "PICS" with the logo. Below that, there are two main sections: "Please Login to Access Online Spending Summaries" and "New User Registration". The login section has fields for "Username" and "Password" with a "Login" button. The registration section has fields for "First Name", "Last Name", and "Email" with a "Create Account" button. Below the registration section, there is a "Forgot your username or password?" section with a text input field and a "Send my Username and Password" button.



## Scholarships Awarded

For the last two years, PICS was awarded scholarship funds under the MN Department of Human Services Home and Community Based Service (HCBS) Scholarship Grant Program. The intent of this program is to: (1) Help create meaningful career paths for employees serving in the field of long-term care, specifically those serving in HCBS programs, (2) Support provider efforts to recruit, retain, and train qualified employee, and (3) Expand the long-term care workforce.

The funds can be used in the following circumstances:

1. Be used for a course of study that is expected to lead to career advancement (a) With the provider, (b) In the field of nursing, or (c) In the field of long-term care, including home care of care of persons with disabilities
2. Be awarded as scholarships to employees that work an average of at least 20 hours per week for the provider
3. Be utilized solely for qualified educational expenses (books, fee, tuition and other required expenses that are directly related to a course of study leading to career advancement with the provider or within the field of long-term care).

Funds under this program are not awarded as scholarships to management staff, registered nurses, or therapists. The 2007 Fall Semester PICS Scholarship recipients are:

- **Danielle Losier**—pursuing a 4-year degree in Human Services at Metropolitan State University.
- **Kristen Larson**—pursuing a 4-year degree in Special Education licensure with a specialty in developmental disabilities at the University of St. Thomas.
- **Shaun White**—pursuing a 4-year degree in Kinesiology at the University of MN Twin Cities.
- **Pamela Hochrein**—pursuing a 4-year degree in Psychology at Metropolitan State University.
- **Lindsey Hildebrand**—pursuing a 2-year degree in Nursing at Anoka Ramsey Community College.
- **Kamisha Johnson**—pursuing a 4 year degree in Social Work at Metropolitan State University.

Each recipient received an award up to \$2500 to use towards their education expenses. So far, PICS has awarded more than \$20,000 in scholarships. Contact Jinah at 952-854-6364 ext. 117 for info on the next round of scholarships.

**CONGRATULATIONS to all of the recipients!**



## Human Resources Update

Every January we will be updating our employee database. This means that all employees who have not submitted a timesheet in over one year will be deemed inactive. If you wish to reactivate an employee, a new employee packet will need to be completed in order for the employee to be reactivated. This ensures that we have the most current and up-to-date information for all of our employees.

If you have an employee that works off and on throughout the year (for example, the employee works for you during the summer only), and you do not want them to be inactivated, you can choose to have them classified as a seasonal employee. If you would like to choose this option please send your request to the HR department. You can do this via email, fax, or simply a voicemail to our HR line.

Additionally, just a small reminder that for all employees that you know are no longer working for you, please remember to send an exit packet to the PICS HR department so that we can update our files accordingly.

All HR PICS forms can be accessed at our website [www.picsweb.org](http://www.picsweb.org) or by calling the PICS HR line. Please call the HR line if you have any questions or concerns regarding employees at 952-854-6364 ext. 3. You can also email us at [HR@picsweb.org](mailto:HR@picsweb.org).

## S U D O K U

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## Job Board TIPS

**Enter as much information as possible.** This will help you get better matches.

**Keep your job postings current.** This makes the job board more effective.

**Respond to all inquiries if possible.** This helps job seekers organize their

## Managing Party TIPS

**Request a new Managing Party Manual** by contacting Tiffany Gress. Please note: you will receive new pages to use with your existing binder.

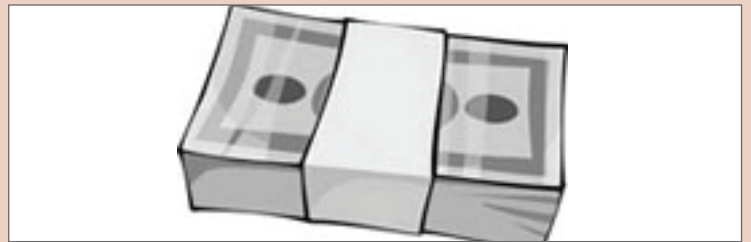
**View your spending summary and download forms at PICSweb.org.** Ask your Program Manager for details.

**Direct deposit is available through PICS.** Contact your Program Manager.

## Thank YOU

The most important thing is that you are happy with the service we provide.

Please feel free to contact us at any time.



## Cost of Living Adjustment

Effective October 1, 2007, the Minnesota Legislature authorized a Cost of Living Adjustment (COLA) increase to a variety of Home and Community Based services and programs. Some counties require you to contact them in order to access the additional COLA funding. Please contact your county case manager to obtain approval and be sure that the COLA is added to your waiver allocation.

The COLA will increase your dollars for personal support, respite or CDCS services by 2% effective October 1, 2007. As decided by the legislature, you are required to use either 75% or 100% of your COLA to increase wages and/or benefits for direct care staff.

Effective the pay period beginning October 11, 2007, we will automatically dedicate 100% of your COLA to staff wages and employee compensation costs, unless you contact us by October 22, 2007. No action is required on your part if you wish to designate all 100% of the COLA to your staff wages and compensation related costs. However, if you wish to elect to use 75% for increased wages and benefits, please email COLA@picsweb.org. Please put "75%" in the subject line of the email and include the client's name in the text of the email.

If you do not have e-mail, please call your PICS Program Manager. Please contact us ONLY if you are electing to use 75% of your COLA for increased wages and benefits, instead of 100%.

For more information, please contact your county case manager. You may also visit us at [www.picsweb.org](http://www.picsweb.org) to learn more about the COLA increase.

## Happy Trails

PICS recently said goodbye to three employees: Ida Richardson is pursuing a career in computer technology, Sapna Sheth returned to her home-State of Wyoming, and Nic Ordahl is moving to London to help develop a new business.



Expanding choices.

partners in  
community  
supports

# PICS news

PICS is a non-profit agency serving people with disabilities, The elderly, and people affected by traumatic brain injury.

We are a collaboration of four partner agencies.



## LifePages.org

- LifePages had 20,000 page views last month. Below are some of the events people are finding on Life Pages.
- Halloween Boo-tique at Arc's Value Village. Shop for your costume and support a great cause!  
[www.arcsvaluevillage.org](http://www.arcsvaluevillage.org)
- Upstream Arts is a new organization for artists with disabilities. See their upcoming events online.  
[www.upstreamarts.org](http://www.upstreamarts.org)
- Visit [www.LifePages.org](http://www.LifePages.org) for more great resources like these!

## Holiday hours

PICS will be closed on the following days:

- November 22-23 for Thanksgiving
- December 25 for Christmas Day

## What's your story?

If you have a story to share with us, we'd love to include in our newsletter or web sites.

Please email us at [info@picsweb.org](mailto:info@picsweb.org)

## People to Contact

### Director of Services

Beth Peterson - ext. 119

### Program Managers

Danelle Hoepfner - ext. 120

Julie Andersen - ext. 107

### Payroll

Jennifer Borden - ext. 111

### Transportation

Rebecca Groene - ext. 108

### Billing

Alisa Gines - ext. 116

### Human Resources

Jinah Chernivec - ext. 117

### Front Desk / Sign Language

Tiffany Gress - ext. 113

### Executive Director

Sandy Kasprzak - ext. 101

## General Contact

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TTY: 952-858-7187

[www.picsweb.org](http://www.picsweb.org)