

Archway Station Short Takes JULY 2019

**Check out Short Takes on the web @ <http://archwaystation.net>
choose “Resources | links” located at the top, right of the page,**

Archway Station
Wellness &
Recovery Center
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Ext. 5118
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Special Points of Interest:

Urgent Care vs.
ED

Drivers
Available

Recognition Day

Inside this Issue:

Wellness &
Recovery Center
Information

Menu

Activity Schedule

Games & Puzzles

Complaint
Procedure

Summer Safety Tips:

Summer is well under way in North America, and with the sun and fun comes a number of safety concerns to keep in mind. Many safety-related agencies and organizations have issued safety warnings and tips for a variety of summer celebration hazards and activities.

Heat and Fire Safety: Sun Exposure (via CDC NIOSH)

- *Wear a broad spectrum sunscreen with a minimum of SPF 15.
- *Follow the application directions on the sunscreen bottle.
- *Apply sunscreen liberally (a minimum of 1 oz.) at least 20 minutes before sun exposure.
- *Make sure to cover the ears, lips, neck, tops of feet, and backs of hands.
- *Reapply sunscreen at least every 2 hours and each time you get out of the water or sweat heavily.
- *Throw away old sunscreen, as sunscreens lose their potency after 1-2 years.
- *Some sunscreens may not work as well when used with insect repellent, requiring more frequent reapplication when the two are used together.
- *Wearing protective clothing can also help prevent sunburn, particularly high-SPF clothing.
- *Workers should wear wide-brimmed hats and sunglasses. Sunglasses with 100 percent UV protection and side panels are recommended.

Bug Safety /Ticks: (via CDC NIOSH)

- *Wear a hat and light-colored clothing, including long-sleeved shirts and long pants tucked into boots or socks.
 - *Use insect repellents that provide protection for the amount of time you will be outdoors:
 - *Use repellents such as Permethrin for greater protection.
 - *Check your skin and clothes for ticks every day. The immature forms of these ticks are very small and may be hard to see.
 - *Wash and dry work clothes in a hot dryer to kill any ticks present.
 - *Learn the symptoms of tick-borne diseases.
- If you develop symptoms of a tick-borne disease seek medical attention promptly. Be sure to tell your health care provider that you work outdoors in an area where ticks may be present.

For more information including heat/fire safety, bug-related safety, water safety, and safety on amusement park rides, check out: <https://ohsonline.com/Articles/2018/07/03/Hot-Tips-for-Summer-Safety.aspx?Page=1&p=1>

Adapted from: <https://ohsonline.com/Articles/2018/07/03/Hot-Tips-for-Summer-Safety.aspx?Page=1&p=1>

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



On Wednesday, July 31, 2019 we will be celebrating Recognition Day by spending the full day at Rocky Gap State Park. We will leave the Center at 9:30AM and return to the Center at approximately 1:00PM.



Many thanks go out to Clara & Cindy who will be bringing lunch & dessert (to celebrate birthdays).

Hope you can join us!

July 2019

W&R Center **ACTIVITY** Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:30-11:00 <hr/> 11:00-11:45 11:45-1:00	1 AM Circle & Short Takes Review <hr/> Lunch <hr/> PM Circle & Recreational Activity – You Choose	2 Community Integration — Participate in a community activity of your choice. Meet W&R staff at the Frederick St. bus stop @ 12pm to pick up your ordered packed lunch.	3 AM Circle & Skin Care Awareness <hr/> Lunch <hr/> PM Circle & Recreational Activity – You Choose	4 CLOSED HAPPY 4TH OF JULY	5 AM Circle & Basic Money Management <hr/> Lunch <hr/> PM Circle & Recreational Activity – You Choose
9:30-11:00 <hr/> 11:00-11:45 11:45-1:00	8 AM Circle, Movie/Rec. Activity & Monthly Progress Review <hr/> Lunch <hr/> PM Circle, Movie/Rec. Activity & Monthly Progress Review	9 Community Integration — Participate in a community activity of your choice. Meet W&R staff at the Frederick St. bus stop @ 12pm to pick up your ordered packed lunch.	10 AM Circle, Stress Reduction Part 1 w/ Lisa & Monthly Progress Review <hr/> Lunch <hr/> PM Circle, Rec. Activity – You Choose & Progress Review	11 Community Integration — Meet at the Frederick St. bus stop @ 9am to choose a community activity to participate in. Return there @ 12pm to pick up your ordered packed lunch.	12 AM Circle, Movie/Rec. Activity & Monthly Progress Review <hr/> Lunch <hr/> PM Circle, Movie/Rec. Activity & Monthly Progress Review
9:30-11:00 <hr/> 11:00-11:45 11:45-1:00	15 AM Circle & Current Events <hr/> Lunch <hr/> PM Circle & Recreational Activity – You Choose	16 Community Integration — Participate in a community activity of your choice. Meet W&R staff at the Frederick St. bus stop @ 12pm to pick up your ordered packed lunch.	17 CLOSED FOR A FULL STAFF MEETING	18 Community Integration — Meet at the Frederick St. bus stop @ 9am to choose a community activity to participate in. Return there @ 12pm to pick up your ordered packed lunch.	19 AM Circle & Personal Best Healthlines <hr/> Lunch <hr/> PM Circle & Recreational Activity – You Choose







9:30-11:00	22 AM Circle & Emergency Drill	23 Community Integration — Participate in a community activity of your choice. Meet W&R staff at the Frederick St. bus stop @ 12pm to pick up your ordered packed lunch.	24 AM Circle & Men & Women's Group	25 Community Integration — Meet at the Frederick St. bus stop @ 9am to choose a community activity to participate in. Return there @ 12pm to pick up your ordered packed lunch.	26 AM Circle & Armchair Travel
11:00-11:45	Lunch		Lunch		Lunch
11:45-1:00	PM Circle & Recreational Activity – You Choose		PM Circle & HIG? Meeting		PM Circle & Recreational Activity – You Choose
9:30-11:00	29 AM Circle & HIG? Meeting	30 Community Integration — Participate in a community activity of your choice. Meet W&R staff at the Frederick St. bus stop @ 12pm to pick up your ordered packed lunch.	31		
11:00-11:45	Lunch		Recognition Day @ Rocky Gap All Day		
11:45-1:00	PM Circle & Recreational Activity – You Choose				

COMMUNITY VOLUNTEER SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
MORNING SCHEDULE					Food Bank Cleaning 9:30am-11am
11:00 – 11:45	LUNCH	PACKED LUNCH	LUNCH	PACKED LUNCH	LUNCH
AFTERNOON SCHEDULE	Recycling as needed 11:45am-1:15pm				
FOOD BOX DELIVERY ONE MONDAY & FRIDAY PER MONTH	7/15/19 FOOD BOX HOME DELIVERY IF NEEDED 11:45am-1:15pm				7/5/19 FOOD BOX HOME DELIVERY 11:45am-1:15pm

July 2019 - 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, 3rd 4 Recovery Points!	Shopping at the Fruit Bowl & Bakery 	Constitution Park   
Wednesday, 10th 4 Recovery Points!	N/A MONTHLY PROGRESS REVIEW	
Wednesday, 17th 4 Recovery Points!	N/A CLOSED FOR A FULL STAFF MEETING	
Wednesday, 24nd 4 Recovery Points!	Allegany County Library 	YMCA    
Wednesday, 31st 4 Recovery Points!	Recognition Day @ Rocky Gap All Day 	

Wellness & Recovery Center

Lunch M-W-F is served with bread, milk, & salad bar between 11am-11:45am

Packed lunches for Tuesday & Thursday must be ordered by 12pm the prior day

Packed lunches on Tuesday & Thursday will be delivered as follows:

Tuesday: Hope Station between 11:15-11:30 & Frederick St. Bus Stop 11:30-12pm

Thursday: Frederick St. Bus Stop between 11:30-12pm

Mon	Tue	Wed	Thur	Fri
1 Chicken Peas Blueberries	2 Roast Beef Cauliflower Banana	3 Taco Salad Black Beans Apricots	4 CLOSED  HAPPY 4th!	5 Scrambled Eggs Sausage Hash Browns Cantaloupe
8 Crab Cake Cole Slaw Pineapple	9 Ham Sandwich Cherry - Tomatoes Blackberries	10 Smoked Sausage Sub Peppers & Onions Plum	11 Buffalo Chicken Sandwich Celery Clementine	12 Chicken Thigh Baked Beans Honeydew
15 Hot Turkey Sandwich Carrots Apples	16 Chicken Salad Sandwich Green Pepper Strips Cherries	17 CLOSED FOR A FULL STAFF MEETING	18 Hoagie Broccoli Raspberries	19 Cheeseburger Potatoes Pears
22 Spaghetti and Meatballs Applesauce	23 Turkey Wrap Baby Carrots Kiwi	24 Chili Cornbread Watermelon	25 Meatloaf Sandwich Asian Salad Peaches	26 Tomato Soup Ham Sandwich Honeydew
29 Stuffed Shells Spinach Pineapple	30 Tuna Wrap Cherry - Tomatoes Raisins	31 Hot Dog Potato Salad Watermelon		

Wellness & Recovery Center
Morning Snack M-W-F (9:00am-9:30am)
July 2019

Mon	Tue	Wed	Thu	Fri
1 Waffle Milk	2 NA	3 Celery Peanut Butter	4 NA	5 Bagel Fruit Cocktail
8 Apple String Cheese	9 NA	10 Cottage Cheese Mandarin Oranges	11 NA	12 English Muffin Orange Juice
15 Cereal Milk	16 NA	17 CLOSED FOR A FULL STAFF MEETING	18 NA	19 Pancake Banana
22 Yogurt Raspberries	23 NA	24 Pears Milk	25 NA	26 1/2 PB Sandwich Banana
29 Applesauce Graham Crackers	30 NA	31 French Toast Milk		

FAVORITE WORKER!!!!

It is with great regret to report:

NO FAVORITE WORKER WAS CHOSEN THIS QUARTER



Please remember to vote for the next quarter selection. You will find the form in next month's issue of Short Takes.

This is a great way to have your voice heard and also recognize your favorite worker for a job well done!

Hope to hear from YOU!

Archway Wellness & Recovery Van Run

The Wellness and Recovery Center will be CLOSED on:

THURSDAY, JULY 4th

(In observance of Independence Day)

And

WEDNESDAY, JULY 17th

(Full Staff Meeting)



Have a happy and safe holiday!

There will be no public buses running on:

THURSDAY, JULY 4, 2019

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

URGENT CARE vs ED

When to Visit Urgent Care



Rashes



Tooth Pain



Strains and Sprains



Cuts needing stitches



Sore Throat



Low back pain



Eye redness/irritation



Bites and Stings



Cold and Flu

When to Visit Emergency Dept



Stomach Pain



Allergic Reactions



Eye & Head Injuries



Serious Burns



Stroke



Breathing Difficulty



Chest Pain/Heart Attack



High Fever



Poisoning or drug overdose

WMHS
URGENT
CARE CENTERS

Frostburg Medical Center Frostburg Plaza: 301-689-3229
Hunt Club Medical Clinic Hunt Club Plaza: 304-726-4501

July Recipe

Garlic Shrimp & Herb Spaghetti Squash

<https://chelseajyoung.com/recipes/garlic-shrimp-herb-spaghetti-squash/>

Prep Time: 15 minutes
Cook Time: 25 minutes
Servings: 4



INGREDIENTS:

- 1 spaghetti squash, halved and seeded
- 1 tbsp. olive oil
- 2 tbsp. olive oil (for skillet)
- salt, to taste
- ¼ teaspoon salt
- 2 cloves garlic minced
- 1-2 tbsp. lemon juice
- 2 tbsp. fresh parsley (minced)
- 2 tbsp. fresh basil (minced)
- ½ cup Parmesan cheese (shredded)
- ½ cup pine nuts or walnuts (toasted/chopped)
- pepper to taste
- 1 lb. raw shrimp

INSTRUCTIONS:

1. Preheat oven to 375 degrees
2. Rub squash with ½-1 tbsp of olive oil and sprinkle with salt. Place the cut side down on a rimmed baking sheet and roast for 25 minutes, until fork tender. Let cool about 10 minutes then scrape the insides with a fork to pull the strands away from the skin. Place strands in colander, press with a paper towel, and let them rest while moving onto the next step.
3. In a large skillet, heat 2 tablespoons olive oil over medium heat. Add garlic and shrimp, cook for 1 ½ minutes or until shrimp is thoroughly cooked.
4. Stir in spaghetti squash, lemon juice, herbs, and ¼ teaspoon salt. Cook for about 2 minutes to heat through. Remove from heat and stir in Parmesan cheese, then top with nuts and lemon zest (add tomato if desired). Salt and pepper to taste.

June

Trivia Answers

1. How many days did June have in the early Roman calendar?

- a) **29**
- b) 31
- c) 30
- d) 28

2. Which month was June in the early Roman calendar?

- a) third
- b) sixth
- c) **fourth**
- d) fifth

3. Others believe that June was named for the word “juniors”, a Latin word. What does it mean?

- a) infants
- b) **young men**
- c) flowers
- d) justice

4. From what musical does the song 'June is busting out all over' come?

- a) **Carousel**
- b) State Fair
- c) Oklahoma
- d) My Fair Lady

5. Which of these is not one of the three June gems?

- a) **ruby**
- b) alexandrite
- c) moonstone
- d) pearl

6. In the old saying what is 'a swarm of bees in June' worth?

- a) **silver spoon**
- b) tin spoon
- c) golden spoon
- d) wooden spoon

7. What is the flower for June?

- a) lily
- b) marigold
- c) fern
- d) **rose**

July Trivia

1. Which Chinese Zodiac symbol is associated with the month of July?

- a. Goat
- b. Tiger
- c. Rat
- d. Ox

2. What is the birthstone for July?

- a. Opal
- b. Ruby
- c. Sapphire
- d. Emerald

3. What is the flower for the month of July?

- a. Morning Glory
- b. Gardenia
- c. Larkspur
- d. Hollyhock

4. Which Zodiac symbol is associated with the month of July?

- a. Capricorn
- b. Cancer
- c. Aries
- d. Libra

5. Which of these nations celebrates its birthday in July?

- a. Austria
- b. India
- c. Canada
- d. Fiji

June

Word Scramble Answers

1. belu blue
2. alsdnce candles
3. acbteeinlro celebration
4. sicno coins
5. itehg eight
6. maifly family
7. itsfg gifts
8. sithlg lights
9. trsa star
10. ohidaly holiday

July Word Scramble

1. lfga

2. rkowrifes

3. nndeneiedpec

4. aianInto

5. eamacri

6. freftheora

7. bteylri

8. uJyl

9. deewnke

10. opraticit



July Fourth Word Search



ADAMS
AMERICA
BARBECUE
COLONIES
CONGRESS
DECLARATION
EQUALITY
FIREWORKS

FOURTH
FREEDOM
HOTDOGS
INDEPENDENCE
JEFFERSON
JULY
LIBERTY

NATION
PARADE
REVOLUTION
RIGHTS
STATES
THIRTEEN
UNITED

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.2125*

Summary of Complaints July 2019

May 13, 2019: An individual receiving Child, Adolescents and Young Adult services completed a complaint form stating he/she felt another staff person had been rude and called him/her a name. It was stated that he/she wanted to speak with the Team Leader about it. On 5/13/19, Charlene met with this individual and current HSW3 to discuss the issue. On 5/14/19, Charlene also then met with the current HSW3 and the other staff person. The person filing the complaint was satisfied with the team leaders handling of this complaint and signed off as considering it resolved. The complaint was closed.

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.