

# Archway Station Short Takes June and July 2021

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

Archway Station  
Wellness &  
Recovery Center  
121 Memorial  
Avenue  
Cumberland, MD  
21502  
301-724-2582  
Ext. 5118  
Website-  
<http://archwaystation.net>

## Special Points of Interest:

Open House

Quarterly Resource  
Information

## Inside this Issue:

Wellness &  
Recovery Center  
Information

Menu/ Activity  
Schedule

Games & Puzzles

Complaint Process

## Ways to cope with anxiety after COVID

Adapted from: <https://www.mainlinehealth.org/blog/anxious-about-life-after-covid>

**Acceptance** – Often times we speculate about what might happen in the future and we're dissatisfied with what's happening now—all of which can cause anxiety because we're not being accepting of what "is." "The definition of anxiety is 'fear of the unknown,'" says behavioral health counselor Chris Edwards, "Taking charge of what we can is a great way to help reduce that fear. When you're in control you have less unknown. Another way to ease feelings of unrest is to tell yourself (and others) that 'This too shall pass.' It may be inconvenient or uncomfortable, and certainly it's new territory for everyone on the planet, but we will get through it. It's what we must all accept at this time."

**Breath Work/meditation** – If you've already picked up this healthy habit, then you're well on your way to making it a lifelong practice. Using the breath to relax the body and mind is an ancient practice and you can do it any time, anywhere, as often as you like. There are different variations on breath work, but one simple exercise is 4-4-4: Inhale through the nose, deeply and gradually for the count of four; then hold your breath at "the top" for a count of four; then exhale slowly through the mouth, making a loud blowing sound, for a count of four. You may also benefit from any one of the meditation apps out there, such as Calm, Insight Timer, Headspace and Breethe.

**Self-care** – This may be one of the greatest "gifts" of the pandemic as self-care is no longer on the sidelines of people's lives but rather it is unapologetically prescribed for everyone, every day, as a way of coping with the pandemic and its effects. You may already have prioritized self-care, such as paying attention to personal hygiene, being more physically active, going outside for fresh air and a walk, reading a book, engaging in a hobby like gardening or cooking and any number of things that you can do that are enjoyable and relaxing. The main goal is to make sure you do something every day to take care of you. This approach to taking care of self, first and foremost, is important to maintain even as we ease into life after COVID.

**Communication** – Some anxiety related to life after COVID may be alleviated by simply communicating with people you're planning to spend time with. Let others know that masking is still important to you, or that you prefer to get together with smaller groups—whatever puts you most at ease, just say it.

**Selectivity** – There's no need to jump back into a way of life that no longer serves us. If you had a hectic schedule before and are feeling uneasy about demands being placed on you, make sure you're being selective about activities and outings and whom you spend time with. If you haven't been out to eat for many months, maybe a brief coffee date with a friend is all you can handle at the moment.

# **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 Friday, July 30, 2021 we will be celebrating Recognition Day by spending the full day at Rocky Gap State Park.

We will leave the W & R Center at 9:30AM and return around 1:00PM.


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

# June 2021

## W&R Center **ACTIVITY** Schedule

MONDAY – FRIDAY FROM 9AM – 1:30 PM.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:30-11:00 ----- 11:00-11:45 ----- 11:45-1:00	<p style="text-align: center;"><b>****ATTENTION****</b></p> <p><b>THE W&amp;R CENTER WILL BE OPEN MONDAY – FRIDAY FROM 9AM – 1:30 PM. TUESDAY &amp; THURSDAY WILL BE COMMUNITY VOLUNTEERING OR SCHEDULED COMMUNITY IRP SUPPORT. ALL THOSE WHO ATTEND WILL BE EXPECTED TO PARTICIPATE.</b></p>				
9:30-11:00 ----- 11:00-11:45 ----- 11:45-1:00	14  <b>OPEN HOUSE</b> <b>9 AM – 1:30 PM.</b>	15  <b>On Our Own Virtual Conference</b> <b>9:30am – 2:30pm</b>	16  <b>On Our Own Virtual Conference</b> <b>9:30am – 2:30pm</b>	17  <b>COMMUNITY INTEGRATION – Archway Station Display Table at the Downtown Farmers Market</b>	18 Stigma: Language Matters 10am – 12pm ----- <p style="text-align: center;"><b>Lunch</b></p> ----- Recreational Activity – You Choose

<p>9:30-11:00</p> <p>-----</p> <p>11:00-11:45</p> <p>-----</p> <p>11:45-1:00</p>	<p>21</p> <p>Health Home &amp; Post-COVID w/ Diane</p> <p>-----</p> <p><b>Lunch</b></p> <p>-----</p> <p>Recreational Activity – You Choose</p>	<p>22</p> <p><b>COMMUNITY INTEGRATION THOSE WHO ATTEND WILL BE EXPECTED TO PARTICIPATE.</b></p>	<p>23</p> <p>Short Takes Review</p> <p>-----</p> <p><b>Lunch</b></p> <p>-----</p> <p>Recreational Activity – You Choose</p>	<p>24</p> <p><b>COMMUNITY INTEGRATION THOSE WHO ATTEND WILL BE EXPECTED TO PARTICIPATE.</b></p>	<p>25</p> <p>PTSD</p> <p>-----</p> <p>Lunch</p> <p>-----</p> <p>Recreational Activity – You Choose</p>
<p>9:30-11:00</p> <p>-----</p> <p>11:00-11:45</p> <p>-----</p> <p>11:45-1:00</p>	<p>28</p> <p>Emergency Drill</p> <p>-----</p> <p>Lunch</p> <p>-----</p> <p>Recreational Activity – You Choose</p>	<p>29</p> <p><b>COMMUNITY INTEGRATION THOSE WHO ATTEND WILL BE EXPECTED TO PARTICIPATE.</b></p>	<p>30</p> <p>Men&amp; Women's Group - Men's Health w/ Lisa</p> <p>-----</p> <p>Lunch</p> <p>-----</p> <p>Recreational Activity – You Choose</p>	 <p><b>Welcome Back!!</b></p> <p><small>www.free-printable-signs.com</small></p>	


**We Missed You!**




# JULY 2021

## W&R Center **ACTIVITY** Schedule

MONDAY – FRIDAY FROM 9AM – 1:30 PM.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:30-11:00 ----- 11:00-11:45 ----- 11:45-1:00				1  <b>COMMUNITY INTEGRATION</b> <b>THOSE WHO ATTEND WILL BE EXPECTED TO PARTICIPATE.</b>	2 Tobacco Education and Cessation w/ Kathy ----- <b>Lunch</b> ----- Recreational Activity – You Choose
9:30-11:00 ----- 11:00-11:45 ----- 11:45-1:00	5  <b>CLOSED 4<sup>TH</sup> OF JULY HOLIDAY</b>	6  <b>COMMUNITY INTEGRATION</b> <b>THOSE WHO ATTEND WILL BE EXPECTED TO PARTICIPATE.</b>	7 HIG Meeting ----- <b>Lunch</b> ----- Recreational Activity – You Choose	8  <b>COMMUNITY INTEGRATION</b> <b>THOSE WHO ATTEND WILL BE EXPECTED TO PARTICIPATE.</b>	9 Current Events ----- <b>Lunch</b> ----- Recreational Activity – You Choose

<p><b>9:30-11:00</b></p> <p>-----</p> <p><b>11:00-11:45</b></p> <p>-----</p> <p><b>11:45-1:00</b></p>	<p>12 Armchair Travel, Rec. Activity &amp; Monthly Progress Review</p> <p>-----</p> <p><b>Lunch</b></p> <p>-----</p> <p>Rec. Activity &amp; Monthly Progress Review</p>	<p>13 <b>COMMUNITY INTEGRATION THOSE WHO ATTEND WILL BE EXPECTED TO PARTICIPATE.</b></p>	<p>14 Movie/Rec. Activity &amp; Monthly Progress Review</p> <p>-----</p> <p><b>Lunch</b></p> <p>-----</p> <p>Rec. Activity &amp; Monthly Progress Review</p>	<p>15 <b>COMMUNITY INTEGRATION THOSE WHO ATTEND WILL BE EXPECTED TO PARTICIPATE.</b></p>	<p>16 Movie/Rec. Activity &amp; Monthly Progress Review</p> <p>-----</p> <p><b>Lunch</b></p> <p>-----</p> <p>Rec. Activity &amp; Monthly Progress Review</p>
<p><b>9:30-11:00</b></p> <p>-----</p> <p><b>11:00-11:45</b></p> <p>-----</p> <p><b>11:45-1:00</b></p>	<p>19 Basic Money Management</p> <p>-----</p> <p><b>Lunch</b></p> <p>-----</p> <p>Recreational Activity – You Choose</p>	<p>20 <b>COMMUNITY INTEGRATION THOSE WHO ATTEND WILL BE EXPECTED TO PARTICIPATE.</b></p>	<p>21 Men &amp; Women's Group</p> <p>-----</p> <p><b>Lunch</b></p> <p>-----</p> <p>Recreational Activity – You Choose</p>	<p>22 <b>COMMUNITY INTEGRATION THOSE WHO ATTEND WILL BE EXPECTED TO PARTICIPATE.</b></p>	<p>23 Personal Best Healthlines</p> <p>-----</p> <p>Lunch</p> <p>-----</p> <p>Recreational Activity – You Choose</p>
<p><b>9:30-11:00</b></p> <p>-----</p> <p><b>11:00-11:45</b></p> <p>-----</p> <p><b>11:45-1:00</b></p>	<p>26 Emergency Drill</p> <p>-----</p> <p>Lunch</p> <p>-----</p> <p>Recreational Activity – You Choose</p>	<p>27 <b>COMMUNITY INTEGRATION THOSE WHO ATTEND WILL BE EXPECTED TO PARTICIPATE.</b></p>	<p>28 Sumer Safety w/ Lisa</p> <p>-----</p> <p>Lunch</p> <p>-----</p> <p>Recreational Activity – You Choose</p>	<p>29 <b>COMMUNITY INTEGRATION THOSE WHO ATTEND WILL BE EXPECTED TO PARTICIPATE.</b></p>	<p>30 <b>Recognition Day @ Rocky Gap All Day</b></p> <p></p>


# Wellness & Recovery Center Lunch June 2021

Mon, Wed, & Fri - Lunch served at W&R Center with Bread & Milk  
between 11am-11:45am.

Tue & Thu - Packed Lunches can be picked up at W&R and/or delivered to  
Frederick St. Bus Stop or Hope Station at Noon, if ordered the day before at  
301-724-2482 ext. 5100.



## Welcome Back!

Mon	Tue	Wed	Thur	Fri
<b>14</b> OPEN HOUSE  Hot Dog Potato Chips	<b>15</b> Tuna Salad Sandwich Green Peppers Cherries	<b>16</b> Chicken Teriyaki Ranch Potatoes Pears	<b>17</b> Hoagie Broccoli Raspberries	<b>18</b> Chili Cornbread Watermelon
<b>21</b> Sausage Sub Peppers & Onions Plum	<b>22</b> Turkey Wrap Baby Carrots Kiwi	<b>23</b> Meatloaf Butter Beans Orange	<b>24</b> BBQ Chicken Sandwich Chick Peas Blackberries	<b>25</b> Fish Sandwich Corn Applesauce
<b>28</b> Crab Cake Coleslaw Pineapple	<b>29</b> Roast Beef Sandwich Broccoli Clementine	<b>30</b> Shrimp Salad Carrots Cantaloupe		

# Wellness & Recovery Center Lunch July 2021

Mon, Wed, & Fri - Lunch served at W&R Center with Bread & Milk  
between 11am-11:45am.

Tue & Thu - Packed Lunches can be picked up at W&R and/or delivered to  
Frederick St. Bus Stop or Hope Station at Noon, if ordered the day before at  
301-724-2482 ext. 5100.

Mon	Tue	Wed	Thur	Fri
			1 Ham Sandwich Cherry Tomatoes Tropical Fruit	2 Chicken Thigh Baked Beans Honeydew
5 CLOSED  INDEPENDENCE DAY	6 Roast Beef Sandwich Cauliflower Banana	7 Taco Salad Black Beans Apricots	8 Turkey Sandwich Asian Salad Strawberries	9 Scrambled Eggs Sausage Hash Browns Cantaloupe
12 Crab Cake Coleslaw Pineapple	13 Ham Sandwich Cherry Tomatoes Blackberries	14 Smoked Sausage Sub Peppers & Onions Plum	15 Buffalo Chicken Sandwich Celery Clementine	16 Cheeseburger Potatoes Pears
19 Hot Turkey Sandwich Carrots Apples	20 Chicken Salad Sandwich Green Pepper Strips Cherries	21 Chili Cornbread Watermelon	22 Hoagie Broccoli Raspberries	23 Tomato Soup Ham Sandwich Honeydew
26 Spaghetti Meatballs Applesauce	27 Turkey Wrap Baby Carrots Kiwi	28 Fiesta Chicken Black Beans Blueberries	29 Meatloaf Sandwich Asian Salad Peaches	30 ROCKY GAP Hot Dog Potato Salad Watermelon

## Wellness & Recovery Center

Morning Snack M-W-F (9:00am-9:30am)

June 2021


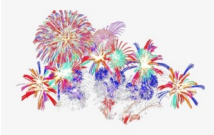
The USDA, MSDE and Archway Station are equal opportunity providers



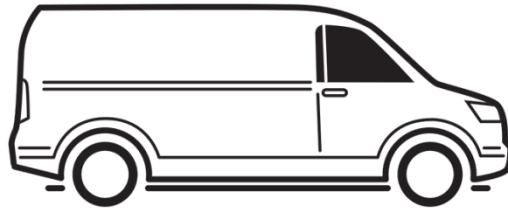
Mon	Tue	Wed	Thu	Fri
14 Danish	N/A	16 Cottage Cheese Grapes	N/A	18 Bagel Fruit Cocktail
21 Celery Peanut butter	N/A	23 Sliced Apples String Cheese	N/A	25 Chex Mix Raspberries
28 English Muffin Apple Juice	N/A	30 Yogurt Strawberries	N/A	<i>Believe in yourself — &amp; — you will be Unstoppable</i>

**Wellness & Recovery Center**  
**Morning Snack M-W-F (9:00am-9:30am)**  
**July 2021**

The USDA, MSDE and Archway Station are equal opportunity providers

Mon	Tue	Wed	Thu	Fri
				2 Cereal Milk
5 CLOSED  INDEPENDENCE DAY	N/A	7 Waffle Milk	N/A	9 Celery Peanut Butter
12 Bagel Fruit Cocktail	N/A	14 Cottage Cheese Mandarin Oranges	N/A	16 English Muffin Orange Juice
19 Pancake Banana	N/A	21 Yogurt Raspberries	N/A	23 Pears Milk
26 1/2 P.B. Sandwich Banana	N/A	28 Applesauce Graham Crackers	N/A	30 French Toast Milk

# W&R Van Run



## Pickup at ~

- 9:00 am - Naves Crossroads Sheetz
- 9:05 am - Center Street Pit-n-Go
- 9:10 am - Green Street Sheetz

**Drop off at ~** the same locations starting at 1:15 pm

★★★ If these don't work for you call us 24 hrs. In advance at 301-724-2582 Ex. 5118 and we will try to work something out.

# American Flag Pie

[https://www.simplyrecipes.com/recipes/american\\_flag\\_pie/](https://www.simplyrecipes.com/recipes/american_flag_pie/)



## Ingredients

### **Crust:**

3 1/2 cups flour  
3 1/2 teaspoons sugar  
1 1/2 teaspoons salt  
14 ounces butter (3 1/2 sticks), cut into cubes  
7/8 cup sour cream  
(that's 3/4 cup plus 2 Tbsp)

### **Strawberry filling:**

3 1/2 pounds  
strawberries, hulled,  
quartered  
1/2 cup sugar  
2 teaspoons orange zest  
4 Tbsp cornstarch, flour,  
or minute tapioca

### **Egg wash:**

1 egg white  
1 teaspoon of milk or  
cream

### **Blueberry filling:**

1 pint blueberries (about  
0.6 lbs, 280 g)  
3 Tbsp sugar  
1/4 teaspoon cinnamon  
1 teaspoon lemon zest  
2 teaspoons lemon juice  
2 Tbsp cornstarch, flour,  
or minute tapioca

## Method

### **Make the pie dough:**

1. Cut the butter into cubes and let sit out for 10 minutes to take the chill off. Whisk together the flour, sugar, and salt in a large mixing bowl.
2. Add the butter and toss to coat with the flour. Using your (clean) hands, work the butter into the flour until the mixture resembles a coarse meal.
3. Add the sour cream and mix with a fork until well incorporated.
4. Knead with your hands until the mixture comes together as a ball. Divide into 3 equal sized balls of dough (it helps to use a kitchen scale).
5. Form the balls into rectangular discs. Sprinkle with a little flour and wrap individually with plastic wrap.
6. Chill for 1 to 2 hours or overnight (can freeze this point if making several days ahead).
7. Make berry fillings:
8. Put the quartered strawberries in a large bowl and toss with sugar, cornstarch (or flour, or minute tapioca), and orange zest.
9. In a separate smaller bowl, put the blueberries, sugar, cinnamon, lemon zest, lemon juice, and cornstarch (or flour or minute tapioca), and toss to combine.
10. Roll out the dough for the bottom crust:
11. Line the bottom of a 13 x 18-inch rimmed sheet pan with parchment paper.
12. Remove two dough discs from the refrigerator and let sit for 10 minutes to soften a bit. On a clean, lightly floured surface, roll out one disk to 11 x 17-inches and

arrange on half of the sheet pan, with an inch of edge over the sides of the sheet pan.

13. Roll out the second disc and cover the other half of the sheet pan.
14. Fold the dough over along the edges and crimp.
15. Remove any excess dough from center. Form into a ball, then use your hands to roll into a long rope. Crimp that rope of dough and form a rectangle in one corner of the sheet pan. This is where your berries and stars will go. The dough will help keep the blueberries from running into the strawberries. (If you don't have excess dough at this point, no worries, you will later when you cut away the stars and stripes.)
16. Put in the refrigerator to chill.
17. Make egg wash:
18. In a small bowl, whisk together the egg white and milk or cream.
19. Roll out dough for stars and stripes:
20. Remove third rectangular disc of dough from the fridge and let sit for 10 minutes to soften a bit. Roll out so that the longest point is 18-inches.
21. Use a dinner knife (blunt) or a pizza wheel to cut out stripes. You'll need 2 stripes that are about 18 inches long and 1 1/2 inches wide, and 2 stripes that are about 10 inches long and 1 1/2 inches wide.
22. Use a star shaped cookie cutter to cut out stars.
23. Place stars and stripes on a cookie sheet, sheet pan, or large plate. Brush with egg wash. Chill.
24. Preheat oven to 450°F
25. Fill the pie and top with stars and stripes:
26. Spread the strawberries over the part of the sheet pan where the red and white stripes should be. Scoop the blueberries into the corner where the stars should be.
27. Arrange the stars and strips of dough on top of the berries to form the flag. Chill for 10-15 minutes before baking.
28. Bake:
29. Bake at 450°F for 15 minutes. Then tent with foil and lower the heat to 375°F and bake for another 45 to 55 minutes or longer, until the filling is bubbling.
30. Remove from oven and let cool at least an hour before serving.

# Summer Trivia

June/July 2021

1. In the US, what is the best-selling BBQ meat?
  - a. Hot dogs
  - b. Hamburger
  - c. Chicken
  - d. Pulled Pork
  
2. Which season is proved to be the most joyous season?
  - a. Winter
  - b. Spring
  - c. Summer
  - d. Fall
  
3. What vitamin can you get from direct sunlight?
  - a. Vitamin D
  - b. Vitamin C
  - c. Vitamin B
  - d. Vitamin K
  
4. Which three fresh fruits outsell all other fruits during the summer in America?
  - a. Watermelon
  - b. Tomatoes
  - c. Peaches
  - d. Strawberries
  
5. Which month of the year is National Ice Cream Month?
  - a. June
  - b. July
  - c. August
  - d. September

# Summer Word Scramble

June/July 2021

pneo esouh

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nuje

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lyju

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inccip

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unssnehi

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terawlonem

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glnusssae

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shifgni

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locero

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ngimpac

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# SUMMER



## WORD SEARCH

Search for the twelve Summer themed words below.

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

BARBECUE

LEMONADE

SUNSCREEN

BEACH

POOL

SWIMMING

FLIP FLOPS

SUMMER

VACATION

ICE CREAM

SUNGLASSES

WATERMELON

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# 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 February 2020

**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.

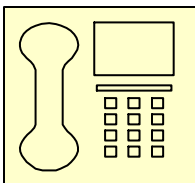
# Attention!

Material beyond this point doesn't change often, therefore, we will only include it quarterly.

If there is a change to any of this information in between times we will alert you.

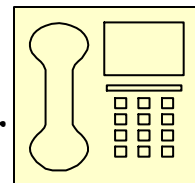
If you use this information regularly, please keep this copy on hand.

Your next copy,  
with this information included,  
will be in the October Short Takes.



# **REACHING YOUR TEAM**

**Keep this directory handy to help you reach your team and other Archway Station, Inc. staff**



## **Queen Street 301-777-1700**

Team 1	Press 1
Team 2	Press 2
Team 3	Press 3
Referrals	Press 4
CAYA	Press 5

BHA Residential Services	Press 6
DDA	Press 7
Dee	Ext. 2118
Wendy	Ext. 2120
Chantal	Ext. 2125

## **Wellness & Recovery Center 301-724-2582**

Health Homes	Press 3
Wellness & Recovery Center Staff	Press 4
Targeted Case Management	Press 5
DDA Managers	Press 6
Sue	Ext. 5105
Kitchen	Ext. 5100

## **Residential**

### **24-Hour**

204 Fulton	301-777-3208
206 Fulton	301-724-1531

### **Community**

Piedmont	301-722-3836
Penn / Utah	301-722-1314
Penn <sup>2</sup>	301-777-8492

**My HSW's extension is \_\_\_\_\_**

# **W&R CENTER'S SCHEDULE**

## **MONDAY-WEDNESDAY-FRIDAY**

<b>09:00am - 09:30am</b>	<b>WELCOME &amp; SNACK</b>
<b>09:30am - 10:00am</b>	<b>GROUP # 1 STARTS</b>
<b>10:00am - 10:10am</b>	<b>BREAK</b>
<b>10:10am - 10:30am</b>	<b>2nd PART OF GROUP #1</b>
<b>10:30am - 10:40am</b>	<b>BREAK</b>
<b>10:40am - 11:00am</b>	<b>3rd Part of Group #1</b>
<b>11:00am - 11:45am</b>	<b>LUNCH</b>
<b>11:45am - 12:05pm</b>	<b>GROUP # 2 STARTS</b>
<b>12:05pm - 12:15pm</b>	<b>BREAK</b>
<b>12:15pm - 12:35pm</b>	<b>2nd PART OF GROUP #2</b>
<b>12:35pm - 12:45pm</b>	<b>BREAK</b>
<b>12:45pm - 01:00pm</b>	<b>3rd PART OF GROUP #2</b>
<b>01:30pm</b>	<b>CENTER CLOSES</b>



## **TUESDAY-THURSDAY**

**Tuesday and Thursday will be Community Integration.**

**The Wellness & Recovery Center will be open from 9am-1:30 pm.**

**You will have the opportunity to volunteer in the community and/or participate in community activities. A packed lunch will be available if you call the day before to order 301-724-2582 ext. 5100.**

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### **Weather:**

If the weather is bad, the W & R Center will go by what the Allegany County Transit System is doing. If they don't run, we don't open. If they don't start running until after 9 am, we open when they start running. Please listen to your radio when the weather is bad. Also, you can receive text messages from Allegany County Transit about delays/closings by texting TRANSIT to 888-777.

### **Cab Issues:**

If you have a complaint about the cab services while using a cab voucher, please call Terri Stevenson @ 45 Queen Street 301-777-1700 Ext. 2121.

## **Archway Station, Inc.**

### **Individual Rights & Responsibilities**

#### **Your rights**

- We will treat you with courtesy and respect, even when we're working through a problem.
- We'll respect your culture and spiritual life.
- We'll give you information so that you can make informed decisions.
- While we're providing you services, there won't be any mental, physical, verbal, or sexual abuse or neglect from staff. Staff won't humiliate you.
- Staff will not take advantage of you, especially when it comes to your money and things you own.
- We don't use any sort of chemical restraint. When providing mental health services, physical restraints are not used. When providing services funded by the Developmental Disabilities Administration, physical restraints are used only when pre-approved as part of the person's behavioral plan.
- We will protect your privacy. Your records are protected and aren't available to staff who don't need to see them.
- You can see your Archway records by asking to do so. We'll respond quickly.
- We share information about you only with your permission.
- You have the right to develop your Individual Plan, as well as the right to have other people help you write it.
- We will do our best to resolve any of your complaints quickly. No one will hold it against you if you complain.
- We'll let you know how to contact self-help and advocacy services.
- We support your right to follow or not follow your treatment and health plans, including medications.

#### **Your responsibilities**

Our services are based on a partnership between you and the staff. We'll work together to write a plan that will help you reach your goals and follow through with the action steps. Your responsibilities include:

- Make choices that help you stay healthy & meet your goals.
- Participate in activities that promote physical, emotional, and spiritual health.
- Learn about your disability and treatment options.
- Understand benefits, risks, and side effects of medication so you can make informed choices.
- Apply for all eligible entitlement benefits.
- Participate in mental health treatment.
- Keep your appointments.
- Honor Archway's "Respecting Each Other" statement.
- Pay your portion or copay for services (if required).
- Respect Archway property as well as property of other services users.
- Report suspected fraud and abuse.

We'll review these rights and responsibilities when you start services and each July. If you ever need any of this information explained or if you feel your rights have been violated, contact Archway's Compliance Officer at 301-777-1700, Ext 2125. You can also fill out a complaint. Forms are posted at agency buildings.

# Volunteer Opportunities!

Feel Fulfillment and Purpose

## Center Volunteer Positions:

- Kitchen Aide
- Maintenance Aide
- Short Takes Staff
- Clerical Aide
- Group Leaders
- Store



## Process for moving up from Center Volunteer to Community Volunteer:

After you have been successfully volunteering at the Wellness and Recovery Center (W&R), you may become eligible to begin volunteer work in the community. W&R Workers give feedback to all volunteers and let them know how they are doing. If you are interested in moving up to Community Volunteer, talk to a Center HSW and ask how you are doing and what improvements you might need to work on to become a Community Volunteer. The Team Leader and Center HSW decide who should be volunteering in the community based on Individual performance.

## Community Volunteer Options:

- Food Bank Worker
- Downtown Mall Displays
- Recycling
- Other opportunities as they become available

## Characteristics of a Good Volunteer:

- Reliable—Completes volunteering duties at Center as assigned.
- Honest—Tells the truth about things—maybe even when it is hard to tell the truth. Admits mistakes.
- Accepts Feedback and Direction—Able to hear critique of work from W&R Center staff; able to take directions and follow them.
- Positive Attitude—Shows a happy, upbeat attitude about the work.
- Team Player—Gets along well with others.
- Mature Person—Acts like an adult; uses appropriate language; no horseplay.
- Safety Conscious—Uses equipment safely and doesn't take risks.
- Goal Oriented—Stays on the task at hand.



ALLEGANY COUNTY TRANSIT SCHEDULE

Effective January 2, 2019

M-F 730 am - 4 pm RED LINE								
		To Hospital & ACM						
FREDERICK STREET	730	800	900	1000	1100	100	200	300
Kent Ave Johnson Heights	735	805	905	1005	1105	105	205	305
Health Department	739	809	909	1009	1109	109	209	309
WHMS - Hospital	741	811	911	1011	1111	111	211	311
Allegany College of Maryland	744	814	914	1014	1114	114	214	314
Finan Center	--	--	918	--	--	--	218	--
Decatur St. & Baltimore Ave	752	822	922	1022	1122	122	222	322
		To Virginia Ave						
FREDERICK STREET	800	830	930	1030	1130	130	230	330
Cumberland Martin's	--	833	933	1033	1133	133	233	333
HRDC Virginia Avenue	--	837	937	1037	1137	137	237	337
Potomac St. & Virginia Ave	--	841	941	1041	1141	141	241	341
HRDC Virginia Avenue	--	847	947	1047	1147	147	247	347
Cumberland Martin's	--	850	950	1050	1150	150	250	350
FREDERICK STREET	856	956	1056	1156	156	256	356	
RED LINE REQUEST STOPS - Urology Associates or Surgery Center								
M-F 8 am - 430 pm BLUE LINE								
		To S. Cumberland						
FREDERICK STREET	800	900	1000	1100	100	200	300	400
Cumberland Martin's	803	903	1003	1103	103	203	303	403
S.Cumberland Marketplace	--	911	--	1111	--	211	--	411
Mt. View Apts/Cascades	813	913	1013	1113	113	213	313	413
Archway / Jane Frazier	815	915	1015	1115	115	215	315	415
Cumberland Martin's	820	920	1020	1120	120	220	320	420
		To Hospital & ACM						
FREDERICK STREET	830	930	1030	1130	130	230	330	430
Decatur St./Baltimore Ave	934	934	1034	1134	134	234	334	--
WHMS - Hospital	839	939	1039	1139	139	239	339	--
Allegany College of Maryland	840	--	1040	--	140	--	340	--
Cumberland Meadows Apts	845	--	1045	--	145	--	345	--
Decatur St. & Baltimore Ave	851	945	1051	1145	151	245	351	--
FREDERICK STREET	855	950	1055	1150	155	250	355	--
M-F 730 am - 4 pm GREEN LINE								
		To Naves Cross Road						
FREDERICK STREET	730	900	1030	100	230			
Naves Cross Road. Sheetz	735	905	1035	105	235			
Western Md Recovery	739	909	1039	109	239			
Bedford Rd & Acre Ln / VFD	743	913	1043	113	243			
Bedford St & Marietta St	751	921	1051	121	251			
		To LaVale						
FREDERICK STREET	800	930	1100	130	300			
Centre St & Valley St	805	935	1105	135	305			
Nat'l Hwy & Campground Rd	815	945	1115	145	315			
LaVale Plaza (Ollies)	818	948	1118	148	318			
Red Hill Plaza	820	949	--	--	--			
Braddock Square	821	951	1121	151	321			
CC Mall Theaters & Walmart	830	1000	1130	200	330			
US 220 & Moss Ave (Shooters)	840	1010	1140	210	340			
Goodwill Industries	843	--	--	--	343			
Greene St & Fayette St.(Dingle)	852	1018	1148	218	352			
Kelly Rd YMCA (*By Request)	*	*	*	220	*			
FREDERICK STREET	857	1027	1155	225	357			
Green Line Request stops - YMCA or Tri State Clinic								
M-F 8 am - 430 pm GOLD LINE								
		(To CC Mall & Frostburg)						
FREDERICK STREET	800	900	X1030		200	330		
Lee St & Paca St (Q C Towers)	--	905	--	--	205	--		
Greene St & Fayette St (Dingle)	--	909	--	--	209	--		
CC Mall Theaters Only	--	920	1040	**1135	220	340		
Weis Market	--	931	1051	**1151	231	351		
Frostburg Plaza	--	934	--	--	234	--		
Bowery St & Paul St	--	939	1059	**1159	239	359		
Braddock Rd (*Active Network)	815	*	*	*	*	405		
College Ave & Maple St	820	941	**1110	110	241	410		
State St & Broadway	823	944	**1112	112	244	412		
To Country Club Mall,LaVale, & Downtown Cumberland								
Main St Palace Theater	827	948	**1116	116	248	X416		
Frostburg Plaza	832	953	**1121	121	--	--		
Weis Market	--	955	--	--	125	255	--	
CC Mall Theaters Only	--	1010	**1130	140	310	--		
Nat'l Hwy & Long Dr	--	1014	--	--	144	314	--	
FREDERICK STREET	854	1026	--	--	156	326	430	
GOLD LINE Request Stop - *Active Network, (X=Express I-68)								
**Shaded trip on Gold Line does NOT run to C C Mall when FSU is in session.								

Tues & Fri only PURPLE LINE			
		To LaVale, Lonaconing & Westernport	
FREDERICK STREET	800	130	
Kelly Rd YMCA	807	137	
Lee St & Paca St (Queen City Towers)	810	140	
Seton Dr.	819	149	
CC Mall Theaters & Walmart	830	200	
MD 36 & Douglas Ave (Lonaconing)	855	225	
MD 135 McDonald's (Westernport)	915	245	
Westernport Senior Center	917	247	
MD 36 & Douglas Ave (Lonaconing)	930	300	
CC Mall Theaters & Walmart	955	325	
Seton Dr	1005	335	
Greene St & Fayette St (Dingle)	1010	340	
Kelly Rd YMCA	1016	346	
FREDERICK STREET To Hospital & ACM	1025	355	
Centre St & Valley St	1035	--	
Nat'l Hwy /Campground Rd	1045	--	
LaVale Plaza (Ollie's)	1048	--	
Braddock Square	1051	--	
CC Mall Theaters & Walmart	1100	--	
US 220 & Moss Ave (Shooters)	1110	--	
Greene St & Fayette St (Dingle)	1118	--	
Kelly Rd YMCA	1120	--	
FREDERICK STREET (To Naves Cross Rd)	1130	--	
Naves Cross Rd (Sheetz)	1135	--	
Western MD Recovery	1139	--	
Bedford Rd & Acre Ln VFD	1143	--	
Bedford Rd & Marietta St	1151	--	
FREDERICK STREET	1200	--	
M-F 550am - 230pm SILVER LINE - MORNING SERVICE			
Virginia Ave & Offutt	555	--	--
HRDC Virginia Ave	600	--	--
FREDERICK STREET - To Hospital & ACM	605	--	--
WHMS - Hospital	614	--	--
Allegany College of Maryland (ACM)	617	--	--
FREDERICK STREET - To CC Mall	630	--	--
Centre St & Valley St.	632	--	--
Nat'l Hwy & Long Dr.	642	--	--
Nat'l Hwy & Vocke Rd	645	--	--
Braddock Square Shopping Plaza	648	--	--
Country Club Mall - Walmart	700	--	--
Active Network - *By Request Only	*	--	--
Main St Palace Theater (Frostburg)	720	--	--
Frostburg Plaza	726	--	--
Country Club Mall - Walmart	735	--	--
US 220 & Moss Ave (Shooters)	745	--	--
Greene St & Fayette St (Dingle)	752	--	--
FREDERICK STREET	805	--	--
FREDERICK STREET	810	--	--
Mechanic St (JFK Apartments)	815	--	--
Mountain View Apartments	825		130
Louisanna & Oldtown Rd	828	--	133
Kent Ave Johnson Heights	830	--	140
Post Office - Park Street	832	--	143
Allegany Nursing & Adult Day Care	900	100	--
Mechanic St (JFK Apartments)	920	110	--
FREDERICK STREET - To CC Mall	925		146
FREDERICK STREET - To CC Mall	930		150
Lee St & Paca St. (Queen City Towers)	935	--	155
Greene St & Fayette St (Dingle)	937	--	159
US 220 & Moss Ave (Pit & Go)	943	--	--
Country Club Mall - Theaters/Walmart	1000	--	--
Seton Dr.	1010	--	--
Lavale Plaza (Ollie's)	1025	--	--
Weis Market	1035	--	--
Frostburg Plaza	1040	--	--
Bowery St & Paul St	1045	--	--
State Street & Broadway Frost Village	1050	--	--
Main St Palace Theater (Frostburg)	1054	--	--
Frostburg Plaza / Weis Market	1059	--	--
Braddock Square Kohl's	1108		
Country Club Mall Theaters/Walmart	1115	--	--
Seton Dr	1125	--	210
Nat'l Hwy & Long Dr	1135		
Greene St & Fayette St. (Dingle)	--	--	218
FREDERICK STREET - To S Cumberland	1150	--	225

YELLOW LINE EVENING SERVICE ON BACK

M-F 350p-8pm <b>YELLOW LINE - EVENING SERVICE</b>			
Virginia Ave & Offutt St	350	--	--
HRDC Virginia Ave	353	--	--
<b>FREDERICK STREET - To Hospital &amp; ACM</b>	<b>400</b>	<b>505</b>	
Naves Cross Rd (Sheetz)	413	--	--
<b>WHMS - Hospital</b>	<b>419</b>	<b>513</b>	--
Allegany County Health Department	422	--	--
Allegany College of Maryland (ACM)	425	515	--
<b>FREDERICK STREET - To CC Mall Express</b>	<b>430</b>	<b>525</b>	
Lee St & Paca St Queen City Towers	435	--	--
Greene St & Fayette St (Dingle)	437	--	--
<b>CC Mall Theaters Only (Express via I-68)</b>	<b>445</b>	--	--
<b>FREDERICK STREET - To Hospital &amp; ACM</b>	<b>505</b>		
<b>FREDERICK STREET - To South Cumberland</b>	<b>525</b>	<b>745</b>	
Cumberland Martin's	528	748	
South Cumberland Market Place	536	800	
Mountain View Apts/Cascades	540	*	
Archway Jane Frazier	542	*	
Virginia Ave & Offutt St	550	*	
HRDC Virginia Ave	600	--	
Cumberland Martin's	602	--	
<b>FREDERICK STREET - To CC Mall &amp; Frostburg</b>	<b>605</b>	--	
<b>CC Mall (Express I-68) Theaters &amp; Walmart</b>	<b>615</b>	--	
LaVale Plaza (Ollie's)	625	--	
Weis Market/Frostburg Plaza	634	--	
Annapolis Hall	644	--	
Edgewood Commons	645	--	
Active Network <b>(*By Request)</b>	*	--	
College Ave & Maple St	648	--	
Main St Palace Theater	654	--	
Frostburg Plaza Weis Market	657	--	
Braddock Square	708	--	
CC Mall Theaters	Lay over for a few 715	--	
CC Mall Walmart	725	--	
<b>FREDERICK STREET - To South Cumberland</b>	<b>745</b>		
<b>*Flex trip - drop off only - return to yard - End of day</b>			

Transfers
Transfers are free and only good for a one way trip when a second bus is needed to get to your destination. <i>Please ask the driver for a transfer when boarding.</i> <i>For your return trip you must follow the same procedure.</i> Most transfers take place Downtown Cumberland or the Country Club Mall.

Bus Passes
Monthly, Semester Passes, and One-way punch cards are available for purchase at the office. (Address below) or send a check or money order payable to Allegany County Transit, (be sure to include a return address) stating the type of pass requested.

Service Cancellations and Delays
When weather conditions become unsafe, service may be suspended, delayed, or cancelled with as much notice as possible. Announcements of service interruptions will be announced on local radio stations WCBC, WTBO, and Magic 100.5. Notices can be received by text and email if you subscribe to Transit Alerts. Text <b>TRANSIT</b> to <b>888-777</b> .

Fares
\$2.00 CASH - No transfer fees.
Passengers 5 years and under ride free with paying passenger.
Half fares are available for those with Medicare, and qualifying ACT- issued half fare cards.
Call 301-722-6360 for information about qualifications and applications details.

Holidays	
THERE WILL BE NO SERVICE ON THE FOLLOWING HOLIDAYS	
New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
4th of July	Christmas Eve/Christmas Day
Labor Day	New Years' Eve

TRANSIT ALERTS
You can receive service related updates on your cell phone via text or email. To sign up, text <b>TRANSIT</b> to <b>888-777</b> or sign up at our website. You may unsubscribe at anytime. Standard messaging rates and fees may apply.

Alltrans - ADA Service
Alltrans is our ADA service, designed to meet the needs of our senior and disabled citizens who are unable to ride our fixed route, accessible buses. Trips must be reserved the day before service is requested. This transportation can be used for work, shopping, medical appointments, and recreation. The drivers are trained in CPR, first-aid, and passenger assistance. To request an application or schedule a pick-up call 301-724-1255 Monday - Friday, 8 am - 4 pm.

Nondiscrimination Policy
Allegany County Transit (ACT) is committed to ensuring that no person is excluded from participation in or denied the benefits of the transit services offered by ACT. This policy is consistent with the requirements of Title VI of the Civil Rights Act of 1964. If you believe you have been subjected to unequal treatment because of race, color, or national origin, you have the right to file a formal complaint. Complaints must be filed within one-hundred-eighty (180) days following alleged discriminatory actions. For more information or to submit a complaint, contact ACT by: mail, telephone, or e-mail. Elizabeth Robison-Harper, Transit Superintendent Allegany County Transit 1000 Lafayette Avenue Cumberland, MD 21502 Ph. 301-722-6360 <a href="mailto:erobison-harper@alleganygov.org">erobison-harper@alleganygov.org</a>

**Allegany County Transit** office hours Monday through Friday 8 am to 4 pm  
**Address:** 1000 Lafayette Avenue, Cumberland Md 21502  
**Telephone:** General information. 301-722-6360  
**Alltrans Telephone:** Information or to make an appointment. 301-724-1255  
**Visit our website:** [www.alleganygov.org](http://www.alleganygov.org) Click Departments then click Transit

**Schedule Effective January 2, 2019**

## **ALLEGANY COUNTY TRANSIT** **ALERTS AVAILABLE**

Allegany County Transit is now offering alerts regarding unexpected, temporary changes to the bus schedules.

To receive updates, such as road construction, detours and weather-related bus schedule changes, text TRANSIT to 888-777 or go to: [www.gov.allconet.org/ACT](http://www.gov.allconet.org/ACT). The alerts will be available by text messaging or email.

The service is free but standard messaging rates and fees may apply. Users may unsubscribe at any time.





## **Behavioral Health Services Transportation Opportunity**

The Allegany Health Department Behavioral Health Services is offering free transportation to individuals meeting the qualifications below. These individuals will be picked up and dropped off for appointments with the Behavioral Health Services.\*

**To qualify, you must meet one or more of the following criteria:**

1. Mothers of drug-addicted infants
2. Parents of children in need of assistance
3. Hospital emergency room admittees
4. Needy families receiving Temporary Cash Assistance
5. Foster care children and parents
6. Children in after-school programs and their parents, including children and parents in programs supported by the Maryland After-School Opportunity Fund
7. Adolescents
8. Parents subject to arrearage in child support payments
9. Drug offenders under the supervision of the Division of Parole and Probation
10. Pretrial correctional inmates
11. Pre-release correctional inmates
12. The general inmate population within county-managed correctional facilities
13. Parents of children entering out-of-home placements, or at risk of entering out-of-home placements
14. Drug offenders under the supervision of the problem-solving courts

***\*NOTE: Must utilize existing transportation services if available before contacting the Health Department for transportation.***

**FREE TRANSPORTATION  
Don't Miss an Appointment!**

***Contact us to place a transportation request.***

**Allegany County Health Department Behavioral Health Services  
12503 Willowbrook Road SE, Cumberland, MD 21502**

**301-759-5050**



## Western Maryland Cup of Tea for Parents and Caregivers Online Support Group

### Cup of Tea Support Group! Now Online!

Grab a cup of tea (or your favorite relaxing beverage) and join this online support group for parents and caregivers of children with ADHD, autism, anxiety, conduct disorders or other behavioral health challenges.

You'll have the opportunity to learn about resources while sharing ideas and experiences with other parents. You'll also benefit by taking some relaxing time for yourself.

*This group is for families that reside in Western Maryland*

**When:** 4th Friday of the Month

**Time:** 1:00 to 2:00 PM

**Where:** Online Zoom Meeting\*

**Cost:** Free

\*Zoom is a free video and phone conferencing tool. Just click in and join from your computer, tablet, or smart phone. Downloading the free Zoom app is recommended, but not required.

*"We can support each other by sharing our stories, knowing that we're not alone...and never giving up."*



**For more information and to receive the Zoom link, contact  
Ula Slider at  
[uslider@mdcoalition.org](mailto:uslider@mdcoalition.org) or 240-818-3534**

# 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

## FOOD RESOURCES

Resources	Resources Address	Days for Pick Up	Time	Requirements	What's Available	How Often	Other Important Information
<b>Frostburg Interfaith Food Pantry</b> 301-687-1728	44 W. Main St. Frostburg, MD	Tue, Thu	9am-10:30am	Referral Through DSS, Red Cross & some Churches	Non-Perishable Food Voucher to Save-a-lot or B&B Meats	Every 30 days	Frosburg Area
<b>Healing Hunger</b> 301-724-4467	12504 Naves Cross Rd Cumberland, MD	Wednesday & Thursday Friday	9 am - 2 pm  9 am- 5 pm		Non- Perishable Cleaning Supplies Paper Products Various Food Items Medical Supplies	When Open	Priced as Marked
<b>Interfaith Community Pantry</b> 301-777-7882	301 Cumberland St. Cumberland, MD	Monday - Friday	11 am - 1:30 pm	Referral needed (DSS, St. Paul's Lutheran Church, Western MD Foodbank)	Non- Perishables, Perishable Food Voucher, Cleaning Supplies available on the 2nd and 4th weeks of the month.	Every 30 days	Excludes Lavale, Frostburg Eckhart,Mt. Savage, George's Creek, and Westernport Call upon arrival, menu to fill out.
<b>LaVale United Methodist Church</b> 301-722-6800	565 National Hwy. Lavale, MD	Tuesday & Thursday Tuesday	1:00pm-2:30pm 5pm-6pm	Photo ID	Non- Perishables Summer - Fresh fruits and Vegetables	As Needed	Around Back - Drive Through
<b>Salvation Army Food Pantry</b> 301-777-7600	701 East First St. Cumberland, MD 301-777-7600	Mon, Wed, Fri	2:00pm-4:00pm	Questionnare	Commodity Foods	Every 30 days	Wear a mask, only one person in the building at a time.
<b>Second Baptist Church</b> 301-722-5190	1 Grand Ave. Cumberland, MD	Tuesday & Thursday Closed on 3rd Thursday of the month	9:30am-12:30pm	Name & Address	Non-perishables Cleaning Supplies When Available	Once a month	First come, First served
<b>St. Anthony's Place Food Pantry</b>	300 E. Oldtown RD. Suite 2	Monday - Friday	1:00pm-3:00pm	Photo ID	Non-perishables Voucher with referral	Once a month	Wear a Mask
<b>St. Johns Lutheran Church</b>	400 Arch St. Cumberland, MD	3rd Wednesday of each month	2pm-4pm	MD Resident	Food Giveaway	Monthly	In parking lot
<b>Union Rescue Mission</b> 301-724-1585	16 Gulf Memorial Dr. Cumberland, MD	Monday- Saturday 3 meals a day offered Sunday - Breakfast and Supper available	Breakfast 8am-8:30am Lunch 11:30-12:30 Supper 5pm-5:30pm	NA	Breakfast, Lunch and Supper	Daily	301-724-1585
<b>Woman, Infants &amp; Children (WIC)</b> 301-759-5020 Call For Appointment	Allegany County Health Department Cumberland,MD	Monday- Friday	8am- 4:30 pm	Picture ID, Proof of Income, Proof of Address	WIC Vouchers	N/A	WIC is for expecatant mothers, and children birth to five years old. Must apply and meet requirements.



## DISCOVER THE POWER OF CHOICE!

**SMART Recovery®** is the leading SELF-EMPOWERING addiction recovery support group. Our participants learn tools for recovery based on the latest scientific research.

We can help people recover from all types of addiction and addictive behaviors, including: alcoholism, drug abuse, drug addiction, substance abuse, alcohol abuse, gambling addiction, cocaine addiction, and addiction to other substances and activities.

We are a self-empowering, abstinence based, self-help support group (*NOT a spiritual program*) for both men and women based on concepts of Rational Emotive Behavior Therapy (REBT).

The SMART Recovery 4-Point Program® offers tools and techniques for each program point:

- ➡ Point 1: Building and Maintaining Motivation
- ➡ Point 2: Coping with Urges
- ➡ Point 3: Managing Thoughts, Feelings and Behaviors
- ➡ Point 4: Living a Balanced Life

**When:**        **Sundays**

**Where:**      **Zoom Meeting ID: 883 6902 1722 Password: 716284**  
<https://us02web.zoom.us/j/88369021722?pwd=cXdsWVQ3OFg3RVZFOFhOWUhRVkICUT09>

**Time:**        **12 Noon Eastern Time**

## Alcoholic and Narcotic Anonymous Meeting Information

<b>Day</b>	<b>Place and Phone Number</b>	<b>Address</b>	<b>Time</b>
Sunday	St. Patrick's Catholic Church NA Meeting	201 N. Centre St. Cumberland, MD	7:00pm
Sunday	St. Mary's Catholic Church Friends of NA and AA	300 E. Oldtown RD. Cumberland, MD	7:30pm
Tuesday	Smitty's Tire and Truck Services Book Meeting 301-463-2665	101 Frostburg Industrial Park RD. Frostburg, MD	7:00pm
Wednesday	First Presbyterian Church NA Meeting 301-777-3700	33 Broadway St. Frostburg, MD	7:00pm
Wednesday	St. Patrick's Catholic Church AA Meeting	201 N. Centre St. Cumberland, MD	8:00pm
Friday	Smitty's Tire and Truck Services Open Meeting 301-463-2665	101 Frostburg Industrial Park RD. Frostburg, MD	7:00pm
Saturday	St. Patrick's Catholic Church AA Meeting	201 N. Centre St. Cumberland, MD	12:00pm
Saturday	First Presbyterian Church AA Meeting 301-777-3700	33 Broadway St. Frostburg, MD	6:00pm
Saturday	St. Patrick's Catholic Church NA Meeting	201 N. Centre St. Cumberland, MD	8:00pm

<b>Early Bird</b> Gilchrist Building 205 Baltimore St. Cumberland, MD	<b>Early Bird</b> Gilchrist Building 205 Baltimore St. Cumberland, MD	<b>New Hope Group</b> St. Patrick's Catholic Church 201 N. Centre St. Cumberland, MD
11:00am O/D <b>Chapel Hill Group</b> Church of Christ 4th St. & Memorial Ave Cumberland, MD	12:00pm O/D <b>New Life Group</b> Fort Recovery 418 N. Centre St. Cumberland, MD	8:00 p.m. O/D <b>Frostburg A.A. Grapevine</b> First Presbyterian Church 33 Broadway St. Frostburg, MD
1:00pm SP/IN/HA* <b>Finan Center Meeting</b> Thomas B. Finan Center Country Club Rd. Cumberland, MD	8:00pm O/SP/D <b>Frostburg Serenity Group</b> First Presbyterian Church 33 Broadway St. Frostburg, MD	8:00 p.m. SP/HA*/IN <b>Saturday Night Live</b> Massie Unit/Finan Center Country Club Rd. Cumberland, MD
8:00pm O/D/S <b>Back to Basics Meeting of the Little Big Book Group</b> Salem United Church 78 Broadway St. Frostburg, MD	8:00pm O/SP/D <b>Fort Cumberland Group</b> Emmanuel Episcopal Church (Lower Parish). Corner of Washington St. & Greene St. Cumberland, MD	
8:00pm O/BB/HA* <b>Ridgeley Renegades</b> Calvary United Methodist Church Prospect St. Ridgeley, WV		<b>ABBREVIATION KEY</b> <b>O</b> = Open <b>D</b> = Discussion <b>HA</b> = Handicapped
	<b>Serenity Prayer</b> God grant me the se- renity to accept the things I cannot change, courage to change the things I can, the wisdom to know the difference.	Accessible <b>BB</b> = Big Book <b>SP</b> = Speaker <b>ST</b> = Step <b>IN</b> = Institutional <b>CLOSED</b> = Member's Only

## Fair Housing Laws

### City of Cumberland

Chapter 9 of the Cumberland Code makes it illegal to discriminate in the sale or rental of housing based on race, color, religion, national origin, age, sex, sexual orientation, marital status, familial status, or physical or mental disability. The Human Relations Commission (HRC) investigates and conciliates complaints filed under Chapter 9.

### The Federal Government

The Fair Housing Amendments Act makes it illegal to discriminate in the sale or rental of housing on the basis of race, color, religion, national origin, sex, disability, or familial status. The Department of Housing and Urban Development investigates and conciliates housing complaints filed under the Fair Housing Amendments Act of 1988 (FHAA). Persons who consider themselves to be victims of housing discrimination can file suit in Federal Court.

#### Related federal laws include:

*Section 504 of the Rehabilitation Act  
Americans with Disabilities Act  
Equal Credit Opportunity Act*

### The State of Maryland

Title 20 of the MD Annotated Code makes it illegal to discriminate on the bases of race, sex, familial status, color, national origin, age, religion, marital status, sexual orientation, genetic testing, physical and/or mental disability. The MD Commission on Human Relations investigates and conciliates complaints filed under Title 20. Real Estate Law (BOP, Section 16-526), forbids discriminatory practices by real estate brokers or agents, putting them at risk of losing their license. The Real Estate Commission enforces this law.

## Fair Housing Laws

Title VIII of the Civil Rights Act of 1968, commonly known as the Fair Housing Act forbids discrimination based on race, color, religion or national origin in the sale, rental or financing of housing. In 1974, discrimination on the basis of sex was added. In 1988 Congress passed the Fair Housing Amendments Act that added people with mental and physical disabilities and families with children to the list of people protected by the Act. The amended law requires many public and private owners, developers and operators of housing to change any policies and practices that exclude people with disabilities. Also, any new multi-family housing built to be occupied for the first time after March 13, 1991 must be architecturally accessible. The 1988 amendments also created a stronger enforcement system, making it easier to file a complaint and to remedy discriminatory housing practices. Chapter 9 of the City of Cumberland Code extends the above protection to persons on the bases of their source of income, sexual orientation, age and family responsibilities.

## To File A Complaint

#### Contact:

Cumberland Human Relations Commission  
57 N. Liberty Street  
Cumberland, MD 21502  
[joliver@allconet.org](mailto:joliver@allconet.org)  
[www.ci.cumberland.md.us](http://www.ci.cumberland.md.us)  
(301) 759-6433

Maryland Commission on Human Relations  
6 Saint Paul St.  
Baltimore, Maryland 21202  
[www.mchr.state.md.us](http://www.mchr.state.md.us)  
(800) 637-6247

U.S. Department of Housing Urban  
Development  
10 S. Howard St., 5th Floor  
Baltimore, MD 21201  
[md\\_webmanager@hud.gov](mailto:md_webmanager@hud.gov)  
[www.hud.gov](http://www.hud.gov)  
1-(800) 955-2232

#### Are they Support Animals or Pets

The Fair Housing Amendments Act of 1988, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act protect the right of people with disabilities to keep emotional support animals, even when a landlord's policy explicitly prohibits pets. Because emotional support and service animals are not "pets," but rather are considered to be more like assistive aids such as wheelchairs, the law will generally require the landlord to make an exception to its "no pet" policy so that a tenant with a disability can fully use and enjoy his or her dwelling.

## HUMAN RELATIONS COMMISSION CUMBERLAND, MARYLAND

### FAIR HOUSING FOR PERSONS WITH DISABILITIES

How to Recognize  
Discriminatory  
Housing Practices



WE DO BUSINESS IN ACCORDANCE  
WITH THE FEDERAL HOUSING LAW

## Who is protected by Fair Housing Laws?

Fair Housing Laws provides protection from housing discrimination for housing applicants, tenants and buyers with any kind of disability. Whether it is a hearing or vision impairment, mental illness, physical disability, mental retardation, AIDS or HIV infection, epilepsy, cerebral palsy or any condition which substantially limits one or more major life activities. If you use a walker or a wheelchair, or have an assistive animal or a personal-care attendant, these laws protect you against housing discrimination. You're also covered if you have a record of having a mental or physical disability or if you are regarded as having a mental or physical disability.

### Who must comply?

Property owners, landlords, housing managers, real estate agents, brokerage service agencies and lending institutions must comply. The Fair Housing Laws cover both privately owned housing and housing subsidized by federal funds, such as low-income public housing. Multi-family housing constructed for first occupancy after March 13, 1991 must comply with guidelines that make the complex adaptable for persons with disabilities. If the complex does not have an elevator, all first floor units must be adaptable. If there is an elevator, then all units on all floors must be built in compliance with the guidelines. Adaptable features include an accessible route from the parking to the entrance to the unit; an accessible entrance into the unit; maneuvering space throughout the unit; light switches, electric plugs and environmental controls at specified heights; usable space in the kitchen and bathroom, and reinforcements in the bathroom walls for addition of grab bars. In addition, tenants must be able to access areas of public use, such as the rental office, laundry facilities, mailboxes, and recreational facilities.

## REASONABLE ACCOMMODATION

Fair Housing Laws require that housing providers make reasonable accommodations in their rules, policies, practices or services to give a person with a disability an equal opportunity to use and enjoy a dwelling unit or common space. Accommodations are "reasonable" when they're practical and feasible.

### How can you get a reasonable accommodation?

You must request it. As the tenant, you have the responsibility to ask for an accommodation when it's needed.

### How about assistive animals?

Any tenant who is in medical need of an assistive animal is protected even *if the housing development has a "No Pets" policy.*

### Can you get reserved parking?

Persons with disabilities have the right to request that landlords reserve them safe and convenient parking in close proximity to their living unit.



## REASONABLE MODIFICATION

When physical changes to your own unit are necessary to accommodate your disability, the housing provider must let you make them, if you pay for them yourself, as long as the changes are reasonable. The housing provider can require you to restore the premises reasonably to its original condition when you leave. If you are unable to pay for reasonable modifications that are necessary to accommodate your disability, you may ask the housing provider to provide the modifications through an interactive process.



## Can you be asked about your disability?

**NO!** No matter why they're asked, questions about your disability are prohibited by the Fair Housing Laws. A landlord, property manager, seller or lender may not use an application form that asks if you have or have had a mental or physical disability or that seeks information about the nature or severity of your disability. You may not be asked to provide your medical records or to sign a document allowing others to see them.

### What questions can you be asked?

As long as all applicants are asked the same questions, a landlord can ask for information to show that you can meet the same obligations as any other tenant, with or without a disability.

For example you can be asked:

Questions about financial information to show if you can pay the rent or mortgage.

For references about your history as a tenant.

If you are willing to comply with the building's rules about such things as sanitation and no smoking in common areas.

If you qualify for housing designated for people with a specific disability.

If you are currently using drugs illegally.

If you have been convicted of the illegal manufacture or distribution of a controlled substance.

Remember - The landlord can only ask you these questions if they are asked of all applicants. Asking these questions only of a person who has a disability violates The Fair Housing Laws!

APPLICATION TO PARTICIPATE

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

I am interested in serving on the Consumer  
Advisory Board because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I want to represent the needs of:

- ☐ Individuals with Mental Illness  
☐ Individuals with Substance Use Disorders

I understand that serving on the Consumer  
Advisory Board is a voluntary, unpaid position  
and agree to participate for a minimum of three  
years, if selected to serve. Meetings are currently  
held on the second Wednesday of the month  
at 11:00 am.

\_\_\_\_\_  
Signature of Applicant



Allegany County  
Local Behavioral Health Authority  
12501 Willowbrook Road, SE  
PO Box 1745  
Cumberland, MD 21501-1745



Would you like to  
help develop  
Allegany County's  
public behavioral  
health system?

Join the  
Consumer  
Advisory Board  
and  
make your voice  
heard!

Allegany County  
Local Behavioral Health Authority  
12501 Willowbrook Road, SE  
PO Box 1745  
Cumberland, MD 21501-1745

## WHAT DO WE DO?

### THE CONSUMER ADVISORY BOARD

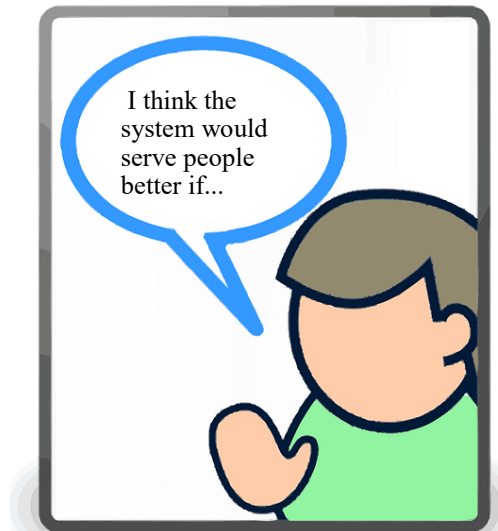
The Consumer Advisory Board empowers individuals with lived experience in using public mental health and/or substance use services and their families by providing them with a voice in shaping the local behavioral health system.

The Board serves in an advisory/support role to the Allegany County Local Behavioral Health Authority (LBHA) by:

- ♦ Providing input and feedback about how the local system is working;
- ♦ Identifying gaps in services and unmet needs of individuals with mental health and/or substance use disorders;
- ♦ Recommending areas where the system can be improved;
- ♦ Helping to develop public education and anti-stigma messages; and
- ♦ Helping to plan and carry out community events, activities, and trainings.

### Roles and Responsibilities of Board Members

- ♦ Attend and participate in monthly meetings;
- ♦ Share your thoughts, concerns, and suggestions for improving public mental health and substance use services;
- ♦ Provide feedback on your experiences and the experiences of others participating in mental health and/or substance use services;
- ♦ Identify areas where additional services and supports are needed;
- ♦ Help develop and review the County's annual behavioral health plan; and
- ♦ Participate on at least one sub-committee identified as needed to accomplish the functions of the board (i.e., public education, plan review, anti-stigma, etc.);



The Allegany County Local Behavioral Health Authority (LBHA) is responsible for:

- ♦ Planning and policy implementation;
- ♦ Fiscal management and oversight;
- ♦ Service delivery monitoring and quality improvement at the local level;
- ♦ Promoting access and encouraging the development of new services;
- ♦ Educating the public about mental illness and substance use disorders; and
- ♦ Addressing stigma that prevents people from accessing treatment.

### **Allegany County Local Behavioral Health Authority (LBHA)**

**Input and feedback from individuals like you, who have lived experience, is critical to us having the information we need to fulfill our responsibilities including developing a system that is easily accessible and responsive to meeting people's needs.**

**MENTAL HYGIENE ADMINISTRATION**  
**Homeless I.D. Project APPLICATION/ INTAKE**

**Client Information:**

Client Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Phone number: \_\_\_\_\_

Client MA #, Gray Zone # or Medicare #: \_\_\_\_\_ Social Security # \_\_\_\_\_

Current Living Situation: ☐ Emergency Shelter ☐ Transitional Housing ☐ Hospital ☐ Hotel/Motel

☐ Jail ☐ Street, Park, Car, Bus Station, Bridge, etc. ☐ Living with Relatives/Friends

Other: \_\_\_\_\_

Zip Code of Last residence: \_\_\_\_\_ Chronically Homeless: ☐ Yes ☐ No

Housing Status: ☐ Literally Homeless ☐ Imminently Losing Housing

Veteran: ☐ Yes ☐ No Gender: ☐ Male ☐ Female Race: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Disability: Mental Illness \_\_\_\_\_ Co-occurring \_\_\_\_\_

Person completing form: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Documentation of Homelessness Received: ☐ Yes ☐ No

\*CSA will maintain file applications

**Request:** (Please check all that apply)

☐ State Identification Card (\$24.00 Maximum)

☐ Maryland Birth Certificate (\$30.00 Maximum)

☐ Out of State Birth Certificate State & Cost: \_\_\_\_\_ (\$50.00 Maximum)

**CSA Making the Request: Allegany County**

Requesting Provider has verified that this is not a duplicate request for funding for this individual within the past 6 months: ☐ Yes ☐ No \*Note: There is a **maximum of 2 IDs or Birth Certificates**

Check payee: \_\_\_\_\_ Phone #: \_\_\_\_\_

Payee address: \_\_\_\_\_

Account # if applicable: \_\_\_\_\_

Total Cost: \_\_\_\_\_ Amount Requested: \_\_\_\_\_ Amount Approved by CSA: \_\_\_\_\_

(For CSA use Only)

\_\_\_\_\_  
Allegany County Adult Coordinator Date

\_\_\_\_\_  
Wash Co CSA Representative Date

revised 6/30/15

# MARYLAND HOMELESS I.D. PROJECT

## Documentation of Homelessness



Archway operates with public funds and with money donated from individuals. The agency has an ethical obligation to ensure that the money is spent wisely. More importantly, the agency needs to ensure that the money is spent openly and honestly, in the best interest of the agency and the people it serves.

If you witness anything that falls short of this goal, please report it. It's real easy. Call:

301-777-1700 Extension 4444

No one will answer, but you can leave a message. The messages are checked each week (if it can't wait, you can contact our Compliance Officer at 301.777.1700, Ext. 2125). Please leave your name and telephone number so we can re-contact you while we investigate. As the whistleblower, no action will be taken against you for making a report in good faith.

Thanks!

Revised 07/2018

# **W&R Van Run**



## **Pickup:**

- 9:00 am - Nave's Crossroads Sheetz
- 9:05 am - Centre Street Pick-n-Go
- 9:10 am - Green Street Sheetz

## **Drop off:**

- 1:30 pm - Nave's Crossroads Sheetz
- 1:40 pm - Green Street Sheetz

★★★ If these don't work for you, call us 24 hours in advance at 301-724-2582 Ex. 5118 leave a message and we will get back to you as soon as possible.