

# Inside YCS



A NEWSLETTER  
BY AND FOR ALL YCS EMPLOYEES



VOLUME 21 | May 2025

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### **INSIDE YCS**

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the children at Blossoms

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# President's Message

Dear Colleagues,

As we quickly approach the middle of June, many wonderful opportunities await to celebrate with friends, family, and participants on Father's Day, Juneteenth, graduations and more. I am happy to report that at YCS we too have a lot to celebrate after concluding a very productive and successful month of May. The credit belongs to all of you who have striven to fill the vacancies in our homes and increase enrollment in our schools and community programs. In May alone, we have given hope to over 30 new individuals needing residential care.



**Tara Augustine**

This is great news because when the agency is on a firm financial footing, we can then share those truly deserving rewards with you. I know oftentimes the fruits of your efforts with a participant go unnoticed, and I wish I could acknowledge every selfless act that has impacted the life of those we serve. With that said, I would like to share an excerpt from a heartfelt letter a grandmother sent to a program director at Holley RTC. She was effusive in her appreciation and thanks to the clinician who has been working with her grandson. In the letter she says, "What stands out most about Mr. Khwmere is his commitment. He consistently goes above and beyond, taking the time to understand not just the behaviors, but the boy behind them. He is not just doing a job — he is doing his part in shaping a young life and doing so with excellence." This is just one example of the great work that I know many of you are doing.

As I begin my seventh year at YCS, I look forward to working alongside you to tackle new challenges and enjoy the sweetness of our successes as we all grow both personally and professionally. Please read the bulletin from the May managers' meeting for additional highlights that will benefit staff. You don't want to miss information about the new scholarship opportunity for employees to advance their professional skills. We look forward to sharing the details of this exciting initiative soon!

Sincerely,

*Tara*



# Upcoming Events

*Save the Date*

*Annual  
Charity  
Golf Classic*



MONDAY, SEPTEMBER 15, 2025  
EDGEWOOD COUNTRY CLUB



# Welcome New Employees

## New Employees and Interns who completed 90 days by May 25, 2025

Acevedo, Tania D. Personal Assistant DDD-Buena Vista	Healey, Taylor Board Cert BehavAnalyst HealthSvc-Behaviorists-S	McAlister, Brandi Consultant NonEE DCF-RTC Holley	Regel, Claire Clinician Fee for Svc SRT - N	Waters, Jessica Shift Supervisor DCF-GH1 IDD Wood Haven
Aponte-Beltran, Kayra Service Coordinator CBP – Passaic Svc Coord U	Houston, Shauna Personal Assistant DDD-EmergCapacity Haledon	Mears, Paris Residential Assistant DCF-PCH Sayre	Robinson, Beth Consultant NonEE DCF-RTC Holley	Williams, Cyanni Personal Assistant DDD-Willingboro
Brito, Jasmine A. Residential Assistant DCF-PCH Fisher Hall	Isaac, Willette Residential Assistant DCF-GH1 IDD Wood Haven	Mesidor, Raina Residential Assistant DCF-PCH Coopers Crossing	Rogers, Onassha Teacher Aide DOE-Sawtelle Learning Ctr	Wilson, Wendy A. Residential Assistant DCF-CSAP Hammonton
Chandler, Maurese Personal Assistant DDD-Willingboro	King, Adrian Residential Assistant DCF-PCH Sicklerville	Meyers, Thomas R. Teacher Aide DOE-George Washington	Smith, Jessica L Personal Assistant DDD-Apts Supvr Buffalo	Woods, Michael C. Personal Assistant DDD-Hilltop
Gehrig-Mullins, Lorraine Consultant NonEE DCF-RTC Holley	Little, Deyanah Intern - UnPaid Training	Montgomery, Lakia T. Teacher Aide DOE-George Washington	Sodeko I, Ibrahim A. Personal Assistant DDD-Burning Bush	
Gentry, Ronald C. Personal Assistant DDD-Walnut	Little, Grace Clinician DCF-RTC Kilbarchan	Parker, Justin Maintenance Worker Facilities - N	Taylor, Brandon Residential Assistant DCF-CSAP Winslow	
Harris, Sabrina Clinician DCF-CSAP Winslow	Malhi, Gunneet Service Coordinator CBP – Passaic Svc Coord U	Peterson, Joshua A. Residential Assistant DCF-PCH IDD Camden	Urena, Melissa Service Coordinator CBP – Passaic Svc Coord U	

# Promotions

*Congratulations!!!  
Your dedication and hard work have truly paid off.  
Wishing you all the best in this new chapter of your career.*

**Adaiza Vandervort**, Coordinator Resident Svc., DCF-PCH Coopers Crossing

**Caroline Givens**, Clinician, DCF-PCH Sicklerville

**Edison Gordon**, Shift Supervisor, DCF-PCH IDD Lawnridge

**Keyonnah Lampkin**, Shift Supervisor, DCF-PCH IDD Lawnridge

**Sahmir S. Session**, Shift Supervisor, DDD - Davinchi

**Todd Lubintus**, Shift Supervisor, DCF-PCH IDD Lawnridge

## Work Anniversaries

*Congratulations!!!*

### 30 YEARS

**Mary Vogt**, School Admin Support, DOE-George Washington

-

### 20 YEARS

**Claudio Bueno**, Receptionist, Accounting & Finance

**Seby George**, Clinician, DCF-PCH Laurie Haven

-

### 15 Years

**Yesenia Fulgencio**, Regional Director, Regional Admin

### 10 Years

**Lisa Smith**, House Manager, DDD-Buena Vista

**Lamar Yancey Sr**, Shift Supervisor, DCF-PCH Vineland

### 5 Years

**Elijah Glen**, Residential Assistant, DCF-PCH Davis

**Lamika Taylor**, Shift Supervisor, DDD-Pamela

**Tanaisa Hatton**, Personal Assistant, DDD-Buena Vista

# Shoutouts

*To All Our Amazing Employees!*

- ★ **Ayana Fields** always runs effective groups at Sicklerville, and her documentation has been used as an example for our staff! Great job Ayana!
- ★ **Parrish Thomas** at Sicklerville is such a dedicated worker! Parrish is always willing to help in any way he needs, and is a great asset to our team!! We appreciate all you do Mr. Parrish!!
- ★ **Jessica Waters** is an incredible Supervisor. Jessica continues to help out any way she can at different programs in the Southern Region. The youth adore her, and she helps to ensure her shifts run smoothly! Outside of her Supervisor duties, Jessica has helped to set up at Wood Haven!! Thank you so much Jessica for your continued dedication!
- ★ **Natasia Terry** from Sayre House helped with training our new CRS at Coopers!! Your experience and knowledge were very helpful in ensuring our program runs smoothly!! Thank you!!
- ★ **Sayre team** is so supportive of one another. They are willing to help each other out.
- ★ **Zach Cavalcante** is doing an awesome job as Program Director at Vineland!! He bring fresh ideas to the program that are going to continue to make it excel! Congratulations on addressing each item in your first EOC QAPI audit and sending the 2 week follow-up promptly.
- ★ **Dr. Michele Lapine** is a great advocate for the youth and her team!!! Thank you for your support!
- ★ **Aimee Ciaravino** is a great mentor and leader! She has helped our program grow in so many ways, and we are so thankful for all you do for us!
- ★ **Ted Mayo**, from IT, thank you for always being available and your assistance during the Orientation of new employees ! Your patience and guidance when new employees are trying to navigate the new systems is so appreciated by all ! We Thank you !
- ★ **Dr. Frances Feigl** goes above and beyond assisting and supporting Treatment Homes youth. Thank you for your hard work, dedication and ongoing commitment.
- ★ **Treatment Home Staff** congratulations for completing 100% of your trainings since January 2025.
- ★ **Darryl Mack** and **Alisha Perry** (TX Home Recruiters). It has been an absolute pleasure working with both of you. Your dedication, guidance, positivity and expertise have made a lasting impact on the Treatment Home Team. Thank you for the wonderful memories and the impact you've had with our youth and Treatment Home Parents during your last 19 years. Wishing both of you success and happiness in your next venture.



# Shoutouts

*To All Our Amazing Employees!*

- ★ **Shameya Drain-Mantez, Shona Little, Sharon Marshall, Jennifer Wade, Juan Carlos Fajardo and Alexandra Dziubek** for all your hard work preparing for the Adult DD OOL inspections! Great job!
- ★ KB campus nurses–**Latoya Pope, Willy Del Orbe and Cardett Russell** for their consistent compliance with nursing groups!
- ★ **Kyle W and Lisa G** for your consistent compliance with nursing groups!
- ★ **Ashley Hill and Taina Montalvo** have been working extremely hard to assist programs fill beds. The month of May saw 14 admissions and this wouldnt have been possible without the intake team's persistent work.
- ★ **Sasha Henriquez**– there was an incident at the program that usually can cause some panic, but Sasha displayed amazing leadership in keeping calm and cool.
- ★ **Mark Scanish and the maintenance crew** in the south. Always there when needed, always helpful, always get the job done. We are so appreciative of you guys.

*Lorenzo Brown*

# Milestones

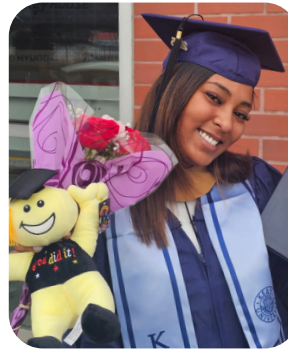


## Professional Accomplishments

*Congratulations! "striving to succeed by furthering their education.  
We are so proud of what you all have accomplished!"*



**Caroline Givens**, Sicklerville Home, earned her LSW from Temple University.



**Danielle Vandunk** graduated from Kean University earning her bachelor's degree in accounting.



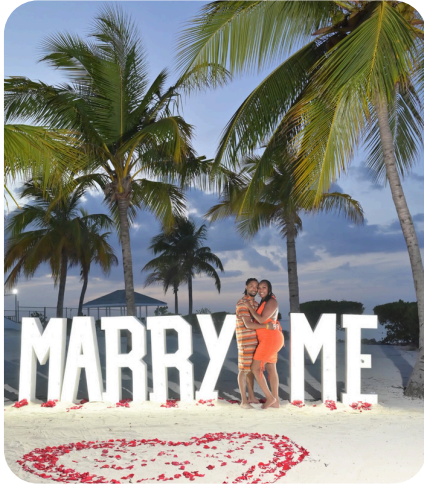
**Taneja Oliver**, Hilltop Home PA, graduated with a bachelor's degree in arts and science from Rutgers University.



**Yanira Reyes**, parent as teacher educator, graduated with her Masters in Social Work from Fordham University.

# Milestones

## Marriage Engagement



Love is in the air at Sawtelle Absecon.

We're thrilled to share some joyful news from our YCS family! Please join us in congratulating **Tyriq Kidd**, a dedicated team member at Sawtelle Absecon, on his recent engagement to his now fiancée, Shyan Ragsdale.

The beautiful proposal took place on May 12, 2025, during a stunning getaway in Jamaica, making it a moment to remember forever.

We wish Tyriq and Shyan a lifetime filled with love, laughter, and countless blessings as they begin this exciting new chapter together.

Congratulations, Tyriq and Shyan! Your YCS family is celebrating with you!

## Birth Announcement



Raphael Lee (SRT Southern Region Coordinator) and his wife Jasmine recently gave birth to a baby girl, Aria Jasmine Lee. She was welcomed to the world on May 13, 2025 at 3:24 pm at 6 lbs 1 oz. and 18 inches.



# Clinical Rounds



PROFESSIONAL  
DEVELOPMENT  
FOR CLINICIANS

*The YCS Clinical CARE Rounds (Collaborative Assistance and Restorative Education) program offers monthly specialized training for mental health clinicians on advanced therapies like trauma-informed care, play therapy, and EMDR. Each session enhances clinical skills, improves client outcomes, and fosters collaborative learning.*

**PLAY-BASED ENGAGEMENT,  
RAPPORT BUILDING,  
AND ASSESSMENT  
TECHNIQUES FOR CHILDREN**

With Crystal Zelman, LCSW, CCLS, RPT-S  
June 27, 10:00-12:00pm  
Online Training

Play therapy is a therapeutic approach that uses play as a means for children to express emotions, process experiences, and develop coping skills in a safe and supportive environment. Through techniques such as storytelling, role-playing, and the use of toys, art, and sand trays, clinicians help communicate thoughts and feelings that may be difficult to verbalize. This training will provide strategies to engage children in developmentally appropriate ways, fostering emotional regulation, problem-solving, and self-expression. By integrating play-based interventions, therapists can support children in processing trauma, managing behavioral challenges, and building resilience in a way that feels natural and empowering.

**Questions? Contact your clinical supervisor for additional information!**

# Condolences

## Ragnhild (Randi) Karlsen



Our sincerest sympathies go out to Ruthie Harper on the passing of her mother Ragnhild (Randi) Karlsen on May 19, 2025. Ms. Karlsen passed away peacefully at the age of 93 in her homeland, Lyngdal Norway.

## Walter Sweeney

We extend our sincere sympathies to Yvonne Montemurro on the passing of her father Walter Sweeney, 92, who passed away peacefully on May 28th in Florida.

# Happy Birthday!!

## May Birthdays

Ahmad Murray	Courtney Jackson	Jamie Wilson	Michelle Weir	Shavona Boateng
Aissatou Diallo	Davine Kelly	Janis Nicolosi Endo	Michelle-Dominique Blouin	Skylar M. Kliesch
Aleem Barnhardt	Derrell Wallace	Janis Radziszewski	Monika Flowers	Steven G. Harris
Andrew Selby	Dior Boston	Jeffrey N. Reynolds	Myaijah Matthews	Tajon George
Anita K. Mayfield	Ebony A. Simpson	Korvah Massaquoi	Natasha Lewis	Tameesha Jackson
Anitra Frayer	Edward W. Mercer Jr.	Kyle Larkins	Nicola A. Mckenzie	Taneisha S. Smith
Annette Menjivar	Erika McGhee	Lakesha Lockhart	Niema N. Jones	Taneja Oliver
Aqueelah A. Davidson	Ernest Twum	Latausha M. Dennis	Olatomide Ajifowowe	Tania D. Acevedo
Asharah Simpson	Etta Sample	Leslie Lester	Oloruntosin M. Adetunji	Thomas Johnson
Ayesha Phillips	Felicia Tharpe	Lisa M. Nicholas	Omaru Kallon	Tiffany Blackmon
Barbara L. Franklin-Winsor	Frances Feigl M.D.	Lovett Rose	Patrick M. Baguidy	Tiquan White
Brandi Sewell	Genette J. Javier	Madelyn Pletzer	Paul Albright	Tyanna Wilson
Brian Dillard	Geraldine L. Ward	Marcus McNeill	Quinelyah Streater	Valerie L. Dillard
Carlos Acosta	Gianna McGovern-Valencia	Margarita Perez	Rashel Reizin-Friedman	Yaterra Thomas
Carmeline Paul	Grace Little	Matthew Hopkins	Rosanne Moreno	Yehudah Ben-YaAqov
Carmen V. Foster	Ila M. Kessler	Melissa Rivera	Sandra Arencibia	Yulonda F. Levett
Cecelia Jones	Inna Galeta	Mellody Mitchell	Shamyah Manning	
Charisma Christopher	Ireona A. Harrington	Melvin Holmes Jr.	Shamyra S. Ware	
Christopher Gilmore	Jackie Lebron	Michelle Cervantes	Shanelle Travis	
Corey L. Frazier	Jami Fields	Michelle Montoya	Shatina Hadden	



HAPPY  
Birthday





# Highlights

## Blossoms Art Exhibit and Awards Show



Thanks to everyone who made this year's 18th Annual YCS Blossoms Art Exhibit and Show "Coloring Our World" a wonderful event. Here is just a small sampling of the night's festivities: YCS President Tara Augustine kicked off the show with a tribute to former NJ Assemblywomen Valerie Huttie and BergenPAC founder Frank Huttie for giving all our children such a beautiful venue to display their talents. It was followed by a lovely rendition of What a Wonderful World by Jonathyn, an original spoken work piece by Tyeana, a 3-part dance performance by youth on Newark Campus led by [Solo Expression Dance Studio](#) and finale with GW School Chorus. Many thanks to our special Rich Baratta for presenting all the awards and a big shout out to all the artists for turning the Sandy Bennet Gallery into a colorful exhibition.

# Highlights

## Youth ChildWIN Gala



Two youths from Sayre House and their parents attended the 6th annual ChildWIN Gala! The youth were chosen to speak at the gala and share how ChildWIN and their groups have impacted the youth and their journey in out of home. The youth had a great night full of fun, laughter, and inspirational speeches. YCS and Sayre House are thankful for another wonderful opportunity to partner with ChildWIN!

## Painting with a Twist



Southern Region DD Management Employee Appreciation Day



# Highlights

## Equine Therapy

Youth from Southern Region BH programs at- Coopers Crossing, Haddon Heights, Sicklerville, Vineland, and Wood Haven began equine assisted psychotherapy on May 29th at Ahisma Farm in Sicklerville. When the children arrived at the farm they were filled with energetic excitement – not knowing what to expect. The mental health therapist introduced them to the farm and horses with a series of mindfulness exercises.



They were instructed how to approach the animals so that both felt safe. Each child was then asked to go to the horse they felt a connection with. They petted, brushed, and talked to their horse. When one boy told the horse he wanted to pet his head but was afraid, the horse instinctively lowered his head. By the end of the visit there was an overall feeling of peacefulness among the group.

All the youth will take part in the program once a month from May through August.

## GW Planetarium



That Planetarium Guy LLC brings immersive full-dome planetarium program to GW School. The students were mesmerized by the All the stars and planets in the darkened gymnasium.



# Highlights

## Memorial Day Cookout



**Charlotte Prunty** said, "I refuse to end this evening without shouting out to all the programs near and far who came out to the Memorial Day Cookout. Thanks Thanks! Thanks! I would also like to shout out to our higher management Korey, Yesenia, and Tameka for putting in the leg work and helping me to pull such an event off! Also, I have a fabulous team at Buffalo, Jessica, Kaijah, and Faith who helped from the beginning to the end. Last but not least, my family who came out to volunteer their time to assist me. They have been helping me with any and everything when it comes to dealing with my DDD individuals which has been for 35 years. So, they have the heart and passion for helping. It is safe to say everyone had a good time and left with full bellies and take-home plates and pans.

# Highlights

## Institute Celebrates Externs Graduation



**Rashel Reizin-Friedman**  
**Ngoc Tran**  
**Nicauris Ubiera**



"Shelly, Ngoc, and Nicauris showed a real eagerness to grow their clinical skills this year. Each of them brought their full selves to the work, supporting both kids and caregivers in meaningful ways—helping to reduce stress and build stronger, more resilient families. We're especially excited that Ngoc will be staying with us next year!  
~ Christina Colon

## New Ideas at Sawtelle Learning Center



Sending a HUGE THANKS to our staff at YCS – Sawtelle Learning Center who participated in our "Nailed It" program. This program gives everyone an opportunity to shout people out and recognize greatness. Also, displayed is our monthly attendance board which recognizes the staff who had perfect attendance for that month. Thank you!

**Danielle DePeri**  
Administrative Assistant  
YCS-Sawtelle Learning Center



# Highlights

## Passaic County Service Coordination Unit Conference



## Mother's Day



Charlotte Prunty received a beautiful handwritten card and flowers for Mother's Day.

## Cinco de Mayo at Buffalo House



## Lawnridge Family Breakfast



# Agency Updates

## Inspection Report Update

Thank you to all of the Adult DD House Managers who worked so hard in April during OOL inspection. Preliminary data shows that we have 2 programs with 0 citations (go Pamela and Walnut!) Of the 20 Adult DD programs, 12 programs had less citations then their last in person OOL inspection and 3 additional programs had no increase or decrease in citations. Well done!

~**Jaime Fox**, LCSW, MLSP , Chief Quality and Compliance Officer



QAPI strives to help all programs deliver the highest quality of services while consistently improving their processes. All of the PCH/IDD programs worked diligently to have as few citations as possible! Cedarbrook achieved honorable mention with a total of 4 citations after abatements. Lawn Ridge had the highest percent decrease in the number of citations from the previous year. QAPI would love to reward all programs for their hard work and diligence but could only identify one winner. Estell Manor was the pizza party winner! They had the lowest number of citations on the day of the inspection with only 2 remaining after abatements!

🎉🎊🎈 Congratulations to Estell Manor! 🎊🎉🎈  
**Aja Wallace, MAHS**



## Woodhaven Home Opens

The YCS Woodhaven group home officially opened on May 30 and welcomed its first participant. Wood Haven PD **Laquaisha Johnson** and her staff have been busy getting the site ready for the 5 young men 15 – 21 who will receiving services at the home, and they are eager to get started! ~ Carlene Colston

*When you or your team have any questions relating to UKG, Oracle, Payroll etc. Please refer to the training instructions first. If you cannot resolve your problem with the written instructions, please contact the corresponding department for help. As always thank you for your support in keeping the lines of communication flowing efficiently.*



# Agency Updates

## Message from Nursing



### Heat Related Illness

- Medication(s) can impair the body's ability to regulate temperature and puts our participants at a high risk for heat related illnesses such as heat exhaustion, heat stroke, dehydration and sunburn.
- To prevent this from occurring during the warmer days you must:
  - Ensure that the participants are dressed appropriately for the weather
  - Limit exposure to sun and excessive heat.
  - Have participants wear hats
  - Use sunscreen (at least SPF 30); re-apply as needed esp with excess sweating and after water play activities.
  - Make sure participants are staying well hydrated-drinking plenty of fluids.

# Agency Updates

## Message from Nursing

HEAT-RELATED ILLNESSES	
WHAT TO LOOK FOR	WHAT TO DO
<b>HEAT STROKE</b>	
<ul style="list-style-type: none"><li>• High body temperature (103°F or higher)</li><li>• Hot, red, dry, or damp skin</li><li>• Fast, strong pulse</li><li>• Headache</li><li>• Dizziness</li><li>• Nausea</li><li>• Confusion</li><li>• Losing consciousness (passing out)</li></ul>	<ul style="list-style-type: none"><li>• Call 911 right away-heat stroke is a medical emergency</li><li>• Move the person to a cooler place</li><li>• Help lower the person's temperature with cool cloths or a cool bath</li><li>• Do not give the person anything to drink</li></ul>
<b>HEAT EXHAUSTION</b>	
<ul style="list-style-type: none"><li>• Heavy sweating</li><li>• Cold, pale, and clammy skin</li><li>• Fast, weak pulse</li><li>• Nausea or vomiting</li><li>• Muscle cramps</li><li>• Tiredness or weakness</li><li>• Dizziness</li><li>• Headache</li><li>• Fainting (passing out)</li></ul>	<ul style="list-style-type: none"><li>• Move to a cool place</li><li>• Loosen your clothes</li><li>• Put cool, wet cloths on your body or take a cool bath</li><li>• Sip water</li></ul> <p><b>Get medical help right away if:</b></p> <ul style="list-style-type: none"><li>• You are throwing up</li><li>• Your symptoms get worse</li><li>• Your symptoms last longer than 1 hour</li></ul>
<b>HEAT CRAMPS</b>	
<ul style="list-style-type: none"><li>• Heavy sweating during intense exercise</li><li>• Muscle pain or spasms</li></ul>	<ul style="list-style-type: none"><li>• Stop physical activity and move to a cool place</li><li>• Drink water or a sports drink</li><li>• Wait for cramps to go away before you do any more physical activity</li></ul> <p><b>Get medical help right away if:</b></p> <ul style="list-style-type: none"><li>• Cramps last longer than 1 hour</li><li>• You're on a low-sodium diet</li><li>• You have heart problems</li></ul>
<b>SUNBURN</b>	
<ul style="list-style-type: none"><li>• Painful, red, and warm skin</li><li>• Blisters on the skin</li></ul>	<ul style="list-style-type: none"><li>• Stay out of the sun until your sunburn heals</li><li>• Put cool cloths on sunburned areas or take a cool bath</li><li>• Put moisturizing lotion on sunburned areas</li><li>• Do not break blisters</li></ul>
<b>HEAT RASH</b>	
<ul style="list-style-type: none"><li>• Red clusters of small blisters that look like pimples on the skin (usually on the neck, chest, groin, or in elbow creases)</li></ul>	<ul style="list-style-type: none"><li>• Stay in a cool, dry place</li><li>• Keep the rash dry</li><li>• Use powder (like baby powder) to soothe the rash</li></ul>



C5000026

# Managers Meeting Bulletin

## Summary of Key Points from the May Monthly Cabinet Meeting

### Finance Department

**FY25 Financials:** There is a lot of work being done to increase the Level of Service (LOS) with an increase in participants from 208 to 231 (plus 6 more in May). If the trend continues, we're well on our way to a break-even point at the end of the year.

**FY26 Budget:** Thank you to all the VPs and anyone who sat through hours of meetings to create a plan for next year. The FY26 Budget was approved by the Board. Individual budgets will be ready before next month's meeting.

**Oracle:** Oracle Q&A Sessions are scheduled for Friday, May 23rd (morning and afternoon). The meetings are virtual sessions set up by the Training Department. The focus of the training includes Live Demos, real requisition walk-throughs, training guides, etc. Anonymous questions can be submitted to [TrainingDept@ycs.org](mailto:TrainingDept@ycs.org)

### Human Resources:

**Performance Reviews** are due **June 15th**. To date, reviews have been done for about 20% of the agency. Please don't wait to the last minute to complete the reviews and work over the next few weeks to have them done. If you have any questions, reach out to [Djabia.kablansi@ycs.org](mailto:Djabia.kablansi@ycs.org)

**Performance Improvement Process:** An email was sent to Cabinet with a process document and new templates. There is a new streamlined 3-step process: Verbal, Written, Final Warning. Please delete the old templates.

- HR will be conducting a Performance Improvement Training that includes handling difficult conversations for Managers.
- All terminations of employment must be reviewed and approved by Shamaine
- Warnings do not need HR approval.
- Questions regarding this process or any employee relation issues—Shamaine is the primary contact.

### Training

**Overall compliance** is **84.2%** up from 75.3% in March. To see your program's training completion percentage please click here [Total Completion Report 5.15.25.pptx](#)

The Training Department is reviewing the number of trainings that must be completed by our programs and departments in FY26. New schedules will be announced soon.

- **Closing Note:** Thank you all for your dedication to training and working towards reaching your goals. Your perseverance and commitment to improving training compliance help ensure continued success.

# Managers Meeting Bulletin

## IMS Updates

**UKG—Timekeeping:** Since changes we discussed last month have been implemented (geofencing enforcement, using the app for all punches, enabling location services and attesting your time) timekeeping is receiving emails for assistance and asks that you include screenshots and error messages for quicker resolution.

- **Please Note**--Issues must be emailed to [timekeeping@ycs.org](mailto:timekeeping@ycs.org) by the **employee directly**, not supervisors. The employee can copy you if necessary.
- If an employee is unable to punch-in, have them take a screenshot and email to timekeeping
- Employees should communicate with their supervisor if they are doing training outside of work hours. They have to manually punch and should note in comments "training" for manual time approval. **Ensure AM/PM accuracy** to prevent payroll errors.

## IT

**Active User Decrease:** 1.7% drop in Office 365 login compliance. To stay in compliance with Microsoft, YCS has to maintain 85% utilization. Please follow up with staff who are underutilizing Microsoft 365 by not logging in regularly.

- **Adobe Sign:** There are two ways to access Adobe Pro. There is a version of Pro that YCS has limited licenses for merging documents. There are only 10 licenses of the online version that have all the bells and whistles. These licenses are shared. If another license needs to be added, a request for approval has to be made in Oracle and given to IT before it's ordered. **Licensing Costs:** \$95/year per Adobe Pro license.
- **Active User Reports:** Go to YCS Employee Secured Site  
<https://ycsorg.sharepoint.com/sites/YCSEmployeeSecuredSite/SitePages/YCS-Employee-Secured-Site.aspx>

## Practice Integration

Please note the June Care Rounds are scheduled for later in the month:

- Play Therapy Training (2 CEUs) Friday, June 27, 2025—10-12pm.
- For July an In-Person Meet-up is planned. More info TBA.
- Reminder: Clinical Drop-In—Every Friday @ 12pm--The Drop-In provides support for difficult cases, answers questions and provides additional guidance.



# Managers Meeting Bulletin

## QAPI

- Please send participants' treatment plans to our stakeholders—our collaborating agencies, parents and guardians. Our Performance Measurement and Management Plan (PMMP) requires that information is sent to assist families and provide our partners with information for possible participant placement.
- Participant satisfaction surveys are going to be sent out and compared with the parent satisfaction surveys
- Please dispose of any hazardous materials you may have stored in your facility. Contact your town's Department of Public Works (DPW) to find out when they accept those types of materials.

The unofficial number of citations for 2025 received for adult DD inspections is 95 compared to 154 received in 2023. We haven't received the final report from OOL. Please click the link for the DRAFT report and the status of your program. You can contact Aja at [aja.wallace@yycs.org](mailto:aja.wallace@yycs.org) if you have any questions.

Please review the revised fire drill log. There are 3 revisions that include what is required on the log and the participants of the incident section.

- ***Important: CARF will be coming to YCS in September or October of this year. Jaime thanks all who helped her complete the official application.***

## Chaplain Update

The next round of the Spirituality Group is starting at Holley RTC, Haddon Heights, and Sayre House.

Please remember that if anyone in our programs is having personal, spiritual, or religious challenges, have them reach out to me [chaplain@yycs.org](mailto:chaplain@yycs.org).

Parent Satisfaction Survey: Thank you to all the programs that have completed surveys. To those programs who have yet to complete them, you are encouraged to get them finished so we can address parent concerns.

## Allied Services

- Thank you to all the programs who participated and brought their kids to Blossoms. Be sure to include Blossoms in your allied notes and if your kids attended.
- The agency has come a long way in scheduling and deliverables of Allied Services.
- Please share the documentation guide with your team and utilize it as a refresher.
- Communication will be going out about the per diem positions for allied coming available.

## Foundation

**Exciting News:** The Bob Gordon Scholarship Program has been established on behalf of Bob Gordon, a former board member who passed away. The Gordon family is interested in supporting YCS employees, interested in furthering their education, getting professional certifications, and specialized training. We are hoping to have the applications available in July.

# Managers Meeting Bulletin

## **Communications**

Blossoms was a great event that provided opportunities for our participants to express themselves through the submission of art projects and dance. We thank everyone who participated and helped make the event a wonderful experience for the kids and their families.

The link to the current YCS Newsletter can be found on [ycseonline.org](http://ycseonline.org). Thank you to all who contributed and we look forward to all your new submissions!

## **Agency Update—Tara**

- To update the outdated information on the YCS intranet, we're redesigning it to create a more user-friendly community space.
- The frequency of the newsletter is now monthly, integrating some information from these monthly meetings.
- The staff has been asking about a scholarship program and we're finally able to implement it. I thank the Foundation for finding a donor to sponsor this program on behalf of our employees.