



TEXAS  
Health and Human  
Services

# Abilene State Supported Living Center

**OUR MISSION:**  
To empower people to make choices  
that result in a life of dignity and  
increased independence.

## AbSSLC News

Abilene SSLC

Week of January 17<sup>th</sup>, 2022

### COVID19 Testing

Week of 01.17.2022

We will now be testing **1 day** for each round as noted below. All staff will test on the same day.

#### Round 1

**Tuesday, January 18<sup>th</sup>**  
0530-1130 & 1300-1500

#### Round 2

**Thursday, January 20<sup>th</sup>**  
0530-1130 & 1300-1500

You must test **both** rounds each week

### AbSSLC COVID19 Status

As of Friday, 01.14.2022

Number of Individuals Positive	2
Number of Individuals currently in Isolation	0
<b>Number of Staff Positive</b>	<b>125</b>

### HOW NOT TO WEAR A MASK

Going out to buy groceries or medicines? Don't forget to don your mask. Even the ones you've made at home with your favourite bandana or scarf, are effective in fighting the coronavirus only if they are worn properly. Here are the do's and don'ts of wearing a mask



Wear the mask below your nose

Leave your chin exposed



**DON'T**



Wear your mask loosely with gaps on the sides

Push your mask under your chin to rest on your neck



### AbSSLC Food Pantry

Working extra and didn't bring a lunch? Visit the AbSSLC Food Pantry in B534 (where the RCCs are) to get something to eat!

VIEW AND PRINT YOUR

## W-2 FORM

As the tax season approaches, you can access your W-2 form when it's available – usually by the last week in January.

By signing up in CAPPs, you will get an email as soon as your online W-2 is available for you to view and print.

To sign up in CAPPs and skip the wait for mailing:



Go to Employee Self Service. Click on My Pay. > W-2/W-2c Consent, and select "Check here to indicate your consent to receive electronic W-2 and W-2c forms." > Submit.

Once your 2021 W-2 is available:



You will receive an email alerting you to log into CAPPs to view and print the form. You can print your W-2 at work, but once you've printed it, be sure to log out of CAPPs and pick up the form from your office printer.

At any time, employees can use CAPPs to view their current and previous online W-2 forms, and former employees can view their previous W-2 forms for two years after separation.

CAPPs questions or issues?

Contact the HHS Employee Service Center  
Monday through Friday, 7 a.m. - 7 p.m.  
TOLL FREE 888-894-4747  
TTY 866-839-2747



### Can I get Microsoft 365 for my home computer?

HHS staff who want to use Microsoft 365 for their personal use can get a discount on a subscription. [Visit the Microsoft Home Use Program page](#), enter your agency email address and click the "Get started" button. You will receive an email from Microsoft with steps on how to complete your eligibility.

The Microsoft 365 subscription includes Office apps like Word, Excel, PowerPoint and Outlook, 1TB of OneDrive cloud storage, advanced security features and support from Microsoft experts.

(Source: HHS Connection)

Employment applications are available at both the Main Entrance and Exit Gate. Tell your friends!

# Shout Outs!

A big shoutout to **Justin Gibson**! He is the BHA at 6330 3<sup>rd</sup> Street. From the moment he joined the team, he dove right in and has been an incredibly appreciated addition to the team. He is willing to help out and go above and beyond for the team and his co-workers. He has a lot of knowledge and input on ideas to assist with new ideas for the gentlemen at the home. His hard work and dedication to the gentlemen at 6330 3<sup>rd</sup> Street is very much appreciated.

Shout Out to the whole 2-10 staff at **5972 Service Avenue**. They work hard as a team to get everything done! And are always willing to help others. Great job

Shout out to **Yvonia Paige** (Unit 1 AUD) - I want to thank you for always making yourself available to help me with whatever I may need help with. I know I am not the easiest person to train but you take the time to do it even though you might leave my office with a headache. I can always count on you to help me out and I'm grateful and very thankful to have you as a Boss Lady. I REALLY APPRECIATE YOU! THANK YOU!

Shoutout to **Sarah Chavarria**, the Home Supervisor at 6330 3<sup>rd</sup> Street. She is an amazing supervisor who cares about the gentlemen at her home and her staff. Her wealth of knowledge is invaluable as she has spent many years out here caring for the individuals. She is a valued member of the 6330 3<sup>rd</sup> Street IDT.

Shout out to the **staff working the gates**. Not once have I encounter anyone grumpy or unfriendly. Cold or hot, busy or slow they have all been joyful and courteous. Always a good morning and how are you doing.

Shoutout to **Sarah Connell**, the BHS at 6500 Plum. She has been working with the individuals at 6500 Plum for over a year and has brought many new ideas to help with their behavior plans, taking the time to get to know the individuals that she serves so that their plans can be individualized to them. Sarah works hard to provide quality care to those who live at 6500 Plum and it does not go unnoticed.

Shoutout to **Rachel Schalk**! She is the BHS for the young men at 6380 7<sup>th</sup> Street. Over the last few years, she has worked tirelessly to help the young men transition to a new place when they are new to the facility, help with the difficulties of COVID shutting down activities and school for them, and has spent countless hours researching, ordering, and finding new things for the guys to engage with to keep them active and engaged. I admire her compassion and her drive to do what is best for the young men at 6380 7<sup>th</sup> Street.

Shout out to **Tangalee Webb** (6480 Mimosa) for having so much heart for the people that live here. She is a caring person in general and has so much love in her heart. I'm sure everyone who knows Tangalee sees how she cares for those living here and her coworkers. Such a team player and hard worker! The list is endless. We love you Tangalee! AbSSLC is so lucky to have you!

Shout Out to **Marquis Howard** who is working at home 6710 Circle Drive (currently at 6700 Circle Drive due to construction). He is a very good hard working and very dedicated to his job. Thanks!

Shout Out! to **Krissa Carillo**. She is a Behavioral Coach who went and continues to go above and beyond for any task she is assigned. Krissa was working 6760 Circle Drive as Direct Care when she displayed her skills of ensuring safety and deescalating the situation at hand. Krissa showed off her skills when she modeled each step of the PBSP and trained staff through the crisis of how to follow the PBSP and handle the behavior. Krissa continuously worked even after her assigned shift, towards deescalating and providing proper communication throughout this event until the behavior code was cleared. Krissa's dedication, professionalism, and ability to maintain composure during these intense and stressful situations while manage to help guide staff and individuals through is what earned her this shout out!

## Shout Out!

Have you seen someone do the above & beyond or just want to recognize great work?

It's easy to do a Shout Out!

- "Reply" to any of the update texts you receive through the AskAdmin Text Group
- Email Jeff Goza with their name and your comments
- Text their name and your comments to 325.370.4525

Let's **Shout Out** and recognize others!