

Archway Station Short Takes January 2018

Check out Short Takes on the web @ <http://archwaystation.net> choose links on the left, then Short Takes

Archway Station
Wellness &
Recovery Center
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Special Points of Interest:

Drivers
Needed

Favorite
Worker Selected

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Keeping Your New Year's Resolutions

adapted from www.apa.org

It can be daunting when your list of New Year's Resolutions is as long as your holiday shopping list. In addition to the post-holiday slump, not being able to keep your resolutions by February, March or even late January may increase your anxiety. When your holiday decorations are packed up and stored away, the frustration of an unused gym membership or other reminders of failed resolutions can make the later winter months feel hopeless.

However, it is important to remember that the New Year isn't meant to serve as a catalyst for sweeping character changes. It is a time for people to reflect on their past year's behavior and promise to make positive lifestyle changes. "Setting small, attainable goals throughout the year, instead of a singular, overwhelming goal on January 1 can help you reach whatever it is you strive for," says psychologist Lynn Bufka, PhD. "Remember, it is not the extent of the change that matters, but rather the act of recognizing that lifestyle change is important and working toward it, one step at a time."

By making your resolutions realistic, there is a greater chance that you will keep them throughout the year, incorporating healthy behavior into your everyday life. APA offers these tips when thinking about a New Year's resolution:

Start small

Make resolutions that you think you can keep. If, for example, your aim is to exercise more frequently, schedule three or four days a week at the gym instead of seven. If you would like to eat healthier, try replacing dessert with something else you enjoy, like fruit or yogurt, instead of seeing your diet as a form of punishment.

Change one behavior at a time

Unhealthy behaviors develop over the course of time. Thus, replacing unhealthy behaviors with healthy ones requires time. Don't get overwhelmed and think that you have to reassess everything in your life. Instead, work toward changing one thing at a time.

Don't beat yourself up

Perfection is unattainable. Remember that minor missteps when reaching your goals are completely normal and okay. Don't give up completely because you ate a brownie and broke your diet, or skipped the gym for a week because you were busy. Everyone has ups and downs; resolve to recover from your mistakes and get back on track.

Archway Station, Inc.

Person-Centered Planning Philosophy

Archway believes in and uses the philosophy and approaches of person-centered planning. One critical way to show respect for each person's individuality is through the use of person-centered planning which focuses on first, understanding the person and then, helping the person use effective decision-making skills to guide their journey of recovery.

Person-centered planning means that we listen to you closely in order to understand what is important to you in your life. We listen to what is and isn't working for you and what you think needs to change. Workers form a helping partnership with you and work together on a plan that is meaningful to you. We help you find a main goal to work on and break it down into a few steps that will help you reach your goals.

RECOGNITION DAY

Join us on Wednesday, January 31st, at the Wellness & Recovery Center to celebrate Recognition Day. Recognition Day takes place at the beginning of the day. Participants receive and give positive feedback for successes throughout the month, little successes and big ones too! You can get an “A” for effort! We talk about the importance of goal setting and working towards a positive outcome. This is a good time to practice speaking in front of others in the group, by sharing your personal insights, feelings and thoughts. There are a few awards, too.



HAPPY BIRTHDAY!


Afterwards, we have a nice meal and cake to celebrate any birthday in the current month. Many thanks go out to Clara, Cindy and the kitchen volunteers. We then head out in the community for some fun activity. If you are celebrating a birthday, please join us. Even if you can't make it in for the Recognition Group, please come for the meal and birthday celebration. We hope you join in the fun celebration!

January 2018

W&R Center **ACTIVITY** Schedule

**Groups Subject to Change

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:30-11:00 11:00-11:45 11:45-1:00	1 HAPPY NEW YEAR	2 Community Integration— Meet at Rose's @ 9am to volunteer downtown or go to Hope Station. Return to Rose's @ 12pm and get a packed lunch.	3 AM Circle & Short Takes Review Lunch PM Circle & Recreational Activity – You Choose	4 Community Integration— Meet at Rose's @ 9am to volunteer downtown or go to the CCM. Return to Rose's @ 12pm and get a packed lunch	5 AM Circle & Emergency Drill Lunch PM Circle & Family Feud
9:30-11:00 11:00-11:45 11:45-1:00	8 AM Circle & PTSD Lunch PM Circle & Armchair Yoga	9 Community Integration— Meet at Rose's @ 9am to volunteer downtown or go to Hope Station. Return to Rose's @ 12pm and get a packed lunch.	10 AM Circle & Movie Lunch Movie Continued	11 Community Integration— Meet at Rose's @ 9am to volunteer downtown or go to the CCM. Return to Rose's @ 12pm and get a packed lunch.	12 AM Circle & Men @ Women's Group Lunch PM Circle & Recreational Activity – You Choose
9:30-11:00 11:00-11:45 11:45-1:00	15 AM Circle & Armchair Travel Lunch PM Circle & Name that Tune	16 Community Integration— Meet at Rose's @ 9am to volunteer downtown or go to Hope Station. Return to Rose's @ 12pm and get a packed lunch.	17 AM Circle & Substance Abuse Lunch PM Circle & Recreational Activity – You Choose	18 Community Integration— Meet at Rose's @ 9am to volunteer downtown or go to the CCM. Return to Rose's @ 12pm and get a packed lunch.	19 AM Circle & Relaxation for Better Health Lunch PM Circle & Charades










9:30-11:00 <hr/> 11:00-11:45 11:45-1:00	22 AM Circle & Smoking Cessation w/ Lisa <hr/> Lunch PM Circle & Recreational Activity – You Choose	23 Community Integration—Meet at Rose's @ 9am to volunteer downtown or go to Hope Station. Return to Rose's @ 12pm and get a packed lunch.	24 AM Circle & Current Events <hr/> Lunch PM Circle & Karaoke	25 Community Integration—Meet at Rose's @ 9am to volunteer downtown or go to the CCM. Return to Rose's @ 12pm and get a packed lunch.	26 AM Circle & Personal Best Healthlines <hr/> Lunch PM Circle & Finish the Verse
9:30-11:00 <hr/> 11:00-11:45 11:45-1:00	29 AM Circle & HIG? Meeting <hr/> Lunch PM Circle & Bingo—win some prizes	30 Community Integration—Meet at Rose's @ 9am to volunteer downtown or go to Hope Station. Return to Rose's @ 12pm and get a packed lunch.	31 AM Circle & Recognition Day <hr/> Lunch Bowling @ White Oaks		

COMMUNITY VOLUNTEER SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
MORNING SCHEDULE	Walk Dogs @ the Animal Shelter 9:30am-11am	Downtown 9am-12pm Packed lunch		Downtown 9am-12pm Packed lunch	Food Bank Cleaning 9:30am-11am
11:00 – 11:45	LUNCH		LUNCH		LUNCH
AFTERNOON SCHEDULE	Recycling 11:45am-1:15pm				
FOOD BOX DELIVERY ONE MONDAY & FRIDAY PER MONTH	1/8/18 FOOD BOX HOME DELIVERY 9:30am-11am				1/5/18 FOOD BOX HOME DELIVERY 11:45am-1:15pm

January 2018 - COMMUNITY ACTIVITIES

Earn 4 Recovery Points the week before at the W&R Center and then you can pick a community activity you want to join the following week.

DAY/DATE	ACTIVITY	
	Morning 9:30-11am	Afternoon 11:45-1pm
Wednesday, January 3 4 Recovery Points!	Shopping at Braddock Square 	YMCA – You Choose 
Wednesday, January 10 4 Recovery Points!	Allegany County Library 	Bowling at White Oaks 
Wednesday, January 17 4 Recovery Points!	Shopping at LaVale Plaza 	Visit the Pet Store 
Wednesday, January 24 4 Recovery Points!	Allegany County Library 	YMCA – You Choose 
Wednesday, January 31 4 Recovery Points!	Shopping at the Fruit Bowl & Bakery 	Recognition Day Bowling @ White Oak Lanes

Wellness & Recovery Center

Lunch M-W-F (11am-11:45am)

T & Th. Packed lunches will be delivered to Rose's @ 12pm if ordered by 10am each day

(All meals served with bread, milk & salad bar on M-W-F)

JANUARY 2018

Mon	Tue	Wed	Thur	Fri
1 CLOSED HAPPY NEW YEAR	2 Chicken Salad Sandwich Celery Banana	3 Tomato Soup Ham Sandwich Peaches	4 Roast Beef Wrap Chick Peas Strawberries	5 Chicken Teriyaki Mixed Vegetables Baked Apples
8 Sausage Sub Carrots Grapes	9 Ham & Cheese Sandwich Sesame Asian Salad Raspberries	10 Stuffed Steak Butter Beans Cranberry Relish	11 Ham Salad Sandwich Beets Clementine	12 Shrimp Salad Corn Honeydew
15 Hamburger Gravy Over Biscuit Green Beans Pears	16 Buffalo Chicken Sandwich Red Peppers Blueberries	17 Tuna Casserole Peas Apricots	18 Crab Salad Sandwich Cheese Sticks Broccoli Pineapple	19 Bean Soup Ham Sandwich Jell-O w/Fruit
22 Sloppy Joe Cucumber Salad Cantaloupe	23 Bologna & Cheese Sandwich Green Pepper Strips Mandarin Oranges	24 Cheeseburger Black Beans Apple	25 Turkey Salad Sandwich Radishes Blackberries	26 Salisbury Steak Mashed Potatoes Applesauce
29 Hot Dog Baked Beans Kiwi	30 Hoagie Broccoli Honeydew	31 Hot Roast Beef Potato Wedges Tropical Fruit		

Wellness & Recovery Center
Morning Snack (9:00am-9:30am)
JANUARY 2018

Mon	Tue	Wed	Thu	Fri
1 CLOSED HAPPY NEW YEAR	2 NA	3 French Toast Milk	4 NA	5 Cheese Crackers Grapes
8 Pancake Milk	9 NA	10 Bagel Apple	11 NA	12 Cottage Cheese Pineapple
15 Oatmeal Milk	16 NA	17 Hard-Boiled Egg English Muffin	18 NA	19 Cinnamon Toast Applesauce
22 Biscuit Peaches	23 NA	24 Waffle Milk	25 NA	26 Peanut Butter Crackers Banana
29 Pretzels Cheese Stick	30 NA	31 Yogurt Strawberries		

Archway Wellness & Recovery Van Run

There will be no public buses running on...

Mondays, January 1st & 15th

The Wellness & Recovery Center van will be stopping to pick up those who plan to come to the Center at Rose's at 9:00am.

If you need the van to make another stop that isn't listed, please call the Wellness & Recovery Center @ 301-724-2582 Ext. 118, at least 1 day ahead to arrange being picked up.

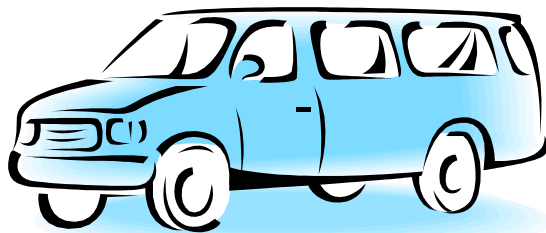
The van will leave the Wellness & Recovery Center at 1:15pm to drop people off at Rose's in the afternoon.

FYI: These are the links to the new bus schedule and bus route map:

<http://www.gov.allconet.org/ACT/schedules.html>

http://www.gov.allconet.org/act/printable/Bus_Schedule_Legal.pdf

On this web page, you can also type in where you want to be picked up, at what time, and where you need to go. It will calculate a bus route for you.



DRIVERS NEEDED



dreamstime.com

From time to time people have out of town appointments, and they need a ride. We are trying to make a list of people who would be interested in providing rides for a fee. If you are interested in having your name added to this list, please call Sue at the W&R Center @ 301-724-2582 Ext. 105.

Congratulations

**Favorite Worker of the Quarter:
Joe Bittinger**



Congratulations, Joe!

Honey and Rosemary Sweet Potatoes



Ingredients:

- 2 tablespoons olive oil
- 1/4 cup honey
- 2 tablespoons chopped fresh rosemary
- 1 teaspoon salt
- 1 teaspoon freshly ground black pepper
- 3 large sweet potatoes, peeled and cut in cubes

Directions:

Prep 15 m

Cook 1 h

Ready In 1 h 15 m

1. Preheat oven to 350 degrees F (175 degrees C). Line a baking sheet with foil or parchment paper.
2. Mix the olive oil, honey, rosemary, salt, and black pepper together in a large bowl, and stir the sweet potato cubes in the mixture to coat. Remove sweet potato cubes with a slotted spoon, and arrange in a single layer on the prepared baking sheet.
3. Bake in the preheated oven until tender, about 45 minutes. Turn oven heat up to 450 degrees F (230 degrees C) and bake until browned, another 15 minutes.

http://allrecipes.com/recipe/216486/honey-and-rosemary-sweet-potatoes/?internalSource=streams&referringId=17222&referringContentType=recipe%20hub&clickId=st_trending_b



GETTING AHEAD

In a

Just-Getting-By World



SHARE

Your experiences

BUILD

Your resources

CREATE

A new future

You think there is nobody out there that cares. You feel down on your luck. You go to this class and you get the knowledge and it changes your life. I didn't feel like I was in a class and it was something I wasn't stressed about going to. I thought I was going to sit in a room and be taught by a teacher and instead I felt like I was the voice and they listened. It was something to have fun at and also get the know-how of going from poverty to where you want to be. "-

Getting Ahead Graduate

Join a small group of people once a week for 20 weeks.

Transportation and childcare are available if needed.

Incentive will be provided to active participants

Day/Time: Wednesdays, 9-11:30am
Dates: August 16, 2017 -January 3, 2018
Location: Centre Street United Methodist Church

Day/Time: Tuesdays, 1-3:30pm
Dates: October 10, 2017 – February 27, 2018
Location: Jane Frazier Community Room

Day/Time: Wednesdays, 3:30-6pm
Dates: January 3, 2018- May 16, 2018
Location: Allegany College of Maryland

Day/Time: Tuesday, 9-11:30am
Dates: February 6, 2018-June 19, 2018
Location: Downtown YMCA

To register, call 240-964-8422.

December Trivia Answers

- 1) What is December's birthstone?
a) turquoise
b) ruby
c) sapphire
- 2) Where does December fall on the calendar?
a) tenth
b) eighth
c) twelfth
- 3) What is the birth flower for December?
a) daisy
b) narcissus
c) rose
- 4) When was the first heart transplant completed?
a) December 3, 1992
b) December 3, 1995
c) December 3, 1967
- 5) When was the Bill of Rights passed?
a) December 21, 1991
b) December 21, 1791
c) December 21, 1993

JANUARY TRIVIA

1. How many states are there in the United States of America?

- a. 30
- b. 48
- c. 50
- d. 40

2. In which city would you find the "Eiffel Tower?"

- a. Rome
- b. Madrid
- c. New York
- d. Paris

3. Radio City Music Hall, the World's Largest Cinema, is located in which city?

- a. Berlin
- b. New York
- c. Rome
- d. Ottawa

4. Where in the world is the city of Rome located?

- a. France
- b. Germany
- c. Italy
- d. Spain

5. In which country would you find the Empire State Building?

- a. Poland
- b. England
- c. Australia
- d. United States

December Word Scramble Answers

- 1) CHRISTMAS
- 2) PRESENTS
- 3) SANTA CLAUS
- 4) FAMILY GATHERING
- 5) CHRISTMAS DINNER

January Word Scramble

- 1) WNE YRSEA VEE
- 2) RSLTNSOOEUI
- 3) CCKLO
- 4) STMEI SQRUAE
- 5) PYRTA
- 6) EIDT
- 7) WNOS
- 8) INGAHESTRG
- 9) NIEFRDS
- 10) IWRTEN

January Word Search

Instructions: Try to find all of the hidden winter words in the word search puzzle below.

(Words can be spelled forwards, backwards, diagonally, up, or down.)



WORD LIST

BLIZZARD	FOG	SKATING
BOBSLEDS	HOLIDAY	SLIDE
CARNIVALS	ICICLES	SNOWFLAKES
COLD	SCARVES	TOBOGGAN

Archway Station's Complaint Process

Before Using the Complaint Procedure

Remember, many times things can be worked out if people just talk things out. If you really think someone's done you wrong, try to tell the person what you're feeling. It's important to do that respectfully. It's important to be open, honest, and adult-to-adult. A beginning conversation might go something like this, "When you did _____, it made me feel _____." Sometimes it helps to practice what you're going to say. Try it!

Complaint Process

- It's meant to be quick and EASY.
- No matter what you complain about, no one will hold it against you.
- Forms are posted throughout the agency.
- Ask anyone to help support you.
- The BEST way to resolve an issue is to try to talk directly with the person to work things out.
- If that's not possible, talk to your TEAM LEADER.
- The Compliance Officer will review the complaint and try to resolve things if that becomes necessary.
- If necessary, Executive Director gets INVOLVED.
- The Board's Review Committee makes FINAL decision.

*If you have any questions about this process, contact
Archway's Compliance Officer at 777-1700 Ext. 125*

Summary of Complaints January 2018

No complaints have been received since the last issue of *Short Takes*. There is nothing to report.

Archway Station's Complaint Form

Any person receiving or providing services may use this form. Follow the step-by-step process.

Your name: _____

Today's date: ____/____/____

Your complaint: _____

What you want done: _____

(use another page if necessary)

(use another page if necessary)

STEP 1: Talk to the person(s) directly involved with your complaint. If you can't or if you're not satisfied, talk with the person's Team Leader. TL must follow up within 2 wks.

Team Leader: _____ Date discussed: ____/____/____

Results of discussion: _____

(use another page if necessary)

Complaint: ____ has been resolved (end of process) _____
____ has not been resolved

Signature of person making complaint
(provide a copy to the person)

In either case, send the form to Archway's *Compliance Officer*.

STEP 2: Complaint review by the Compliance Officer.

Date received: ____/____/____ Date reviewed: ____/____/____ (**within 2 weeks**) With whom: _____

Results of Review: _____

(use another page if necessary)

Complaint: ____ has been resolved (end of process) _____
____ has not been resolved

Signature of person making complaint
(provide a copy to the person)

If not resolved, send form to Archway's *Executive Director*.

STEP 3: Complaint reviewed by Executive Director

Date received: ____/____/____ Date reviewed: ____/____/____ (**within 2 weeks**) With whom: _____

Results of Review: _____

(use another page if necessary)

Complaint: ____ has been resolved (end of process) _____
____ has not been resolved

Signature of person making complaint
(provide a copy to the person)

If complaint is not resolved, ED communicates the situation to the Board's Review Committee and follows recommendations of the Committee which are due in 2 weeks. Documentation of all complaints are kept by the Compliance Officer.