

Archway Station Short Takes October 2016

**Check out *Short Takes* on the web @ <http://archwaystationinc.org>
choose links on the left, then *Short Takes***

Archway Station
Wellness &
Recovery Center
121 Memorial
Avenue
Cumberland, MD
21502
301-724-2582
Ext. 103
Website-<http://archwaystation-inc.org>

Special Points of Interest:

Favorite Worker
Selected

Advisory
Committee
Members Needed

Inside this Issue:

Wellness &
Recovery
Center
Information

Games &
Puzzles

Complaint
Procedures

Fight Stress with Healthy Habits

<http://www.heart.org/fightStressWithHealthyHabits>

Talk with family and friends. A daily dose of friendship is great medicine. Call or write your friends and family to share your feelings, hopes and joys.

Engage in daily physical activity. Regular physical activity relieves mental and physical tension. Physically active adults have lower risk of depression and loss of mental function. Physical activity can be a great source of pleasure, too. Try walking, swimming, biking or dancing every day.

Accept the things you cannot change. Don't say, "I'm too old." You can still learn new things. Work towards a goal.

Remember to laugh. Laughter makes you feel good. Don't be afraid to laugh out loud at a joke, a funny movie or a comic strip, even when you're alone.

Give up the bad habits. Too much alcohol, cigarettes or caffeine can increase stress. If you smoke, decide to quit now.

Slow down. Try to "pace" instead of "race." Plan ahead and allow enough time to get the most important things done.

Get enough sleep. Try to get six to eight hours of sleep each night. If you can't sleep, take steps to help reduce stress and depression. Physical activity also may improve your quality of sleep.

Get organized. Use "to do" lists to help you focus on your most important tasks. Approach big tasks one step at a time. For example, start by organizing just one part of your life — your car, desk, kitchen, closet, cupboard or drawer.

Practice giving back. Volunteer your time or return a favor to a friend. Helping others helps you.

Archway Station, Inc.

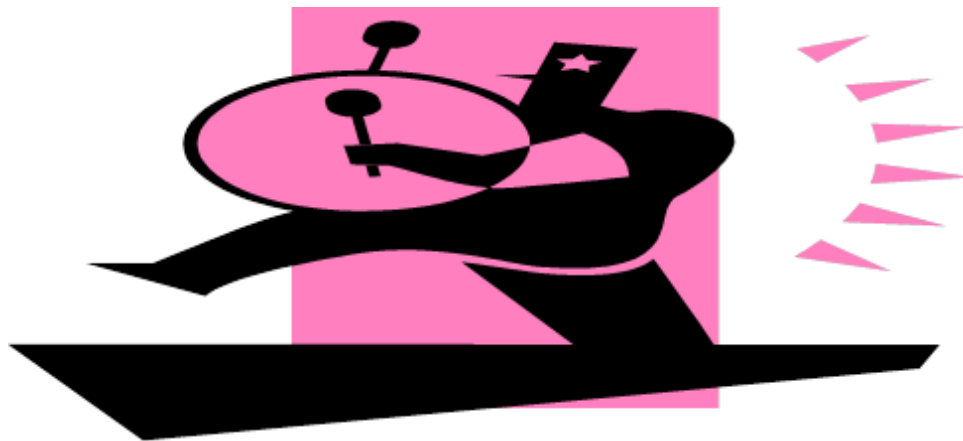
Person-Centered Planning Philosophy

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 Monday, October 31st, we will be celebrating Recognition Day by spending the full day at Brookdale Farms. We will leave the Center at 9:30AM. Lunch will be provided. We will return to the Center at 1:00PM. Hope you can join us!



October 2016

W&R Center ACTIVITY Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:30-11:00	3 AM Circle & Short Takes Review	4 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.	5 AM Circle & Movie	6 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.	7 AM Circle & Psychiatric Advanced Directives
11:00-11:45	Lunch		Lunch		Lunch
11:45-1:00	PM Circle & Recreational Activity – You Choose		Movie Continued		PM Circle & Name that Tune
9:30-11:00	10 AM Circle & Current Event	11 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.	12 AM Circle & Diversity	13 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.	14 AM Circle & Why Vote
11:00-11:45	Lunch		Lunch		Lunch
11:45-1:00	PM Circle & Make a Healthy Snack		N/A Closing Early		PM Circle & Recreational Activity – You Choose
9:30-11:00	17 AM Circle & Heart Health w/ Lisa	18 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.	19 AM Circle & Men/Women's Group	20 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.	21 AM Circle & Armchair Travel
11:00-11:45	Lunch		Lunch		Lunch
11:45-1:00	PM Circle & Karaoke		PM Circle & Recreational Activity – You Choose		PM Circle & Bingo—win some prizes












9:30-11:00 ----- 11:00-11:45 ----- 11:45-1:00	24 AM Circle & HIG? Meeting ----- Lunch ----- PM Circle & Recreational Activity – You Choose	25 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.	26 AM Circle & Personal Best Healthlines ----- Lunch ----- PM Circle & Indoor Volleyball	27 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.	28 Normal Hours Halloween Party & Costume Contest
9:30-11:00 ----- 11:00-11:45 ----- 11:45-1:00	31 Recognition Day @ Brookdale Farms All Day 9:30am-1pm Packed Lunches Provided				

COMMUNITY VOLUNTEER SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
MORNING SCHEDULE		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 or Animal Shelter 11:45am-1:15pm				
FOOD BOX DELIVERY ONE MONDAY & FRIDAY PER MONTH	10/3/16 FOOD BOX HOME DELIVERY 9:30am-11am				10/7/16 FOOD BOX HOME DELIVERY 11:45am-1:15pm

October 2016 - COMMUNITY ACTIVITIES

Earn 5 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, October 5 5 Recovery Points! 	Take a walk on the Canal 	Shopping at Alpine Pantry 
Wednesday, October 12 5 Recovery Points! 	Allegany County Library 	N/A Closing Early
Wednesday, October 19 5 Recovery Points! 	Visit the Pet Store 	Bowling at White Oaks 
Wednesday, October 26 5 Recovery Points! 	Allegany County Library 	Fun @ Riverside Complex 

Wellness & Recovery Center
Morning Snack (9:00AM-9:30AM)
October 2016

Mon	Tue	Wed	Thu	Fri
3 Waffle Juice	4 N/A CLOSED	5 Cereal Milk	6 N/A CLOSED	7 Bagel Milk
10 Orange Ritz Crackers	11 N/A CLOSED	12 Yogurt Vanilla Wafers	13 N/A CLOSED	14 Peanut Butter Crackers Banana
17 Wheat Crackers Cheese Stick	18 N/A CLOSED	19 Pancake Milk	20 N/A CLOSED	21 Corn Muffin Applesauce
24 Yogurt Pretzels	25 N/A CLOSED	26 French Toast Milk	27 N/A CLOSED	28 Pop Tart Milk
31 Peaches Cottage Cheese				

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)

October 2016

Mon	Tue	Wed	Thur	Fri
3 Smoked Sausage Sub Butter Beans Pears	4 Tuna Salad Sandwich Celery Orange	5 Meatloaf Mashed Potatoes Peaches	6 Chicken Salad Sandwich Cauliflower Raspberries	7 Chili Cornbread Watermelon
10 Beef Stew Salad Apple	11 Ham & Cheese Sandwich Green Peppers Kiwi	12 Curry Chicken Peas Cantaloupe	13 Turkey Sandwich Broccoli Apricots	14 Roast Beef Baked Potato Tropical Fruit
17 Pork Chop Yams Grapes	18 Pulled Chicken Sandwich Cucumber Salad Banana	19 Hot Dog Sauerkraut Mashed Potatoes Pineapple	20 Cold Meatloaf Sandwich Potato Salad Strawberries	21 Fish Cole Slaw Baked Apples
24 Spaghetti Salad Honeydew	25 Hoagie Beets Fruit Cocktail	26 Hamburger Gravy over Biscuit Mixed Vegetables Plum	27 Turkey & Cheese Wrap Broccoli Raisins	28 Halloween Party Pizza & Chips
31 Chicken Bacon Melt Sandwich Baby Carrots Clementine				

Wellness & Recovery Center
Afternoon Snack (1:00pm—1:30pm)
October 2016

Mon	Tue	Wed	Thu	Fri
3 Bagel Juice	4 N/A CLOSED	5 Pears Milk	6 N/A CLOSED	7 Peanut Butter Crackers Banana
10 Rice Krispie Treat Juice	11 N/A CLOSED	12 N/A CLOSING EARLY	13 N/A CLOSED	14 String Cheese Pretzels
17 Vanilla Wafers Milk	18 N/A CLOSED	19 Tropical Fruit Chex Mix	20 N/A CLOSED	21 Oatmeal Cookie Milk
24 English Muffin Orange	25 N/A CLOSED	26 Cottage Cheese Pineapple	27 N/A CLOSED	28 Cheese Crackers Juice
31 Baby Carrots Peanut Butter				

Congratulations

Favorite Worker of the Quarter: Larry Bowling



Here's what people shared with us:

- He is a great listener.
- He makes time to listen to things that aren't related to Archway.
- He helps in any way he can.

Also nominated were:

Tiffany Dunn, Rebecca Secrist & Marc Phillips

Congratulations to you all!

ADVISORY COMMITTEE MEMBERS NEEDED!



Archway's Advisory Committee (AC) made up of people who use our services, has openings and we need YOU!! Standard agenda items through the year include:

- Review of complaints received
- Review of surveys
- Health and Safety review and audit
- Strategic Planning
- Financial review
- Hiring review
- Accessibility issues
- HIG action items

The AC meets the day before the regular meetings of the Board of Directors. The next meeting is November 15.

If you are interested, tear out this page, fill in the back, and forward to Joy at the 408 N. Centre Street office. Joy will be in touch if we choose you. We choose a committee that best represents the people we serve.

Yes, I am interested in being a member of the new Advisory Committee. I commit to attending all of the scheduled meetings.

Name: _____

Address: _____

Phone: _____

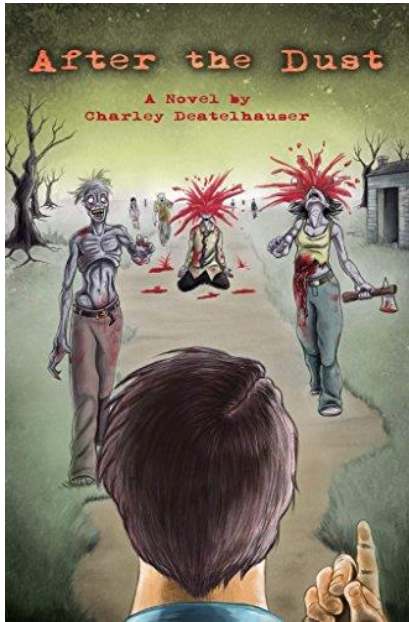
Email: _____



Please send to Joy at 408 !!

“After the Dust”

Narration By: Charles Deatelhauser



“It’s a zombie apocalypse where a few have gained special abilities.

The story follows the journey of one particular summer as he struggles to maintain his sanity in an ever-darkening world.

The protagonist embraces his new existence as a leader of fellow, super-power sociopaths.

Through violence; gritty and gruesome, Deatelhauser finds balance while navigating the line between the age old war of good vs. evil”

If you like zombies, super-villains and psychopaths then download “After the Dust” on the Amazon Kindle App, found in the Apple App Store for I-phone Users or check out the Google Play Store to find “After the Dust.”

Charley is currently working on “After the Voice”, book 2 of 3, as a follow-up to “After the Dust.”

Spinach Dip



Ingredients:

- 1 cup mayonnaise
- 1 container (16 ounce) sour cream
- 1 package (1.8 ounce) dry leek soup mix
- 1 can (4 ounce) water chestnuts, drained and chopped
- 1/2 package (10 ounce) chopped frozen spinach, thawed and drained
- 1 loaf (1 pound) round sourdough bread

Directions:

In a medium bowl, mix together mayonnaise, sour cream, dry leek soup mix, water chestnuts and chopped spinach. Chill in the refrigerator 6 hours or overnight.

Remove top and interior of sourdough bread. Fill with mayonnaise mixture. Tear removed bread chunks into pieces for dipping.

SEPTEMBER TRIVIA ANSWERS

1. What was September named for?

- a. A Number**
- b. A Roman General
- c. A Greek God
- d. A Flower

2. If you were born on the 27th of September what would your zodiac sign be?

- a. Capricorn
- b. Libra**
- c. Aries
- d. Gemini

3. What is the birthstone for September?

- a. Topaz
- b. Sapphire**
- c. Turquoise
- d. Ruby

4. Who wrote and recorded the song *Wake Me up When September Ends*?

- a. Elton John
- b. Nickleback
- c. Green Day**
- d. John Lennon

5. What is the flower for September?

- a. Sweet Pea
- b. Aster**
- c. Hollyhock
- d. Blue Bells

OCTOBER TRIVIA

1. Name the winner of the 2001 Academy Award for Best Picture.

- a. Gosford Park
- b. A Beautiful Mind
- c. The Fellowship of the Ring
- d. Moulin Rouge!

2. Name the winner of the 2002 Academy Award for Best Picture.

- a. Gangs of New York
- b. Chicago
- c. The Hours
- d. The Pianist

3. Name the winner of the 2003 Academy Award for Best Picture.

- a. Mystic River
- b. Seabiscuit
- c. Lost in Translation
- d. The Return of the King

4. Name the winner of the 2004 Academy Award for Best Picture.

- a. Finding Neverland
- b. Million Dollar Baby
- c. The Aviator
- d. Ray

5. Name the winner of the 2005 Academy Award for Best Picture.

- a. Good Night, and Good Luck
- b. Brokeback Mountain
- c. Crash
- d. Munich

September/Autumn Word Scramble Answers

1. FALL
2. AUTUMN
3. LEAF
4. RAKE
5. HARVEST
6. THANKSGIVING
7. PUMPKIN
8. SCARECROW
9. TURKEY
10. APPLE CIDER

Halloween Word Scramble

QUESTIONS	ANSWERS
1. LESENKTO	1.
2. SMKA	2.
3. OMEZBI	3.
4. TGHOS	4.
5. PIDRES	5.
6. EATRT	6.
7. MSROTEN	7.
8. PNKMUPI	8.
9. DNCAY	9.
10. POKOSY	10.
11. IMEARVP	11.
12. ICTRK	12.
13. CIFONF	13.
14. ERTOCBO	14.
15. HTWCI	15.
16. YUMMM	16.
17. UCEOMST	17.
18. RSYAC	18.
19. EATHUDN	19.
20. TBA	20.

Halloween Hardest

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

bat	dark	midnight	transylvania
blackcat	dracula	mummy	treat
bones	dreadful	phantom	trick
boo	frankenstein	scarecrow	werewolf
broom	fright	scary	witch
candycorn	ghost	skeleton	
castle	goblin	spider	
cobweb	halloween	spooky	
coffin	howl	superstition	
costume	mask	terror	

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 try & 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 777-3208 Ext.104*

Summary of Complaints October 2016

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)

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.

(use another page if necessary)

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: _____

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: _____

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.