

Archway Station Short Takes April 2018

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

Archway Station
Wellness &
Recovery Center
121 Memorial
Avenue
Cumberland, MD
21502
301-724-2582
Ext. 118
Website-<http://archwaystation.net>

Special Points of Interest:

Favorite Worker
Selected

Survey Time

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The Thirteen Essential Friendship Traits

Adapted from: <https://www.psychologytoday.com/blog/lifetime-connections>

How much do you agree with each of the following statements?

1. I am trustworthy.
2. I am honest with others.
3. I am generally very dependable.
4. I am loyal to the people I care about.
5. I am easily able to trust others.
6. I experience and express empathy for others.
7. I am able to be non-judgmental.
8. I am a good listener.
9. I am supportive of others in their good times.
10. I am supportive of others in their bad times.
11. I am self-confident.
12. I am usually able to see the humor in life.
13. I am fun to be around.

These traits fall into three categories:

Category 1 (Traits of integrity) - this encompasses numbers 1-5;

Category 2 (Traits of Caring) - this encompasses numbers 6-10;

Category 3 (Traits of Congeniality) - this encompasses numbers 11-13; which is the overall well-being and happiness in life.

Remember: Everyone brings a different level of the thirteen traits to their relationships. However, the very best friends offer a generous helping of this baker's dozen. Take an honest look at your own behaviors and see if you need to raise your "friendship quota" to raise the likelihood of maintaining the close connections you desire.

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 Monday, April 30th 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 rewards, 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!

April 2018

W&R Center **ACTIVITY** Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:30-11:00 <hr/> 11:00-11:45 11:45-1:00	2 AM Circle & Short Takes Review <hr/> Lunch PM Circle & Recreational Activity – You Choose	3 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.	4 AM Circle & Let's Celebrate Diversity Month <hr/> Lunch PM Circle & Recreational Activity – You Choose	5 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.	6 AM Circle & Emergency Drill <hr/> Lunch PM Circle & Recreational Activity – You Choose
9:30-11:00 <hr/> 11:00-11:45 11:45-1:00	9 AM Circle Progress Note Review & Armchair Travel <hr/> Lunch PM Circle Progress Note Review & Recreational Activity – You Choose	10 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.	11 AM Circle Progress Note Review & Movie <hr/> Lunch Progress Note Review, Movie Continued or Recreational Activity – You Choose	12 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.	13 AM Circle Progress Note Review & Current Events <hr/> Lunch PM Circle Progress Note Review & Recreational Activity – You Choose
9:30-11:00 <hr/> 11:00-11:45 11:45-1:00	16 AM Circle & Heart Health w/ Lisa <hr/> Lunch PM Circle & Recreational Activity – You Choose	17 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.	18 AM Circle & Earth Day Trivia <hr/> Lunch PM Circle & Recreational Activity – You Choose	19 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.	20 AM Circle & Men @ Women's Group <hr/> Lunch PM Circle & Recreational Activity – You Choose









9:30-11:00 <hr/> 11:00-11:45 11:45-1:00	23 AM Circle & HIG? Meeting <hr/> Lunch <hr/> PM Circle & Recreational Activity – You Choose	24 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.	25 AM Circle & Personal Best Healthlines <hr/> Lunch <hr/> PM Circle & Recreational Activity – You Choose	26 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.	27 AM Circle & What Makes You Happy? <hr/> Lunch <hr/> PM Circle & Recreational Activity – You Choose
9:30-11:00 <hr/> 11:00-11:45 11:45-1:00	30 AM Circle & Recognition Day <hr/> Lunch <hr/> Fun at Constitution Park				

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	4/9/18 FOOD BOX HOME DELIVERY 9:30am-11am				4/6/18 FOOD BOX HOME DELIVERY 11:45am-1:15pm

April 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, April 4 4 Recovery Points!	Shopping at Braddock Square 	Take a Walk on the Canal 
Wednesday, April 11 4 Recovery Points!	Allegany County Library 	Bowling at White Oaks 
Wednesday, April 18 4 Recovery Points!	Let's Go Fishing 	Constitution Park 
Wednesday, April 25 4 Recovery Points!	Allegany County Library 	Visit the Pet Store 

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)

April 2018

Mon	Tue	Wed	Thur	Fri
2 Egg Sausage Hash Browns Banana	3 Bologna & Cheese Sandwich Red Pepper Strips Raspberries	4 Hamburger Baked Beans Watermelon	5 Peanut Butter & Jelly Sandwich Celery Tropical Fruit	6 Chicken Thigh Broccoli Plum
9 Sloppy Joe Tater Tots Applesauce	10 Turkey Salad Sandwich Cherry Tomatoes Grapes	11 Bean Soup Ham Sandwich Honeydew	12 Roast Beef Wrap Asian Salad Peaches	13 Fish Cole Slaw Nectarine
16 Hamburger Gravy over Biscuit Corn Cantaloupe	17 Turkey & Cheese Wrap Tomato Salad Raisins	18 Smoked Sausage Sub Green Peppers & Onions Strawberries	19 Buffalo Chicken Sandwich Celery Cranberries	20 Shrimp Salad Three-Bean Salad Pineapple
23 Hot Dog Squash Blend Pear	24 Chicken Salad Sandwich Chickpeas Fruit Cocktail	25 Tomato Soup Grilled Cheese Apple	26 Tuna Salad Sandwich Potato Salad Blackberries	27 Taco Salad Cornbread Baked Apples
30 Meatloaf Mashed Potatoes Apricots				

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

Mon	Tue	Wed	Thu	Fri
2 Celery Peanut Butter	3 NA	4 Yogurt Vanilla Wafers	5 NA	6 String Cheese Pretzels
9 Cereal Milk	10 NA	11 Blackberries Cheese Stick	12 NA	13 English Muffin Orange
16 Biscuit Applesauce	17 NA	18 Cheese Crackers Milk	19 NA	20 Oatmeal Milk
23 Baby Carrots Ranch Dressing Milk	24 NA	25 Yogurt Strawberries	26 NA	27 Wheat Crackers Juice
30 Bagel Kiwi				

Congratulations

**Favorite Worker of the Quarter:
Lori J.**



Here's what was said about Lori:

- She is a nice person.
- She is there when you need to talk.

Congratulations, Lori!



ARCHWAY STATION

Annual Satisfaction Survey



Be Sure to Tell Us How We're Doing

We would like to know how you feel about the services you receive so we can make sure we are meeting your needs. Your input will help us improve the services we provide.

Sometime during the month April or May, you will receive a phone call about participating in Archway's Satisfaction Survey. Your participation in the survey is voluntary and kept completely confidential. Your responses only will be reviewed & shared for quality improvement purposes.

We value and appreciate your feedback. Please tell us what we are doing well and what we can do better. We are looking forward to speaking with you soon about your satisfaction with the services you receive.

Again, thank you for providing your feedback and giving Archway the opportunity to serve your needs.

Save the Date

Wednesday, April 25, 2018

9:30AM — 1:00 PM

**Allegany College of Maryland
Continuing Ed Bldg
12401 Willowbrook Rd
Cumberland MD 21502
Room 12-13-14**

Free & Open to the Public

**Fair Housing: Resource Toolkit
&
Complimentary Refreshments
Provided**

**Registration Required
Space is Limited**



"Communication: Solutions to Barriers"

City of Cumberland Fair Housing Event

**Featuring Expert Guest Speakers &
Dynamic Afternoon Interactive Session**

TOPICS TO BE DISCUSSED

- How To Address Housing Matters Effectively
 - Legal Remedies And Civil Discourse
 - Choose Civility

Special Invitation To:

Renters/Homeowners
Rental Housing Management
Persons with Disabilities
Landlords
Veterans
Housing Counseling Agencies
Non-Profits
Realtors
Interested Persons

Please Register by April 18th

Contact:

Lee Borrer

301-759-6437 • lee.borrer@cumberlandmd.gov



**MARYLAND
LEGAL AID**

*Advancing
Human Rights and
Justice for All*

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.

Roasted Garlic Mashed Potatoes



Ingredients:

Extra-virgin olive oil, for drizzling

1 head garlic, top sliced off

4 lb. Red Bliss potatoes, peeled and chopped

Kosher salt

1 1/2 sticks butter, melted

1 c. heavy cream, warmed

2 tbsp. balsamic vinegar

1 tbsp. chopped fresh parsley, for garnish

Directions:

Preheat oven to 400°.

Drizzle olive oil over top of garlic and wrap in foil. Bake until golden and soft, 43 to 45 minutes, and then set aside.

Meanwhile, add potatoes to a large pot. Cover potatoes with a few inches of water (about 6 cups) and season with salt; cover pot and bring to a boil. After about 30 minutes, check if potatoes are soft, and then drain in a colander.

In a large bowl, mash potatoes, then slowly add butter, cream and garlic. Add balsamic, season with salt and garnish with parsley. Serve immediately.

March Trivia Answers

What day in March does St. Patrick's day fall on?

d. 17th

What plant is associated with St. Patrick's day?

b. clover

What metal is often found at "the end of the rainbow"?

c. gold

The color _____ is often associated with St. Patrick's day.

d. green

Which of the following cities is not in Ireland?

c. Boise

April Trivia

1. How many days are in the month of April?
 - a. 31
 - b. 28
 - c. 30
 - d. 29

2. What holiday is in the month of April?
 - a. Valentine's Day
 - b. Halloween
 - c. Easter
 - d. Independence Day

3. What is the birthstone of April?
 - a. Ruby
 - b. Sapphire
 - c. Diamond
 - d. Emerald

4. Where does Easter rank as the holiday where people eat the most candy?
 - a. 1
 - b. 2
 - c. 3
 - d. 4

5. The following awareness events occur in the month of April **EXCEPT...**
 - a. Alcohol Awareness
 - b. National Poetry Month
 - c. Cancer Control Month
 - d. Black History Month

March Word Scramble Answers

clover

shamrock

ireland

emerald

march

gold

leprechaun

April Word Scramble

nyunb

coleathoc

rtease

gseg

irnpgs

kaebst

April Word Search

Copied from: <http://www.dltk-holidays.com/t.asp?t=http://www.dltk-holidays.com/easter/images/b-wordsearch.gif>

Easter Word Search

M	K	D	E	C	C	U	D	G	C	P	G	P	G	B
K	V	H	H	T	V	U	N	Y	A	K	N	V	N	U
K	C	I	H	C	A	I	D	S	E	T	I	E	I	N
B	A	S	K	E	T	L	T	D	G	D	K	A	R	N
E	D	W	A	N	Q	E	O	X	L	C	C	S	P	Y
G	Z	U	I	H	L	N	I	C	Y	Y	A	T	S	K
G	F	A	T	I	B	B	A	R	O	K	R	E	Y	C
S	P	T	R	E	A	T	S	Y	F	H	C	R	Q	A
S	R	C	A	W	S	Y	U	M	M	Y	C	U	Q	U
W	O	L	L	A	M	H	S	R	A	M	N	U	D	Q

BASKET
BUNNY
CHICK
CHOCOLATE
CRACKING
CUDDLY
DUCKY
DYED
EASTER



EGGS
MARSHMALLOW
PAINTING
PASTEL
QUACK
RABBIT
SPRING
TREATS
YUMMY

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 April 2018

2/28/18: A person using Supported Housing services filed a complaint indicating concerns working with a specific staff person. The person requested to no longer be seen by that worker who triggers anxiety and stress. The person discussed concerns with the Team Leader on 3/1/18 in which it was agreed he/she will no longer work with that staff person. It also went on to describe how the person wishes to continue his/her mental health recovery program with Archway and Team 1. He/she also stated "I am very happy that Archway is a part of my life and helps me in my daily life." The complaint was considered resolved to the person's satisfaction.

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.