

New Hire Orientation

Inspire
Cultivate
Support





WELCOME

Dear Fellow Employee,

As CEO of AHRC Nassau, The Brookville Center for Children's Services and Citizens Options Unlimited, it is my great pleasure to welcome you to our growing family. I am honored that you have chosen one of our family of organizations to continue your career in the field of disability services. I look forward to working with each and every one of you as you contribute to our Mission, Vision and Values.

We are the largest provider of services to people with developmental disabilities on Long Island, and your skills, expertise, and enthusiasm will be invaluable as we work together to achieve our goals and continue to evolve as an organization. I know that each person has something unique to offer, and I am excited to see how we can all work together to make a positive impact. We are committed to creating an inclusive and positive environment where you can thrive, develop your talents, and make a meaningful impact.

The Mission, Vision and Values of our organizations are central to all that we do. To view our Mission, Vision, and Values, please visit our websites or scan the QR codes:



www.ahrc.org/whoweare



www.brookvillecenter.org/about-us



www.citizens-inc.org/who-we-are

As you embark on your journey with us, I want you to know that we are committed to diversity, equity and inclusion and believe that it is our differences that make us stronger. We are also committed to providing you with the resources and support you need to succeed in your role as you continue to learn and grow as a professional.

I started as an entry level direct support professional and worked my way up to where I am today! I encourage you to take advantage of the opportunities that we offer to move up the career ladder, including professional development programs, tuition reimbursement, mentorship, and networking events. We believe that investing in our employees is key to our success as an organization, and we are committed to supporting you every step of the way.

Again, thank you for choosing to work in our family of organizations! We take pride in hiring the best talent to ensure the provision of high quality supports and services to Long Islanders with intellectual and developmental disabilities and their families.

Best,

Stanford J. Perry

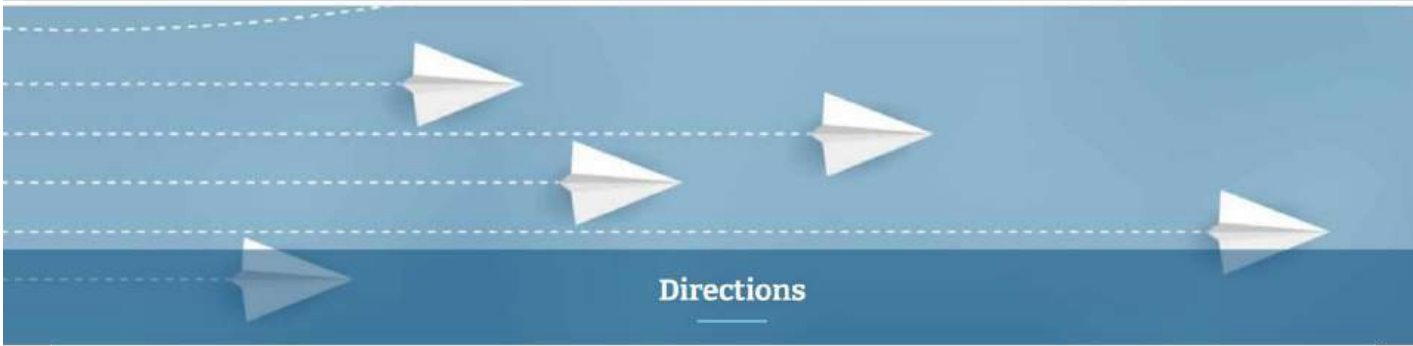
Stanford J. Perry
CEO



Brookville Center
for Children's Services



Citizens Options
Unlimited



Directions

Directions to AHRC Nassau Sites throughout Nassau County

AHRC Main Campus - 189 Wheatley Road, Brookville, NY

Via Long Island Expressway (Eastbound or Westbound): Take the LIE (Route 495) East to exit 41 North, Route 106/107. Take 106/107 North. At fork in the road, bear left towards Glen Cove. Continue on Rt. 107 (Cedar Swamp Road) approximately 1 mile to Wheatley Road. Turn left onto Wheatley Road. (Stop light with left turn on arrow signal). Continue on Wheatley Road approximately 1/4 mile to the entrance to AHRC Nassau on the right.

Via Northern State Parkway (Eastbound or Westbound): Take the Northern State Parkway to exit 35 North, Route 106/107. Take 106/107 North. At fork in the road, bear left towards Glen Cove. Continue on Rt. 107 (Cedar Swamp Road) approximately 1 mile to Wheatley Road. Turn left onto Wheatley Road. (Stop light with left turn on arrow signal). Continue on Wheatley Road approximately 1/4 mile to the entrance to AHRC Nassau on the right.

AHRC Plainview Center - 115 E. Bethpage Road, Plainview, NY

From the South Shore: Seaford Oyster Bay Expressway North to Exit 9 - Plainview Road. Proceed straight (North) on Plainview Road, approximately 1 mile. At 3rd traffic light (Old Country Road) make a right on to Old Country Road. (1st light is Haypath, 2nd light is Old Bethpage Road). Stay in the left lane and proceed East on Old Country Road. After second light, approximately 9/10 mile, turn left onto East Bethpage Road. (Cherry Lane Lithograph is on the far left corner). Proceed approximately 3/10 mile to AHRC on right.

From Suffolk County: Long Island Expressway West to Exit 48 (Round Swamp Road). Turn left at first traffic light going under the expressway, then stay in the right lane. Go 3/10 of a mile to next light and bear right onto Old Country Road. Go 5/10 of a mile further on Old Country Road to East Bethpage Road (before the next light). Make a right on to East Bethpage Road, go 3/10 miles on East Bethpage Road, and AHRC, 115 East Bethpage Road, a one story yellow brick building with a brown roof, will be on your right.

From All Other Locations: Long Island Expressway East to Exit 45 (Manetto Hill Road Exit). Go South approximately 1 1/2 miles (seven traffic lights) to Washington Avenue. Turn left onto Washington Ave. (Mid Island Y JCC on left). Travel approximately 1/2 mile and turn right just after the 2nd traffic light onto East Bethpage Road. AHRC is on the left side 3/10 mile down the road. Park directly in front of the building. Wheelchair parking is located at the front door.

AHRC Freeport Center - 230 Hanse Avenue, Freeport

From the West: Long Island Expressway Eastbound to Exit 38; OR, Northern State Parkway Eastbound to Exit 29A; OR Southern State Parkway Eastbound to Exit 22 (Meadowbrook Parkway).

From Eastern Long Island: Take Southern State Parkway West to Exit 22 (Meadowbrook Parkway). Then On Meadowbrook Parkway: Travel South (towards Jones Beach) and exit at M9 West (Merrick Road) on exit ramp, use left lane and bear left at light towards Mill Road. Continue on Mill Rd, make a left at next light on Buffalo Avenue (this street turns into Hanse Avenue). Take to 230 Hanse Avenue; the workshop will be on your left.

n19 → Sunrise Mall

→ Freeport

Freeport Sta / S Bay 2					Merrick Ave / Merrick					Willow St / Merrick					Cartwright Bl / Merrick					Sunrise Mall Bus Term					Sunrise Mall Bus Term					Cartwright Bl / Merrick					Willow St / Merrick					Merrick Ave / Merrick					Freeport Sta / North				
A	B	C	D	E	AM	PM	LUNES-VIERNES MON-FRI										E	D	C	B	A																												
605	613	619	628	638									620	629	638	647	656																																
635	643	649	658	708									715	724	733	742	751																																
702	711	719	729	740									745	754	803	812	821																																
730	739	747	757	808									815	824	833	842	851																																
800	809	817	827	838									845	854	903	912	921																																
830	839	847	857	908									915	924	933	942	951																																
900	909	917	927	938									945	954	1003	1012	1021																																
930	939	947	957	1008									1015	1024	1033	1042	1051																																
203	215	225	240	250									255	306	318	330	341																																
240	252	302	317	327									335	346	358	410	421																																
315	327	337	352	402									410	421	433	445	456																																
347	359	409	424	434									440	451	503	515	526																																
427	439	449	504	514									520	531	543	555	606																																
503	515	525	540	550									555	606	616	625	634																																
532	544	554	609	619									624	634	644	653	702																																

n78/9 → S. Huntington

→ Hicksville

Hicksville Sta / Duffy						Joel Pl / Old Country						Bethpage Rd / O'Entry						O'Entry Rd / Newtown						Jericho Tp / Woodbury						W Whitman Bus Term						W Whitman Bus Term						Jericho Tp / Woodbury						Bethpage Rd / O'Entry						Rex Pl / Old Country						Hicksville Sta / Duffy					
H	I	J	K	L	M	AM	PM	M	L	J	K	I	H	M	L	J	K	I	H	M	L	J	K	I	H	M	L	J	K	I	H	M	L	J	K	I	H																												
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600	700	714	-	728	741				645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724																											
600	730	744	748	754	-				645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724																											
600	805	819	-	833	846				645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724																											
600	830	844	848	854	-				645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724																											
600	900	914	-	928	941				645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724																											
600	930	944	948	954	-				645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724																											
600	1005	1019	1023	1029	-				645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724																											
600	235	250	-	303	317				645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724																											
600	304	318	322	-	-				645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724																											
600	347	402	-	415	429			645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724																												
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600	440	455	-	508	522			645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724																												
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600	645	659	703	-	-			645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724	645	657	-	-	712	724																												
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700	713	-	-	725	736	SABADO SATURDAY		742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818																												
700	805	818	-	830	841				742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818																											
700	824	838	841	846	-				742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818																											
700	910	923	-	935	946				742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818																											
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700	1015	1028	-	1040	1051				742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818																											
700	1038	1052	1055	1100	-				742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818																											
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700	300	313	-	325	336				742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818																											
700	405	418	-	430	441				742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818																											
700	424	438	441	446	-			742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818																												
700	510	523	-	535	546			742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818																												
700	529	543	546	551	-			742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818																												
700	615	628	-	640	651			742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818																												
700	638	652	655	700	-			742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818																												
700	743	757	800	805	-			742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818	742	753	-	-	805	818																												



Welcome Aboard

Bienvenidos a bordo

- Timepoint**
Parada principal
- Campus/Complex**
- Point of Interest**
Punto de interés
- Limited Service**
Servicio limitado
- Use Columbia St (HTC)**
- Connections Conexiones**
 - nicebus Line(a)
 - nicemini
 - MTA/NYC BUS
 - SUFFOLK TRANSIT
 - Multiple(s)
 - SUBWAY
 - LIRR

Bus/Crowd Tracker + Mobile Tickets!

Puedes rastrear tu bus,
mirar que tan lleno está
y comprar tu boleto con:

gomobile / transit

Title VI Statement

NICE operates without regard to race, color, national origin, religion, gender, sexual orientation, marital status, age or disability, and in accordance with applicable law including Title VI. For more info on Title VI requirements/complaint procedures, see website or call:

NICE se opera sin distinción de raza, color, origen nacional, religión, género, orientación sexual, estado civil, edad o discapacidad y conforme a la ley, incluyendo los requisitos del Título VI. Para mas información sobre los requisitos o los procedimientos para interponer una queja, visite el sitio web o llame a:

516-296-4157
(TTY relay 7-1-1)

n19
Freeport... Merrick...
Bellmore...
Seaford... Massapequa

n78/79
Hicksville... Plainview...
Woodbury... So. Huntington

n80
Hicksville... Plainedge...
Massapequa... Mass. Park



See website for discounts / passes
Visite el sitio de web para los descuentos y pases



Days of Schedule Change

Días con cambio del horario

New Year's - Memorial
Independence - Labor
Thanksgiving - Christmas

SUNDAY DOMINGO

Presidents

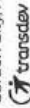
SATURDAY+ SABADO+

nicebus.com

516-336-6600

700 Commercial Avenue
Garden City, NY 11530

rev 12.21.22



INCIDENT REPORTING	ACTIVE LISTENING	HR CONTACT LIST	CAREER OPPORTUNITIES	COVID INFORMATION	HEALTH & WELLNESS	COMPLIANCE HOTLINE	ORGANIZATION CHARTS	EMPLOYEE PERKS
WELCOME LETTER	PLAINVIEW DIRECTIONS	ULTI-PRO	PAYROLL CALENDAR	OBSERVED HOLIDAYS	RELIAS LEARNING	BENEFITS INFORMATION	REFERRAL BONUS	PHOTO I.D.



ULTI-PRO

Your pay statements, benefits and other personal information are all available on the Ulti-Pro portal. The portal address, Login ID and initial password are listed below. The first time you access the system you will be prompted to change your password to a complex password and answer three challenge questions that will be used to assist with any new password issues (forgot password/reset, etc.). Once you complete the task you will receive a system generated e-mail alerting you that your password has been updated.

Ulti-Pro is also available as an app for download to both Android and iOS devices. When you open the app for the first time, you will be prompted to enter a business code. Our business code is: AHRCN (in all CAPS). Once you enter this code, you will then be directed to the log-in screen where you would enter the information below.

Address: <https://e13.ultipro.com>

Login ID: Last Name + First Initial (Ex: Clark Kent would be entered as kentc)

Password: Birth Date (Ex: 03/10/61 would be entered as 03101961)


Please take the time to access the system as soon as possible so that you can view and print your pay information to be prepared for this transition.

If you have any issues with the instruction or the system, please open a ticket with the Help Desk at helpdesk@AHRC.org or call 516-293-1111, extension 5280.

Jan-25								Feb-25								Mar-25							
Wk	Su	M	Tu	W	Th	Fr	Sa	Wk	Su	M	Tu	W	Th	Fr	Sa	Wk	Su	M	Tu	W	Th	Fr	Sa
<u>1</u>			31	1	2	3	4	<u>5</u>							1	<u>9</u>							1
<u>2</u>	5	6	7	8	9	10	11	<u>6</u>	2	3	4	5	6	7	8	<u>10</u>	2	3	4	5	6	7	8
<u>3</u>	12	13	14	15	16	17	18	<u>7</u>	9	10	11	12	13	14	15	<u>11</u>	9	10	11	12	13	14	15
<u>4</u>	19	20	21	22	23	24	25	<u>8</u>	16	17	18	19	20	21	22	<u>12</u>	16	17	18	19	20	21	22
<u>5</u>	26	27	28	29	30	31		<u>9</u>	23	24	25	26	27	28		<u>13</u>	23	24	25	26	27	28	29
																<u>14</u>	30	31					
Apr-25								May-25								Jun-25							
Wk	Su	M	Tu	W	Th	Fr	Sa	Wk	Su	M	Tu	W	Th	Fr	Sa	Wk	Su	M	Tu	W	Th	Fr	Sa
<u>14</u>			1	2	3	4	5	<u>18</u>					1	2	3	<u>23</u>	1	2	3	4	5	6	7
<u>15</u>	6	7	8	9	10	11	12	<u>19</u>	4	5	6	7	8	9	10	<u>24</u>	8	9	10	11	12	13	14
<u>16</u>	13	14	15	16	17	18	19	<u>20</u>	11	12	13	14	15	16	17	<u>25</u>	15	16	17	18	19	20	21
<u>17</u>	20	21	22	23	24	25	26	<u>21</u>	18	19	20	21	22	23	24	<u>26</u>	22	23	24	25	26	27	28
<u>18</u>	27	28	29	30				<u>22</u>	25	26	27	28	29	30	31	<u>27</u>	29	30					
Jul-25								Aug-25								Sep-25							
Wk	Su	M	Tu	W	Th	Fr	Sa	Wk	Su	M	Tu	W	Th	Fr	Sa	Wk	Su	M	Tu	W	Th	Fr	Sa
<u>27</u>			1	2	3	4	5	<u>31</u>						1	2	<u>36</u>		1	2	3	4	5	6
<u>28</u>	6	7	8	9	10	11	12	<u>32</u>	3	4	5	6	7	8	9	<u>37</u>	7	8	9	10	11	12	13
<u>29</u>	13	14	15	16	17	18	19	<u>33</u>	10	11	12	13	14	15	16	<u>38</u>	14	15	16	17	18	19	20
<u>30</u>	20	21	22	23	24	25	26	<u>34</u>	17	18	19	20	21	22	23	<u>39</u>	21	22	23	24	25	26	27
<u>31</u>	27	28	29	30	31			<u>35</u>	24	25	26	27	28	29	30	<u>40</u>	28	29	30				
								<u>36</u>	31														
Oct-25								Nov-25								Dec-25							
Wk	Su	M	Tu	W	Th	Fr	Sa	Wk	Su	M	Tu	W	Th	Fr	Sa	Wk	Su	M	Tu	W	Th	Fr	Sa
<u>40</u>				1	2	3	4	<u>44</u>							1	<u>49</u>		1	2	3	4	5	6
<u>41</u>	5	6	7	8	9	10	11	<u>45</u>	2	3	4	5	6	7	8	<u>50</u>	7	8	9	10	11	12	13
<u>42</u>	12	13	14	15	16	17	18	<u>46</u>	9	10	11	12	13	14	15	<u>51</u>	14	15	16	17	18	19	20
<u>43</u>	19	20	21	22	23	24	25	<u>47</u>	16	17	18	19	20	21	22	<u>52</u>	21	22	23	24	25	26	27
<u>44</u>	26	27	28	29	30	31		<u>48</u>	23	24	25	26	27	28	29	<u>53</u>	28	29	30	31			
								<u>49</u>	30														

 = AHRC Holidays

 = Bank Holidays

 = PAY DAYS

2025 PAY SCHEDULE				
AHRC/CITZENS/FOUNDATION/ADVANTAGE CARE/BCCS-AHK				
PAY PERIOD BEGINNING	PAY PERIOD ENDING	PAYROLL DUE	COMMENTS	PAY DATE
12/21/24	01/03/25	01/07/25		01/15/25
01/04/25	01/17/25	01/29/25		01/29/25
01/18/25	01/31/25	02/04/25		02/12/25
02/01/25	02/14/25	02/18/25		02/26/25
02/15/25	02/28/25	03/04/25		03/12/25
03/01/25	03/14/25	03/18/25		03/26/25
03/15/25	03/28/25	04/01/25		04/09/25
03/29/25	04/11/25	04/15/25		04/23/25
04/12/25	04/25/25	04/29/25		05/07/25
04/26/25	05/09/25	05/13/25		05/21/25
05/10/25	05/23/25	05/27/25		06/04/25
05/24/25	06/06/25	06/10/25		06/18/25
06/07/25	06/20/25	06/24/25		07/02/25
06/21/25	07/04/25	07/08/25		07/16/25
07/05/25	07/18/25	07/22/25		07/30/25
07/19/25	08/01/25	08/05/25		08/13/25
08/02/25	08/15/25	08/19/25		08/27/25
08/16/25	08/29/25	09/02/25		09/10/25
08/30/25	09/12/25	09/16/25		09/24/25
09/13/25	09/26/25	09/30/25		10/08/25
09/27/25	10/10/25	10/14/25		10/22/25
10/11/25	10/24/25	10/28/25		11/05/25
10/25/25	11/07/25	11/11/25		11/19/25
11/08/25	11/21/25	11/21/25	SEE BELOW	12/03/25
11/22/25	12/05/25	12/09/25		12/17/25
12/06/25	12/19/25	12/22/25	SEE BELOW	12/31/25

PAY DATE

12/03/25	PAYROLL DUE EARLY - AGENCY CLOSED 11/27/25 & 11/28/25
12/31/25	PAYROLL DUE EARLY - AGENCY CLOSED 12/25/25



HOLIDAYS FOR 2025

AHRC will observe holidays for calendar year 2025 as follows:

NEW YEAR'S DAY	• WEDNESDAY, JANUARY 1
MARTIN LUTHER KING, JR. DAY	• MONDAY, JANUARY 20
MEMORIAL DAY	• MONDAY, MAY 26
JUNETEENTH	• THURSDAY, JUNE 19
INDEPENDENCE DAY	• FRIDAY, JULY 4
LABOR DAY	• MONDAY, SEPTEMBER 1
THANKSGIVING	• THURSDAY, NOVEMBER 27
DAY AFTER THANKSGIVING	• FRIDAY, NOVEMBER 28
CHRISTMAS	• THURSDAY, DECEMBER 25

PLUS 4 Floating Holidays

2 floating holidays will accrue on January 1, 2025; the remaining 2 floating holidays will accrue on July 1, 2025. Only those employees who are employed by the agency on those dates will earn the floating holidays. Once accrued, the floating holidays may be used anytime during the calendar year.

Please refer to the Employee Handbook for additional information concerning holiday schedule procedures.



Citizens Options Unlimited

HOLIDAYS FOR 2025

Citizens will observe holidays for calendar year 2025 as follows:

NEW YEAR'S DAY	• WEDNESDAY, JANUARY 1
MARTIN LUTHER KING, JR. DAY	• MONDAY, JANUARY 20
MEMORIAL DAY	• MONDAY, MAY 26
JUNETEENTH	• THURSDAY, JUNE 19
INDEPENDENCE DAY	• FRIDAY, JULY 4
LABOR DAY	• MONDAY, SEPTEMBER 1
THANKSGIVING	• THURSDAY, NOVEMBER 27
DAY AFTER THANKSGIVING	• FRIDAY, NOVEMBER 28
CHRISTMAS	• THURSDAY, DECEMBER 25

PLUS 4 Floating Holidays

2 floating holidays will accrue on January 1, 2025; the remaining 2 floating holidays will accrue on July 1, 2025. Only those employees who are employed by the agency on those dates will earn the floating holidays. Once accrued, the floating holidays may be used anytime during the calendar year.

Please refer to the Employee Handbook for additional information concerning holiday schedule procedures.



Brookville Center

for Children's Services

HOLIDAYS FOR 2025

INCIDENT REPORTING	WELCOME LETTER
ACTIVE LISTENING	PLAINVIEW DIRECTIONS
HR CONTACT LIST	ULTI-PRO
CAREER OPPORTUNITIES	PAYROLL CALENDAR
COVID INFORMATION	OBSERVED HOLIDAYS
HEALTH & WELLNESS	RELIAS LEARNING
COMPLIANCE HOTLINE	BENEFITS INFORMATION
ORGANIZATION CHARTS	REFERRAL BONUS
EMPLOYEE PERKS	PHOTO I.D.

Brookville Center will observe holidays for calendar year 2025 as follows:

The Children's Residential Program
Non-School Calendar Staff (Administrative/Office)

NEW YEAR'S DAY	• WEDNESDAY, JANUARY 1
MARTIN LUTHER KING, JR. DAY	• MONDAY, JANUARY 20
PRESIDENTS' DAY	• MONDAY, FEBRUARY 17
MEMORIAL DAY	• MONDAY, MAY 26
JUNETEENTH	• THURSDAY, JUNE 19
INDEPENDENCE DAY	• FRIDAY, JULY 4
LABOR DAY	• MONDAY, SEPTEMBER 1
THANKSGIVING	• THURSDAY, NOVEMBER 27
DAY AFTER THANKSGIVING	• FRIDAY, NOVEMBER 28
CHRISTMAS	• THURSDAY, DECEMBER 25

PLUS 3 Floating Holidays

2 floating holidays will accrue on January 1, 2025; the remaining 1 floating holiday will accrue on July 1, 2025. Only those employees who are employed by the agency on those dates will earn the floating holidays. Once accrued, the floating holidays may be used anytime during the calendar year.



Please refer to the Employee Handbook for additional information concerning holiday schedule procedures.

RELIAS

Dear Student,

Congratulations! An account has been created for you on the Relias Learning Management System (RLMS), brought to you by ANRC Nassau. Relias is happy to have you on board. Below is the information you will need to log-in to the RLMS and the Relias Mobile App.

When using a desktop or laptop computer. Please log in to Relias following the directions below:

1. Log onto Ulti-Pro at <https://e13.ultipro.com/Login.aspx?ReturnUrl=%2f>
2. Click on "Menu" which can be found in the top left corner
3. Click on "Myself" 
4. Once on "Myself", click on "Relias Learning" 

For those accessing training on a mobile device, please download the Relias App. The name of the app is **Relias**, not Relias Learning.

URL: <https://login.reliaslearning.com/login>

Username: last name first initial (ex: kentc)

Password: welcome

You will then be prompted to update this upon your first log-in. Your password is private and unique to you! Please follow the directions on the login screen to reset your password or contact the help desk for additional password help.

Organization ID:

14022	Brookville Center for Children's Services, Inc.
14024	Citizens Options Unlimited, Inc.
14020	NYSARC, Inc., Nassau County Chapter dba AHRC Nassau

Should you have any questions, please submit them to the Learning & Professional Development at training@ahrc.org and include **RELIAS** in the subject line. Please utilize this option for any questions you have concerning Relias.

We hope you enjoy using the RLMS.

Sincerely,

Relias



Relias can also be accessed directly without logging into Ultipro by using the links below. Each company has a direct link to Relias so please use the link for the company where you work.

For example, anyone working at AHRC Nassau would use the ahrcnassau.training.reliaslearning.com link below, Citizens would use citizens.training.reliaslearning.com link, etc. Once you enter the link, please enter your username and password as indicated below.

Links to access Relias:

	https://ahrcnassau.training.reliaslearning.com/
	https://brookville.training.reliaslearning.com/
	https://citizens.training.reliaslearning.com/

Username: last name first initial (no spaces)

Password: welcome (all letters in lowercase)

When using this direct method for the first time, you may be prompted to change the password. Please choose a secure password since this is the specific password that will be used whenever directly logging into Relias without going through Ultipro. (As a reminder, the Ultipro link to Relias is separate and will not be affected by changing the password here to use the direct sign-in method. The Ultipro link will continue to work with the same login information you currently have once it is restored).

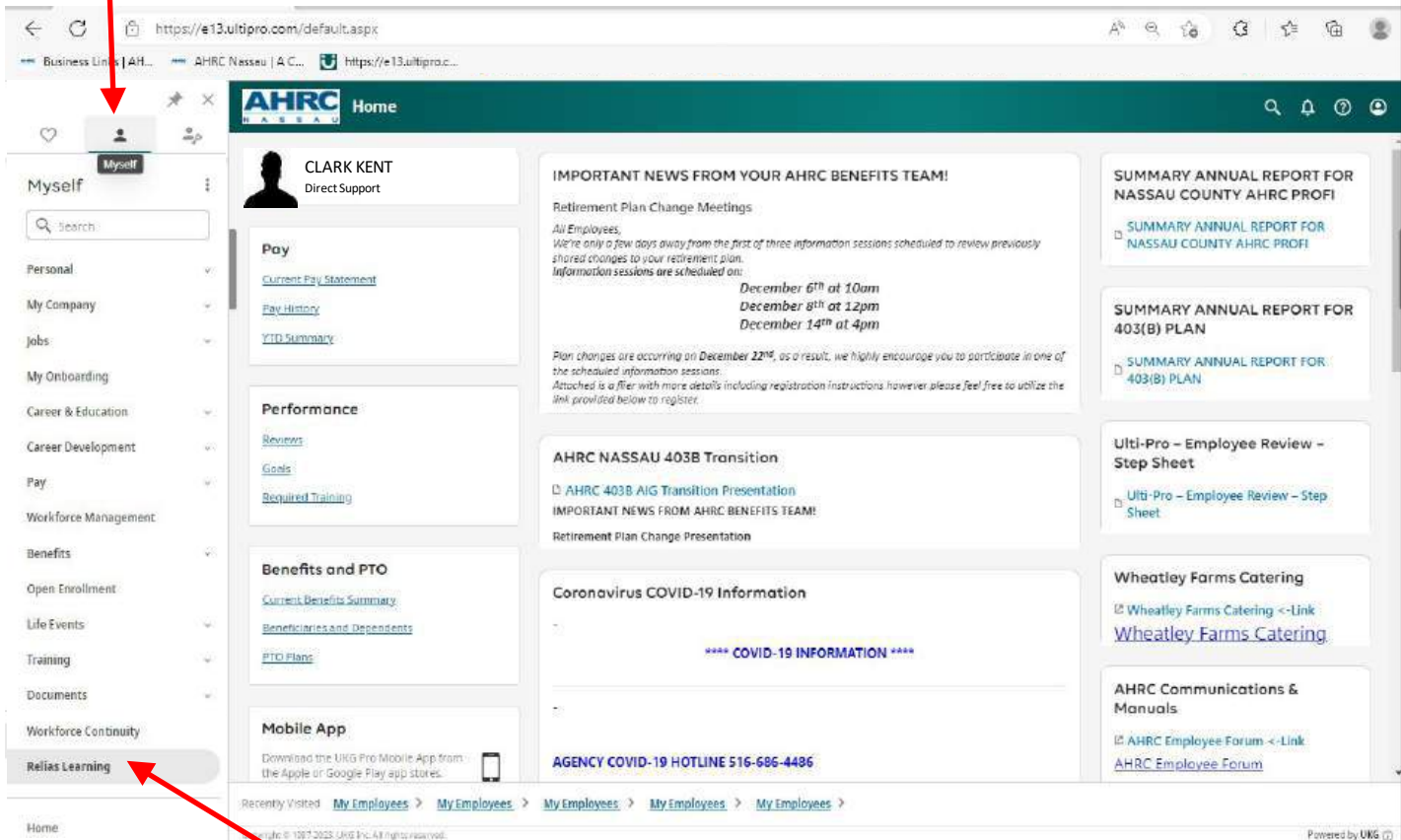
The organization IDs are listed below as well. If asked, please enter the ID for the area you work at

Organization ID:

14022	Brookville Center for Children’s Services, Inc.
14024	Citizens Options Unlimited, Inc.
14020	NYSARC, Inc., Nassau County Chapter dba AHRC Nassau



MYSELF



RELIAS LEARNING



Benefit Information

Welcome and I wish you all a long and prosperous career with us.

We have created this list so that you can make a decision pertaining to your benefits with ease and confidence that you are making the right choice.

Your benefit eligibility date is the first of the month following sixty days of employment. You should be sure to turn your completed enrollment information into the benefits department approximately one month in advance so that you will be enrolled in the plans that you elect, and you have your benefit cards *on* your effective date. Please email all enrollment forms to Pavleen Bassi at pbassi@ahrc.org if you are an AHRC, Adv. Care or Citizens employee and to Kristen Danzi at kdanzi@ahrc.org if you are a BCCS employee. You have been provided with a website in which you can download enrollment forms.

<https://e13.ultipro.com>

ID- Last Name + First Initial (Ex: kentc)

Password- Birth Date (Ex:03101961)

Go to the My Company → News & Info Section

Enrollment forms are listed under Benefit Forms & Info

Phone Numbers:

Kristen Danzi, Benefits Manager: 516-293-1111 x5137

Li Rinaldo, Benefits and Leave of Absence Lead: 516-293-1111 x5138

Pavleen Bassi, Benefits Coordinator: 516-293-1111 x5136

CoPilot (Additional Medical, Dental & Vision Assistance): 1-800-794-1215

INCIDENT REPORTING	WELCOME LETTER
ACTIVE LISTENING	PLAINVIEW DIRECTIONS
HR CONTACT LIST	ULTI-PRO
CAREER OPPORTUNITIES	PAYROLL CALENDAR
COVID INFORMATION	OBSERVED HOLIDAYS
HEALTH & WELLNESS	RELIAS LEARNING
COMPLIANCE HOTLINE	BENEFITS INFORMATION
ORGANIZATION CHARTS	REFERRAL BONUS
EMPLOYEE PERKS	PHOTO I.D.



Summary:

EAP – Employee Assistance Program – Company paid. Help you with mental health, legal advice, elderly care, and physical fitness.

Short-Term Disability: No enrollment necessary. NY State Mandated. Pre-Tax Dollars.

Voluntary Short Term Disability- 60 % of weekly earnings to a max of \$1,000 per week. Plan is payable for a max of 26 weeks. Enrollment form necessary only if you choose to elect these benefits.

Voluntary Long Term Disability- Coordinate with other benefit payments to ensure 60% monthly earnings to a max of \$5,000 per month of salary to age of 65 so long as unable to work. Enrollment form necessary only if you choose to elect these benefits.

FSA – Flexible Spending Account – Employee contribution. Pre-Tax dollars. Enrollment form necessary only if you choose to elect this benefit.

Term Life Insurance Benefits – Company Paid.

Enrollment form is necessary for beneficiary designation, and other necessary information needed by our carrier.

Voluntary Supplemental Life Coverage- You contribute based on the amount of additional coverage you choose, your salary, and your age. Enrollment form necessary only if you choose to elect this benefit.

Spousal and Dependent Supplemental Life Coverage – You contribute based on the amount of additional coverage that you would like. Enrollment form necessary only if you choose to elect this benefit.

403(b) – You contribute to a retirement fund. Subject to IRS tax rules. Pre-Tax dollars. Enroll online only if you choose to elect this benefit.

Retirement Plan – Company contributes. No enrollment necessary.

- *Must work 1000 hours in a calendar year*
- *Must have completed 6 months of service prior to January 1st*
- *Must be 20 1/2 years of age*
- *Contribution based on salary and length of service*
- ***Employer*** *contributions only.*
- *100% vested after 3 years*

Workers Compensation: Company paid benefit.

- *For injuries sustained while on the job*
- *Must complete on-the-job accident report*
- *All medical expenses paid by the agency/comp carrier*

AFLAC Cancer Insurance Plan- Enrollment form necessary only if you choose to elect this plan.

AFLAC Accident Plan- Enrollment form necessary only if you choose to elect this plan.

Legal Services- Enrollment form necessary only if you choose to elect this plan.

Full Time Employees 30+ Hrs Per Week- Eligible for all insurance

Part Time Employees 21-29.99 Hrs Per Week- Only eligible for voluntary insurance

Marriage and birth certificates are required for all plans

Medical Benefits: Your medical coverage is being administered through Empire BCBS. As referenced below, you have three plans to select from. All medical contributions are deducted from your paycheck on a pre-tax basis. In order to enroll a spouse, you must complete the spousal coverage form to determine if they are eligible for coverage. Eligible dependents can also be covered on your plan until the end of the year they reach the age of 26. If you do not wish to elect medical coverage, then a waiver form must be completed.

Empire Value- Plan **requires** you to utilize a Empire network provider in order to receive benefits. There are no referrals needed. For a detailed summary of copays, deductibles & out of pocket expenses, please refer to the plan summary document. **Note to Remember: There is no coverage if you use out of network providers**

Empire Plus- Plan **requires** you to utilize a Empire network provider in order to receive benefits. There are no referrals needed. For a detailed summary of copays, deductibles & out of pocket expenses, please refer to the plan summary document. **Note to Remember: There is no coverage if you use out of network providers**

Empire Premium - Plan allows you to utilize either a Empire network provider or out of network provider to receive benefits. If you choose to use an Out of Network provider, you will be subject to higher deductibles & out of pocket expenses. There are no referrals needed. For a detailed summary of copays, deductibles & out of pocket expenses, please refer to the plan summary document.

Dental Benefits: Dental contributions are deducted on a pre-tax basis. Dependents are covered until the age of 19 or the age of 23 if a full time student. If you do not wish to elect dental coverage, then a waiver form must be completed.

Cigna Dental PPO Low- Call your dentist and ask if he or she participates in the Cigna PPO Plan, or logon to www.cigna.com and look up by provider. You do not have to list a dentist if you choose this plan.

Cigna Dental PPO High- Call your dentist or log onto www.cigna.com and see if they participate in the Cigna PPO Plan. If not, you would want to choose this plan to avoid any extra out of network expenses.

Cigna Dental DMO- You must call your dentist to see if he or she is listed as participating dentist in the Cigna DMO Plan, or check www.cigna.com to look up a provider. You must list a dentist for this plan.

AHRC, Citizens, Adv. Care & Foundation Vision Benefits: Dependents are covered until the age of 19 or the age of 23 if a full time student. If you do not wish to elect vision coverage, then a waiver form must be completed.

General Vision or your choice of provider

Eye Exam	Reimbursement up to \$50.00
Single Vision glasses and frames	Reimbursement up to \$100.00
Bifocal Lenses and frames	Reimbursement up to \$150.00
Soft or Hard Contact Lenses	Reimbursement up to \$250.00
Trifocal Glasses and Frames	Reimbursement up to \$250.00
Progressive Glasses and Frames	Reimbursement up to \$250.00

BCCS Vision Benefits: Dependents are covered until the age of 19 or the age of 23 if a full time student. If you do not wish to elect vision coverage, then a waiver form must be completed.

Davis Vision

Eye Exam	Copay of \$10.00
Single Vision Lenses and frames	Copay of \$25.00
Bifocal Lenses and frames	Copay of \$25.00
Soft or Hard Contact Lenses	Copay of \$25.00
Trifocal Glasses and Frames	Copay of \$25.00

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PAYROLL CALENDAR
COVID INFORMATION
OBSERVED HOLIDAYS
HEALTH & WELLNESS
RELIAS LEARNING
COMPLIANCE HOTLINE
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PHOTO I.D.

NEW EMPLOYEE REFERRAL BONUS FOR 5 DSPs*

\$5,000



**Call 516-293-1111 & Ask for Talent Acquisition
or Stop by the Plainview HR Department Today!**

*Employee must be employed minimum of 4 months.

You can help AHRC Nassau/Citizens Options Unlimited/BCCS support people. Train as an essential worker to empower and assist people with intellectual and developmental disabilities (I/DD) to achieve their goals.

WE OFFER STABLE, MEANINGFUL WORK AND:

- ✓ Flexible schedules F/T, P/T
- ✓ Competitive salary up to \$17 - with paid training
- ✓ Tuition Reimbursement & College Loan Forgiveness
- ✓ Career Advancement Opportunities
- ✓ Medical, Dental, Vision, Retirement Plan, Wellness Incentives
- ✓ Cell Phone Discount
- ✓ Housing Purchase Assistance
- ✓ A diverse, inclusive team that will support & appreciate you

**You'll Need a Qualified Drivers' License &
Good Communication Skills**

SCAN THE QR CODE
TO GO TO OUR
CAREERS PAGE
TODAY!



**115 EAST BETHPAGE ROAD
PLAINVIEW, NY 11803**

Equal Opportunity Employer Proud of Our Workforce Diversity



ahrc.org/careers












citizens-inc.org/careers



brookvillecenter.org/careers

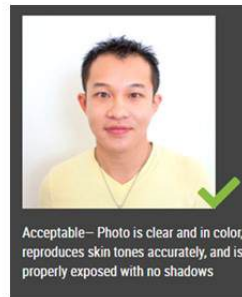
ID PHOTO FORMAT

-  Submit a high-resolution photo that is not blurry, grainy, or pixelated. (JPEG)
-  Do not digitally change the photo
-  Do not wear sunglasses
-  Your background must be neutral
-  Have a neutral facial expression or a natural smile, with both eyes open
-  Face the camera directly with full face in view. Your head should be centered in the frame and not tilted.
-  You cannot wear a hat or head coverings unless:
 - Employee may wear head covering for religious purposes. Your full face must be visible and your hat or head covering cannot cast shadows or cover up part of your face.
-  You cannot wear headphones or wireless hands-free devices.
-  You can wear jewelry and keep on your facial piercings as long as they do not hide your face.

Please email your pics to: PHOTOFORBADGE@AHRC.ORG

Please make sure to include your name and which company you are working for.

Photo Examples



Categories / Classification of Incidents Effective January 1, 2016

Category	Classification	Required Reporting		
		QA	OPWDD	JC
Reportable Abuse & Neglect	Physical Abuse	Yes	Yes	Yes
	Sexual Abuse	Yes	Yes	Yes
	Psychological Abuse	Yes	Yes	Yes
	Deliberate Inappropriate Use of Restraint	Yes	Yes	Yes
	Aversive Conditioning	Yes	Yes	Yes
	Obstruction of Reports of Reportable Incidents	Yes	Yes	Yes
	Unlawful Use or Administration of a Controlled Substance	Yes	Yes	Yes
	Neglect:	Yes	Yes	Yes
Reportable Significant Incidents	Conduct Between Individuals Receiving Services	Yes	Yes	Yes
	Seclusion	Yes	Yes	Yes
	Unauthorized use of Time Out	Yes	Yes	Yes
	Medication Error With Adverse Effect	Yes	Yes	Yes
	Inappropriate use of Restraint	Yes	Yes	Yes
	Mistreatment	Yes	Yes	Yes
	Missing Person	Yes	Yes	Yes
	Unauthorized Absence	Yes	Yes	Yes
	Choking with known risk	Yes	Yes	Yes
	Choking with no known risk	Yes	Yes	Yes
	Injury Requiring Hospitalization	Yes	Yes	Yes
	Self-Abusive Behavior with Injury	Yes	Yes	Yes
	Theft or financial exploitation (\$100 or up)	Yes	Yes	Yes
Serious Notable Occurrences	Death*	Yes	Yes	Yes
	Sensitive Situation	Yes	Yes	Yes
Minor Notable Occurrences	Injury Requiring More Than First Aide	Yes	No	No
	Theft or financial exploitation (\$100 or up)	Yes	No	No
Internal Incidents	Injuries	No	No	No
	Sensitive Situation	No	No	No

QA: During Business Hours report all incidents, except Internals to 516-293-2016, extensions 5447, 5493, 5419, 5474, 5478, 5338 (Must reach live person)

After Business Hours - Email: LSHORTELL@AHRC.ORG

Justice Center (24 hours a day):

To Report Abuse/Neglect & Significant Incidents to 1-855-373-2122

*To Report Deaths 1-855-373-2124

OPWDD: After hours: 1-888-479-6763 During Business Hours QA will notify OPWDD

INCIDENT REPORTING	ACTIVE LISTENING	HR CONTACT LIST	CAREER OPPORTUNITIES	COVID INFORMATION	HEALTH & WELLNESS	COMPLIANCE HOTLINE	ORGANIZATION CHARTS	EMPLOYEE PERKS
WELCOME LETTER	PLAINVIEW DIRECTIONS	ULTI-PRO	PAYROLL CALENDAR	OBSERVED HOLIDAYS	RELIAS LEARNING	BENEFITS INFORMATION	REFERRAL BONUS	PHOTO I.D.

Person Receiving Services:						Address where incident occurred:								
Date of Incident:	Time of Incident:	Date Reported:	Time Reported:	Other Program Notified:										
	am/pm	am/pm		Immediate Protections:										
Person Contacted:			Date	Time	Family/Personal Representative (Complete all fields below):									
Administrator					First Name:			Last Name:						
QA					Contact #:			# of Attempts:						
MSC/QIDP					Full Mailing Address:									
Justice Center See # Below					Date of Notification:			Time:						
Law Enforcement Case/Badge#:					The family member was given a description of the event <input type="checkbox"/> YES <input type="checkbox"/> NO									
OPWDD See # Below					The family member was given an opportunity to meet with the Associate Executive Director.									
Nurse:														
Was the person examined by a Healthcare Professional?				<input type="checkbox"/> YES <input type="checkbox"/> NO		Was a meeting requested? <input type="checkbox"/> YES <input type="checkbox"/> NO								
(If yes, attach documentation) Name/Title of Healthcare Professional:				The family member was informed that the program is required to call the police (in cases of physical or sexual abuse) <input type="checkbox"/> YES <input type="checkbox"/> NO										
Date of Exam:		Time:	Place:		If the family member requests a written report, they were informed that the request must be submitted in writing to the QA Dept or via e-mail to LSHORTELL@AHRC.ORG <input type="checkbox"/> YES <input type="checkbox"/> NO									
Print Full Name of Person Completing Notifications					Title:			Signature:			Date:			
First:		Last:												
SUMMARY OF INCIDENT: (Please attach additional sheets as needed)														
Other Staff Present When Incident Occurred (Complete and attach Reporting Attestations as indicated):														
1. Name:				Title:				3. Name:				Title:		
2. Name:				Title:				4. Name:				Title:		
Print Full Name of Person Completing Summary							Title:		Signature:			Date:		
First:		Last:												
<input type="checkbox"/> Internal (Complete reverse side of this form)							<input type="checkbox"/> Reportable Incident (Call Justice Center 1-855-373-2122 & QA) ***							
<input type="checkbox"/> Minor Notable Occurrence (Complete 147 & 148 forward to QA w/in 24 hours)							<input type="checkbox"/> Death (Call Justice Center Death Line 1-855-373-2124 & Notify QA)***							
<input type="checkbox"/> Serious Notable Occurrence (Make immediate notification to QA)***							<input type="checkbox"/> Weekdays after 4:30 and any time during weekends and holidays OPWDD After Hours Administrator must be notified - 1-888-479-6763							

Active Listening

Active Listening means being deeply engaged in and attentive to what the speaker is saying. It requires far more listening than talking. Your goal as an active listener is to truly understand the speaker's perspective (regardless of whether you agree) and to communicate that understanding back to the speaker so that he or she can confirm the accuracy of your understanding.

What It's Called	How To Do It	Why Do It	Examples of Active Listening Responses
Paraphrasing	Restate the same information, using different words to more concisely reflect what the speaker said.	Tests your understanding of what is heard by communicating your understanding of what the speaker said. Allows the speaker to 'hear' and focus on his or her own thoughts. Allows the speaker to see that you are trying to understand his/her message and perceptions. Encourages the speaker to continue speaking.	What I'm hearing is..." "Sounds like you are saying..." "I'm not sure I'm with you but... If I'm hearing you correctly.... So, as you see it... It sounds like what's most important to you is . . .
Clarifying	Invite the speaker to explain some aspect of what she or he said.	Gives the speaker the opportunity to elaborate and clarify what was said. Gives you the opportunity to identify anything that is unclear and to check the accuracy of your understanding	I am not sure I quite understand; or do you mean that...? Can you say more about . . . ? You have given me a lot of information, let me see if I've got it all..."
Reflecting	Relaying what was said back to the speaker to show that you understand how eh/she feels about something.	Deepens understanding of feelings and content. Allows the speaker to see that you are trying to understand his/her message and perceptions.	"I get the sense that you might be feeling afraid about what might happen if . . ." To me, it sounds like you are frustrated about what was said, but I am wondering if you are also feeling a little hurt by it." It seems like you felt confused and worried when that happened." "So, you're saying that you were feeling more frightened than angry."
Summarizing	Identify, connect, and integrate key ideas and feelings in what the speaker said.	Helps both listener and speaker identify what is most important to the speaker.	Let me summarize what I heard so far. . . . So, on one the hand... but on the other hand . . . I think I've heard several things that seem to be important to you, first____, second, second____, third____." "It sounds like there are two things really matter most to you . . ."

Examples of Roadblocks to Good Listening

Fixing	Evaluating	Diverting	Interrupting
Ordering Suggesting Advising Diagnosing	Judging Threatening Praising Condemning Taking sides Giving opinions	Reassuring Changing the subject Focusing on your own agenda Minimizing	Interjecting comments Not allowing speaker's own pace Tuning out Creating/responding to distractions Cross-examining

Tips for Active Listening

Do's	Don'ts
Listen More than you talk Let the speaker finish before you respond. Asks open-ended questions Remain attentive to what's being said Be aware of your own biases Manage your own emotions Be attentive to ideas and problem-solving opportunities Give verbal and nonverbal messages that you are listening Listen for both feelings and content	Dominate the conversation Interrupt Finish the speaker's sentences Jump to conclusions Respond with blaming or accusatory language Become argumentative Demonstrate impatience or multitask Mentally compose your responses about what to say next Listen with biases or shut out new ideas

A Cheat-Sheet for “Feeling” Words

Concerned	Unimportant	Stymied	Attacked
Desperate	Resentful	Hurt	Considered
Confused	Misunderstood	Astonished	Intruded upon
Angry	On the spot	Overwhelmed	Intimidated
Frustrated	Unimportant	Surprised	Ignored
Discouraged	Hopeless	Scared	Comforted
Annoyed	Encouraged	Terrified	Sad
Belittled	Confident	Upset	Anxious
Patronized	Envious	Uncertain	Disturbed
Put-Down	Dissatisfied	Important	Rejected
Understood	Worried	Guilty	In a bind
Turned off	Affectionate	Blamed	Delighted
Pleased	Resigned	Content	Infuriated
Uncomfortable	Tired	Shamed	Ripped-off
Resentful	Enthusiastic	Defensive	Betrayed
Misunderstood	Puzzled	Discounted	Concerned
On the spot	Threatened	Embarrassed	Joyful

LIFE WITH PSYCHOSIS

PEOPLE WITH PSYCHOSIS SAY IT FEELS LIKE:



#mentalillnessfeelslike

Share what life with psychosis feels like for you in words, images or video by tagging your social media posts with [#mentalillnessfeelslike](#).

Posts will be displayed at mentalhealthamerica.net/feelslike where you can also submit anonymously if you choose.

- ▶ Speak up about your own experiences
- ▶ Break down the discrimination and stigma surrounding mental illnesses
- ▶ Help others who may be struggling to explain what they are going through to figure out if they are showing signs of a mental illness
- ▶ Show others that they are not alone in their feelings and their symptoms

PSYCHOTIC DISORDERS ARE REAL ILLNESSES THAT INVOLVE CHANGES IN PERCEPTION OF REALITY, AND TYPICALLY START IN ADOLESCENCE OR EARLY ADULTHOOD. THEY AFFECT:



THE BODY

Causing a person to: hear sounds or voices that others don't; see trails, ghost-like shadows or wavy lines; have heightened sensitivity to light, sound or touch; or have decreased sense of smell.



BEHAVIORS

Causing: withdrawal from family and friends; changes in sleep, including reversal, where a person sleeps during the day and is awake at night; changes in appetite; decreased attention to personal hygiene; behaviors that are strange or seemingly uncharacteristic; incoherent or bizarre speech or writing; or dramatic drop in ability to function at work or school.



THOUGHTS

Causing people to feel: disconnected; out of control; that things aren't real or quite right; that something is happening to their thoughts; extreme fear for no apparent reason; or like they can't focus or remember.

**NEARLY
3.5%
OF ALL PEOPLE WILL
EXPERIENCE PSYCHOSIS
IN THEIR LIFETIME.¹**



AMERICAN PEOPLE.¹



**MORE THAN THE ENTIRE
POPULATION OF GREECE.¹**

**PSYCHOSIS
IS NOT:**

- Made up
- One specific mental illness
- Caused by bad parenting
- Permanent - symptoms change over time
- Just being "eccentric"
- Untreatable
- Violent by nature
- Having multiple personalities
- A choice
- A sign of weakness
- A character flaw

LIFE WITH DEPRESSION

PEOPLE WITH DEPRESSION SAY IT FEELS LIKE:



#mentalillnessfeelslike

Share what life with a depressive disorder feels like for you in words, images or video by tagging your social media posts with [#mentalillnessfeelslike](#).

Posts will be displayed at mentalhealthamerica.net/feelslike where you can also submit anonymously if you choose.

- Speak up about your own experiences
- Help others who may be struggling to explain what they are going through to figure out if they are showing signs of a mental illness
- Break down the discrimination and stigma surrounding mental illnesses
- Show others that they are not alone in their feelings and their symptoms

DEPRESSIVE DISORDERS ARE REAL ILLNESSES THAT INVOLVE EXTENDED PERIODS OF FEELING EXTREMELY LOW AND DISRUPT A PERSON'S ABILITY TO ENJOY LIFE. THEY AFFECT:

THE BODY

Causing: headaches, changes in appetite which cause either weight gain or loss, constantly feeling tired, body aches and pains, a weakened immune system, and sleeping too much or not enough.

THOUGHTS

Causing people to feel: inadequate (like they aren't good enough), extremely sad, guilty, irritable, lonely, empty, pessimistic (having a negative outlook), preoccupied with death or suicide, unable to focus, or unmotivated.

BEHAVIORS

Causing: withdrawal from social activities, decreased interest in sex, slowed speech, difficulty finishing (or even starting) tasks, or not keeping up with daily responsibilities.



OF AMERICAN ADULTS HAD A MAJOR DEPRESSIVE EPISODE IN 2014.¹ THAT IS 15.7 MILLION PEOPLE.

ENOUGH TO FILL EVERY MAJOR LEAGUE BASEBALL AND FOOTBALL STADIUM IN THE UNITED STATES



HAVING A DEPRESSIVE DISORDER IS NOT:

- Being sad about a bad situation
- Grieving the loss of a loved one
- All in a person's head
- Overreacting or being overly emotional
- Something that everybody experiences
- Something that a person just "gets over"
- A pity party
- Being stuck in a rut
- Laziness
- A choice
- A sign of weakness
- A character flaw

LIFE WITH ANXIETY

PEOPLE WITH ANXIETY SAY IT FEELS LIKE:



#mentalillnessfeelslike

Share what life with an anxiety disorder feels like for you in words, images or video by tagging your social media posts with [#mentalillnessfeelslike](#).

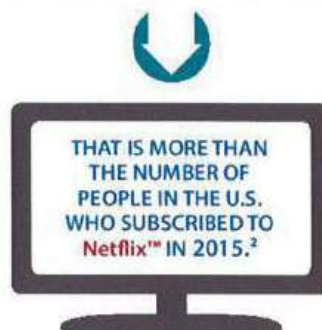
Posts will be displayed at mentalhealthamerica.net/feelslike where you can also submit anonymously if you choose.

- Speak up about your own experiences
- Help others who may be struggling to explain what they are going through to figure out if they are showing signs of a mental illness
- Break down the discrimination and stigma surrounding mental illnesses
- Show others that they are not alone in their feelings and their symptoms

ANXIETY DISORDERS ARE REAL ILLNESSES THAT ARE BASED ON EXTREME FEAR. THEY AFFECT:



OVER 21% OF AMERICAN ADULTS BETWEEN THE AGES OF 18-64 WILL HAVE DIAGNOSABLE ANXIETY DISORDERS IN A GIVEN YEAR (THAT'S OVER 42.5 MILLION!)



HAVING AN ANXIETY DISORDER IS NOT:

- Just stressing out
- Being a "neat freak"
- Being excitable
- Having feelings of anticipation before a big event
- An excuse to get attention
- Being nervous with good reason
- Fear in a dangerous situation
- Being shy
- A choice
- A sign of weakness
- A character flaw

Human Resources Directory

Brookville #516-626-1075

Plainview #516-293-1111

updated: 3-04-25

Human Resources Management Staff				
Room 199 Plainview	Open	Vice President <i>Directs Talent Acquisition for the Agency / 1st year direct support retention, Oversees Training & Professional Development Office, manages agency-wide employee relations, employee engagement/retention efforts, employee health/safety.</i>		X5129
Plainview	Jason Persan	HR Director of Employee Services <i>Directs Human Resources Services, HR Compliance, Compensation/Benefits, HRBP Services for AHRC and Citizens areas.</i>	JPERSAN@AHRC.ORG	X5363
Room 174B Plainview	Jim Stock	Assistant Director, Talent Acquisition, Development & Engagement <i>Collaborates with the VP to provide leadership, support, advocacy, and vision to the Talent Acquisition, Learning and Professional Development and Engagement teams. Implements effective strategies to advance talent acquisition, retention, employee engagement, and employee learning and professional development. Cell: 516-680-1468</i>	JSTOCK@AHRC.ORG	X5132
Plainview	Laura Franzen	Human Resources Assistant Director of Employee Services <i>Oversees HR Business Partner and Manager roles for AHRC and Citizens, HR Services and Front Desk Reception</i>	LFRANZEN@AHRC.ORG	X5621
Room 212 Brookville	Gina Capobianco	Assistant Director of Human Resources for BCCS <i>Provide day-to-day HR services to both BCCS management and employees. Handle BCCS employee relations; all facets of unemployment; oversee BCCS hiring and onboarding processes in collaboration with HR Services and Talent Acquisition Teams.</i>	GCAPOBIANCO@AHRC.ORG	X1281
Room 211 Brookville	Robert Kay	HR Analyst <i>Runs ad hoc analytics & reports, completes trend analyses, completes various benchmark reporting, complete retirement contributions process, leads HRIS data projects, and administers HRIS security rights.</i>	RKAY@AHRC.ORG	X1110
Plainview	Kelcie Little	HR Administrative Assistant <i>Assist the VP and HR Directors with calendaring, meeting minutes, department purchasing, formatting reports, assists with ad hoc projects (i.e. department mailings), and serves as PPC for MIS & Community Resources.</i>	KLITTLE@AHRC.ORG	X5358
Human Resources Employee Services				
Human Resources Business Partners and Managers				
Rm 134 Brookville	Jenny Poon	Advantage Care - HR Generalist <i>Serves as Advantage Care's employment workforce designated HR Business Partner.</i>	JPOON@ADVANTAGECAREDTG.ORG	X2339
Plainview	Gina Chason	Citizens HR Business Partner (HRBP) <i>Serves as designated HR Business Partner for Citizens residential program and Helen Kaplan ICF. Liaison with program leadership to set HR strategies for those programs, manage employee relations, respond to compensation inquiries, and completes other special projects as assigned. Represents Citizens Residential in any HR related internal and external meetings and council groups</i>	GCHASON@AHRC.ORG	X5146
Camp Loyaltown	Elilianna Ozoria	HR Generalist - Camp Loyaltown, Citizens FSS, Self Direction <i>Manages all HR Services and Employee Relations for Camp Loyaltown, Self-Direction</i>	EOZORIA@AHRC.ORG	X5456
Plainview	Shannon Gibson	AHRC HR Business Partner (HRBP) <i>Serves as AHRC's designated HR Business Partner. Liaison with program leadership to set HR strategies for the agency, manage employee relations, respond to compensation inquiries, and completes other special projects as assigned. Represents AHRC HR in any HR related internal and external meetings and council groups</i>	SGIBSON@AHRC.ORG	X5361
Room C Plainview	Marjorie Lucas	Compensation Analyst & Retirement Plans Manager <i>Attends to Retirement Investment Plans & Compensation, all Retirement enquiries, Job Codes/Job Descriptions (800) 338-4015</i>	MLUCAS@AHRC.ORG	X5139

Human Resources Directory

Brookville #516-626-1075

Plainview #516-293-1111

updated: 3-04-25

Human Resources Services - Responds to general employee & manager inquiries, onboard employees, completes data-entry for employee changes, and maintains HR information / personnel files.

Plainview	Shahnoor Moh/uddin	HR Coordinator CLS Teams 1-6 (Director: Ricky Gladstone) AHRC Admin Including Accounting, Exec. Office, Comm. Resources, Guardianship, Compass, QA, RA	SMOHIUDDIN@AHRC.ORG	X5143
Plainview	Diane Tortorella	HR Coordinator BCCS Employees : CRP, Schools, Daycare New Hire Onboarding, COS Transactions (currently covering HR5 for Camp Loyaltown)	DTORTORELLA@AHRC.ORG	X5142
Citizens	Mohammad Samin Raad	HR Coordinator Citizens Residential, Admin, Helen Kaplan ICF	MRAAD@AHRC.ORG	X5149
Plainview	Faith Woodard	HR Coordinator Day Hab (including admin and POMS), Business Operations, Central Enrollment, HR	FWOODARD@AHRC.ORG	X5263
Plainview	Omolola (Lola) Adewale	HR Coordinator CLS Teams 7-12 (Director: Dian Burkett) CLS Admin (incl Clinicians), Facilities and Special Projects Freepart	OADEWALE@AHRC.ORG	X5121
Plainview	Christian Matteo	HR Front Desk Receptionist Welcoming clients and visitors, attending to Agency's phone calls and ID badges requests	CMATTEO@AHRC.ORG	X5000

Employee Benefits (Medical, Dental, Life Insurance, AFLAC, etc. - excluding Retirement) & Employee Leaves (of Absence) Coordinates FMLA, Short-term Disability, Paid Family Leave, Workers Comp Leave, ADA accommodations, etc.

Room174A Plainview	Kristen Danzi	Benefits Manager BCCS Enrollment, Changes and Terms for Medical, Dental, Vision, Life Insurance, Voluntary Life, STD and LTD, FSA, Aflac, Legal Shield, Workers Comp, Receives copies of Change Of Status for Benefit changes related to Company Transfers, Rate Changes, PT/FT Changes, Terminations, Cobra/Retirees, Insurance Invoices	KDANZI@AHRC.ORG	X5137
Room174A Plainview	Elisa (Li) Rinaldo	Benefits & LOA Lead Administers LOA / FMLA/ PFL/ STD/ LTD/ Workers Comp leave benefits/forms/dr notes	LRINALDO@AHRC.ORG	X5138
Room174A Plainview	Pavleen Bassi	Benefits Coordinator AHRC, ADX, CTZN, Found Enrollment, Changes and Terms for Medical, Dental, Vision, Life Insurance, Voluntary Life, STD and LTD, FSA, Aflac, Legal Shield, Workers Comp, Receives copies of Change Of Status for Benefit changes related to Company Transfers, Rate Changes, PT/FT Changes, Terminations, Cobra/Retirees, Medicare and Child Support Notices	PBASSI@AHRC.ORG	X5136
Plainview	Theresa Serkisyan	P/T Benefits Coordinator - Assisting Benefits	TSERKISYAN@AHRC.ORG	X5158

HR Compliance - Manages new hire background check & fingerprinting for AHRC, Citizens and BCCS CRP. Manages driver eligibility. Manages CBC, SEL and LENS hits for existing employees. Manages onboarding of contractors (1099's). Manages credentialing process for clinicians.

Plainview	Elisa Coppola	HR Compliance & Credentialing Manager CBC/Arrest issues, Consultant processing, Oversee Prof, License/Certification, Adv. Care Credentialing Officer, all staff safety assessments for background check issues	ECOPPOLA@AHRC.ORG	X5459
Plainview	Rachel Martorana	HR Compliance Assistant - New Hires Background checks for AHRC	RMARTORANA@AHRC.ORG	X5120
Plainview	Julianne Clement	HR Compliance Assistant -New Hires Background checks for - BCCS CRP staff and all Citizens (except Shoreham and Self Direction) - Driver Eligibility & LENS DMV tracking	JUCLEMENT@AHRC.ORG	X5105
Plainview	Leah Ragan	HR Compliance Assistant -GAS PINS, New Hires Background checks for Shoreham, Self-Direction, and BCCS School staff onboarding verifications and background checks	LRAGAN@AHRC.ORG	X5458
Plainview	Olivia Davidowitch	Part-Time Data Processing Clerk	ODAVIDOWITCH@AHRC.ORG	X5157

Human Resources Directory
Brookville #516-626-1075 **Plainview #516-293-1111**

updated: 3-04-25

Talent Acquisition, Development and Engagement (TADET)

Talent Acquisition - role involves attracting top talent, sourcing, screening, and selection, managing interviews and offers, onboarding, and building relationships with staff to drive growth and success.

Plainview	Giovanni Dainotto	Senior Talent Acquisition Specialist- CLS teams 7-12, BCCS Silver School & Cissy Birnbaum, Camp Loyaltown Cell: 516-350-3304	GDAINOTTO@AHRC.ORG	X5128
Plainview	Joy Ramer	Senior Talent Acquisition Specialist -1/2 Day Hab- Patrick & Brooke's clusters, BCCS Marcus Ave, Woodbury & Post Ave Cell: 516-519-4790	JRAMER@AHRC.ORG	X5133
Plainview	Andrew Mott	Senior Talent Acquisition Specialist- Citizens, Helen Kaplan, Comm Hab, Self-Direction, CRP Cell: 516-727-0507	AMOTT@AHRC.ORG	X5135
Plainview	Summer Bartnick	Senior Talent Acquisition Specialist - CLS teams 1-6, BCCS Silver School & Cissy Birnbaum, Camp Loyaltown Cell: 516-241-8076	SBARTNICK@AHRC.ORG	X5147
Plainview	Aashka Shah	Senior Talent Acquisition Specialist - 1/2 Day Hab Bridget's cluster, Admin including QA, RA, HR, Exec office, Freeport Voc and business lines, Accounting/Payroll Cell: 516-273-5412	ASHAH@AHRC.ORG	x5168
Plainview	Pavithra Pandiyan	Talent Acquisition Coordinator - Day Hab, CLS, Freeport, Camp Loyaltown Cell: 516-618-3033	PPANDIYAN@AHRC.ORG	X5127
Plainview	(OPEN)	Talent Acquisition Coordinator -Citizens, HKP, CRP Schools Cell:	-	

Employee Health & Wellness / Employee Relations/ Engagement & Employee Health/ Safety - Manage employee related Covid-19 experience, employee health and wellness program and related activities, provide education, counseling and training to employees on health and wellness topics, monitor safety policies, programs, and procedures to reduce the frequency of work-related accidents and injuries, manages employee recognitions events, manages agency engagement and retention efforts, manages employee perk programs and employee newsletters/communications.

Plainview	Denise Lamb	Employee Health & Wellness Manager <i>Oversight of employee Covid-19 hotline and related activities, employee gym membership reimbursement program and Agencywide health and safety initiatives.</i>	DLAMB@AHRC.ORG	x5642
Plainview	Lisa Larice-Nielsen	Employee Engagement & Social Media Coordinator <i>Primary point of contact for Agency's internal communications, employee recognition and employee retention initiatives.</i>	LLARICE@AHRC.ORG	X5166

Learning & Professional Development - Manages new hire orientation and required regulatory trainings, provides training recommendations to employees and managers, manages workforce development efforts, oversees leadership training, tuition programs and NADSP e-badge programs.

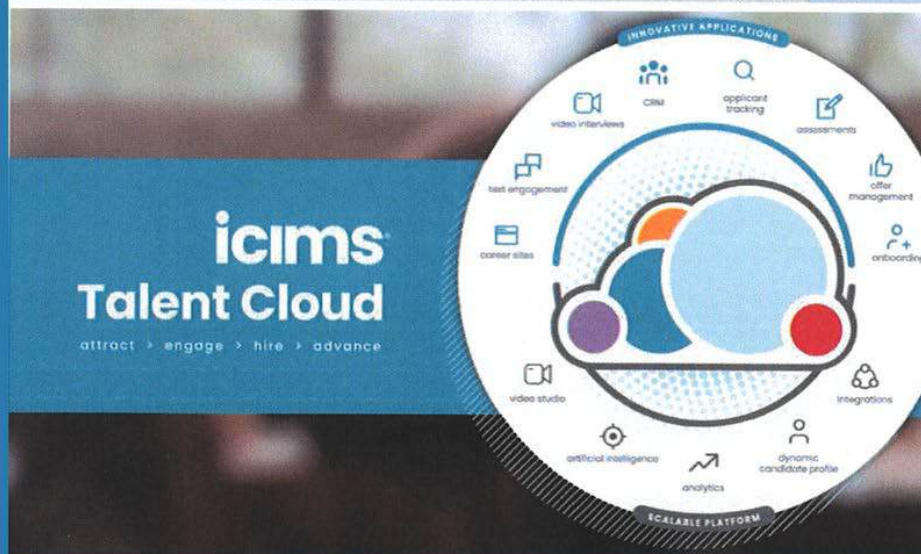
Plainview	Mike Cannet	Learning & Professional Development Manager <i>Manages Training/Professional Development Office.</i> Cell: 516-457-2798	MCANNET@AHRC.ORG	X5362
Plainview	Alexis Bethea	Learning & Professional Development Supervisor - RN <i>Supervisor and facilitator of training/professional development opportunities, i.e., AMAP, GTube, Diabetes. PPD Services.</i>	ABETHEA@AHRC.ORG	x5367
Plainview	(OPEN)	Learning & Professional Development Training Administrator <i>Operational Support for Training & Professional Development Office.</i>		X5145
Plainview	Ruby Ditele	Learning & Professional Development Specialist - RN <i>Facilitator of training/professional development opportunities. i.e., AMAP, GTube, Diabetes. PPD Services.</i>	RDITELE@AHRC.ORG	X5426
Plainview	Natalie Dana	Learning & Professional Development Specialist - RN <i>Facilitator of training/professional development opportunities. i.e., AMAP, GTube, Diabetes. PPD Services.</i>	NDANA@AHRC.ORG	X5693
Plainview	Leigh Fanuzzi	Learning & Professional Development Specialist <i>Facilitator of training/professional development opportunities, i.e., new hire orientation, CPR, Defensive Driving.</i>	LFANUZZI@AHRC.ORG	X5369
Plainview	Vanessa Wright	Learning & Professional Development Specialist <i>Facilitator of training/professional development opportunities, i.e., new hire orientation, SCIP-r, Defensive Driving.</i>	VWRIGHT@AHRC.ORG	X5366

Human Resources Directory
Brookville #516-626-1075 **Plainview #516-293-1111**

updated: 3-04-25

Plainview	Matt Hofele	Staff Development Trainer Assistant	MHOFELE@AHRC.ORG	N/A
Plainview	Tamara Morales	HR Clerk	TMORALES@AHRC.ORG	N/A
Shoreham ICF HR Office 631- 744-7158				
Rosewood Building	Jocelyn Crespo	HR Manager <i>Provides oversight of HR Services for Shoreham. Liason with Shoreham</i>	JCRESPO@AHRC.ORG	X6128
Rosewood Building	Annette Aizpurua	HR Coordinator <i>Responds to general employee & manager inquiries, onboard employees, completes data-entry for employee changes, and maintains HR information / personnel files.</i>	AAIZPURUA@CITIZENS-INC.ORG	X6131
Rosewood Building	Marissa Kumar	Sr. Talent Acquisition Specialist Cell: 516-351-8576	MKUMAR@AHRC.ORG	X5134
Rosewood Building	Danielle Bermudez	HR Generalist <i>Employee Engagement & Learning & Professional Development</i> Cell: 516-404-9357	DBERMUDEZ@CITIZENS-INC.ORG	X6132
Rosewood Building	Open	HR Payroll Specialist		X6109

ATTENTION ALL EMPLOYEES



icims

Is our new talent management system. It's here to make applying and completing the application process easier for you all!

The Talent Acquisition Team is pleased to announce the launch of our new Application System icims which replaces UltiPro. You can log in using your current credentials by clicking on the link for your specific company below. Click the "Forgot your Login or Password?" and enter in your work email address to create a password for your initial login.

AHRC Nassau Careers: <https://careers-ahrc.icims.com>

Brookville Center for Children's Services Careers: <https://brookvillecareers-ahrc.icims.com>

Citizens Options Unlimited Careers: <https://citizenscareers-ahrc.icims.com>

Advantage Care Careers: <https://advantagecarecareers-ahrc.icims.com>

Internal Employee Portal: <https://internal-ahrc.icims.com>

We are excited about the capabilities of the new system and its ability to make the application process easier for you.

If you have any further questions please contact a member of the Talent Acquisition Team in Plainview.



Download on the
App Store



GET IT ON
Google Play

MEET THE TALENT ACQUISITION TEAM

AREAS HIRING FOR:

SUMMER BARTNICK

OFFICE: 516-293-2016, EXT 5147
CELL: 516-241-8076
EMAIL: SBARTNICK@AHRC.ORG



SR.
TALENT
ACQUISITION
SPECIALIST

- CLS TEAMS 1-6
- BCCS:
 - SILVER SCHOOL
 - CISSY BIRNBAUM
- CAMP LOYALTOWN

GIOVANNI DAINOTTO

OFFICE: 516-293-2016, EXT 5128
CELL: 516-350-3304
EMAIL: GDAINOTTO@AHRC.ORG



SR.
TALENT
ACQUISITION
SPECIALIST

- CLS TEAMS 7-12
- BCCS:
 - SILVER SCHOOL
 - CISSY BIRNBAUM
- CAMP LOYALTOWN

MARISSA KUMAR

OFFICE: 516-293-2016, EXT 5134
CELL: 516-351-8576
EMAIL: MKUMAR@AHRC.ORG



SR.
TALENT
ACQUISITION
SPECIALIST

- CITIZENS –ICF - SHOREHAM

ANDREW MOTT

OFFICE: 516.293.1111, EXT 5135
CELL: 516.727.0507
EMAIL: AMOTT@AHRC.ORG



SR.
TALENT
ACQUISITION
SPECIALIST

- CITIZENS RESIDENTIAL
- HELEN KAPLAN
- SELF DIRECTION
- COMMUNITY HABILITATION
- CRP

JOY RAMER

OFFICE: 516.293.1111, EXT 5133
CELL: 516.519.4790
EMAIL: JRAMER@AHRC.ORG



SR.
TALENT
ACQUISITION
SPECIALIST

- ½ DAY HAB PROGRAM:
 - PATRICK CLUSTER
 - BROOKE'S CLUSTERS
- BCCS:
 - MARCUS AVE
 - WOODBURY
 - POST AVE

AASHKA SHAH

OFFICE: 516.293.1111, EXT 5168
CELL: 516.273-5412
EMAIL: ASHAH@AHRC.ORG



SR.
TALENT
ACQUISITION
SPECIALIST

- ½ DAY HAB PROGRAM:
 - BROOKE'S CLUSTERS
- ADMIN INCLUDING:
 - QA, RA, HR, EXEC OFFICE, RESIDENTIAL
- FREEPORT
 - VOCATIONAL
 - BUSINESS LINES

TALENT ACQUISITION COORDINATOR

PAVITHRA PANDIYAN

OFFICE: 516.293.1111, EXT. 5154
CELL: 516.619-3033
EMAIL: PPANDIYAN@AHRC.ORG



TALENT
ACQUISITION
COORDINATOR

- CLS
- DAY HAB
- CAMP
- FREEPORT
 - VOCATIONAL
 - BUSINESS LINES
- CITIZENS RESIDENTIAL
- HELEN KAPLAN
- CRP
- BCCS SCHOOLS

« PREV

NEXT »

INCIDENT REPORTING
WELCOME LETTER
ACTIVE LISTENING
PLAINVIEW DIRECTIONS
HR CONTACT LIST
ULTI-PRO
CAREER OPPORTUNITIES
PAYROLL CALENDAR
COVID INFORMATION
OBSERVED HOLIDAYS
HEALTH & WELLNESS
RELIAS LEARNING
COMPLIANCE HOTLINE
BENEFITS INFORMATION
ORGANIZATION CHARTS
EMPLOYEE PERKS
PHOTO I.D.

Covid-19 Hotline

The hotline is for employees to report symptoms of Covid 19 and/or to report that they have been tested and/or quarantined for Covid 19.

516-686-4498

The Hotline operates 7 days a week.



AHRC
N A S S A U



Citizens Options
Unlimited



Brookville Center
for Children's Services

AHRC
FOUNDATION







Earn rewards for healthy choices, wherever you are.

Earn reward for:

- ✓ Attending Fitness Facilities
- ✓ Walking
- ✓ Complete Wellness Challenges

.....and more!

Earn up to \$175 per year for completing healthy activities.

You'll also be able to participate in fitness challenges with other employees. Please download the IncentFit app and log in using your email address.
The password is your unique employee ID number.

For more information contact the Employee Health Manager, Denise Lamb 516.293.2016 ext. 5642 or DLamb@ahrc.org





- INCIDENT REPORTING
- WELCOME LETTER
- ACTIVE LISTENING
- PLAINVIEW DIRECTIONS
- HR CONTACT LIST
- ULTI-PRO
- CAREER OPPORTUNITIES
- PAYROLL CALENDAR
- COVID INFORMATION
- OBSERVED HOLIDAYS
- HEALTH & WELLNESS
- RELIAS LEARNING
- COMPLIANCE HOTLINE
- BENEFITS INFORMATION
- ORGANIZATION CHARTS
- REFERRAL BONUS
- EMPLOYEE PERKS
- PHOTO I.D.

34 of 46

«
PREV

NEXT
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GYM MEMBERSHIP

REIMBURSEMENT FORM FOR FULL-TIME EMPLOYEES 30 OR MORE HOURS WEEKLY

To be eligible for reimbursement, you must participate in a gym and/or program that promotes cardiovascular wellness.

Memberships in sports clubs, country clubs, weight loss clinics, spas, or other similar facilities will not be reimbursed.

For a gym to be considered eligible, it must provide at least two pieces of equipment or activities that promote cardiovascular wellness from the following list:

- stationary bicycle
- treadmill
- elliptical
- cross trainer
- group exercise
- squash/tennis/racquetball courts
- stepper
- rowing machine
- walking/ running group
- pool



The maximum reimbursement for any 6-month period will not exceed \$200.

For questions, please contact the Employee Health and Wellness Manager
Denise Lamb @ 516-293-2016 extension 5642 or DLamb@ahrc.org

INCIDENT REPORTING LETTER	ACTIVE LISTENING PLAINVIEW DIRECTIONS	HR CONTACT LIST	CAREER OPPORTUNITIES	COVID INFORMATION	HEALTH & WELLNESS	COMPLIANCE HOTLINE	ORGANIZATION CHARTS	EMPLOYEE PERKS
WELCOME LETTER	ULTI-PRO	PAYROLL CALENDAR	OBSERVED HOLIDAYS	RELIAS LEARNING	BENEFITS INFORMATION	REFERRAL BONUS	PHOTO I.D.	

GYM REIMBURSEMENT PROGRAM FOR ALL FULL-TIME EMPLOYEES

To be eligible for reimbursement, you must participate in a gym and/or program that promotes cardiovascular wellness. Memberships in sports clubs, country clubs, weight loss clinics, spas, or other similar facilities will not be reimbursed. For a gym to be considered eligible, it must provide at least two pieces of equipment or activities that promote cardiovascular wellness from the following list: stationary bicycle, treadmill, elliptical cross trainer, group exercise, squash/tennis/racquetball courts, stepper, rowing machine, walking/running group, pool.

**To receive reimbursement for going to the gym,
please follow the three steps outlined below:**

Step 1: You must complete a minimum of 50 visits per six-month period.

Step 2: Fill out a gym reimbursement form that documents the number of visits you made to the gym during the six months.

Step 3: Submit the completed gym reimbursement form along with a bill from your gym every 6 months to:

**Denise Lamb
Employee Health and Wellness Manager
Plainview Office**

**PLEASE NOTE THAT TOTAL REIMBURSEMENT PER 6-MONTH PERIOD
WILL NOT EXCEED 200 DOLLARS.**

For questions, please contact Denise Lamb @ 516-293-2016 extension 5642
or Via Email @ DLamb@ahrc.org



If your fitness facility does not provide a computer printout of your exercise activity, please use this log each time you visit the facility. A signature from your gym representative and proof of payment is required.

NAME OF GYM: _____

GYM REPRESENTATIVE SIGNATURE: _____

DATE OF VISIT:

1	26
2	27
3	28
4	29
5	30
6	31
7	32
8	33
9	34
10	35
11	36
12	37
13	38
14	39
15	40
16	41
17	42
18	43
19	44
20	45
21	46
22	47
23	48
24	49
25	50



EAP FOR ALL ASPECTS OF LIFE

LIFE HAPPENS.
WE UNDERSTAND.
YOU ARE NOT ALONE.

Even when we have our day planned out, life can sometimes take us by surprise. No matter what, it's always good to know you have support to help you move forward.

YOUR EMPLOYEE ASSISTANCE PROGRAM

24/7/365 access to EAP counseling services and online resources for you and your immediate family members.

- ✓ Mental health and wellbeing
- ✓ Child care, elder care, and family support
- ✓ Work and career growth
- ✓ Grief and addiction
- ✓ Legal and financial needs
- ✓ Pre-qualified referrals to providers, specialists, and resources



U: AHRC
PW: AHRC
www.nationaleap.com

Need Help?
TOLL-FREE: 1-800-624-2593
Just call or log on to get started

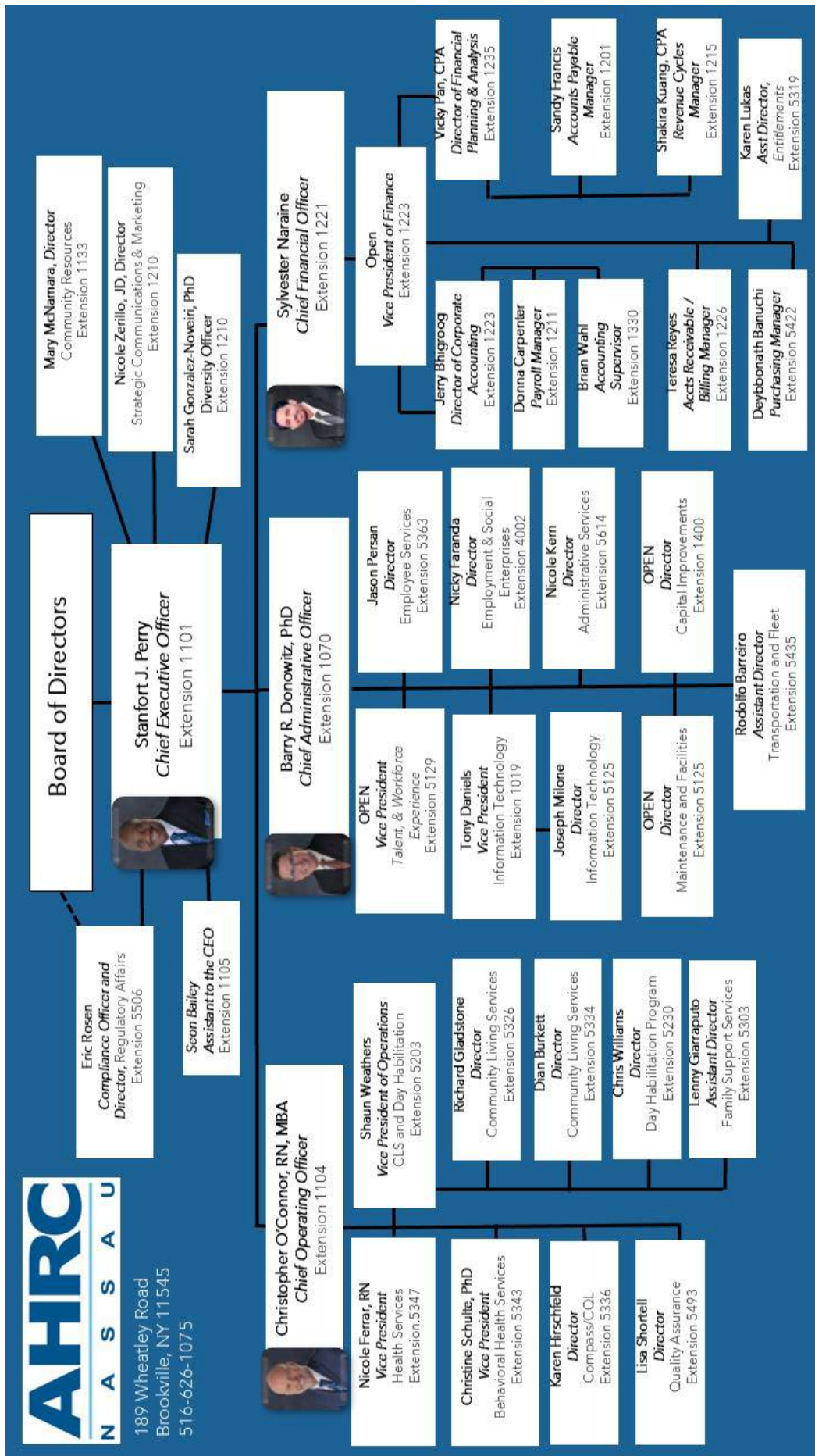
COMPLIANCE HOTLINE

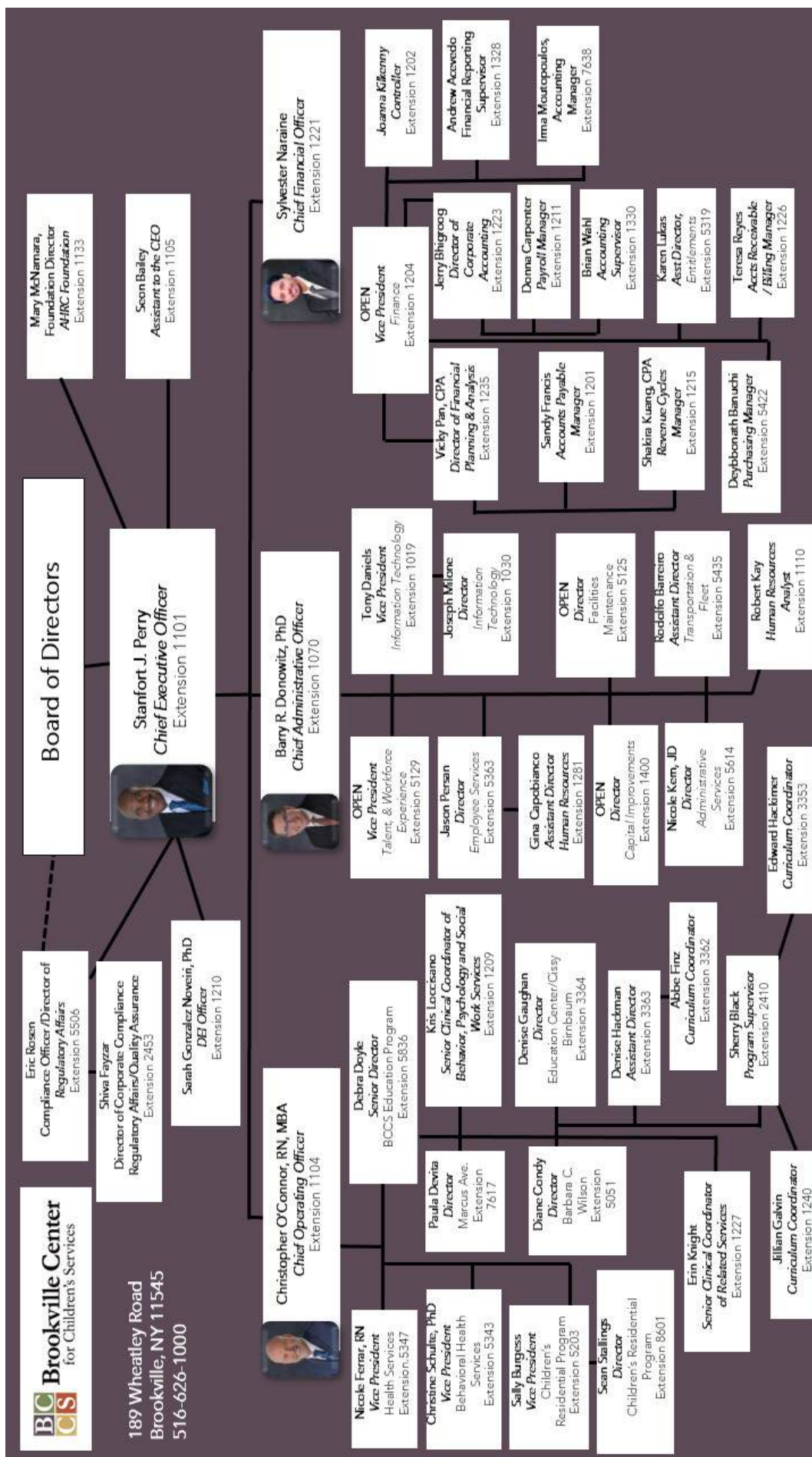
516-686-4450

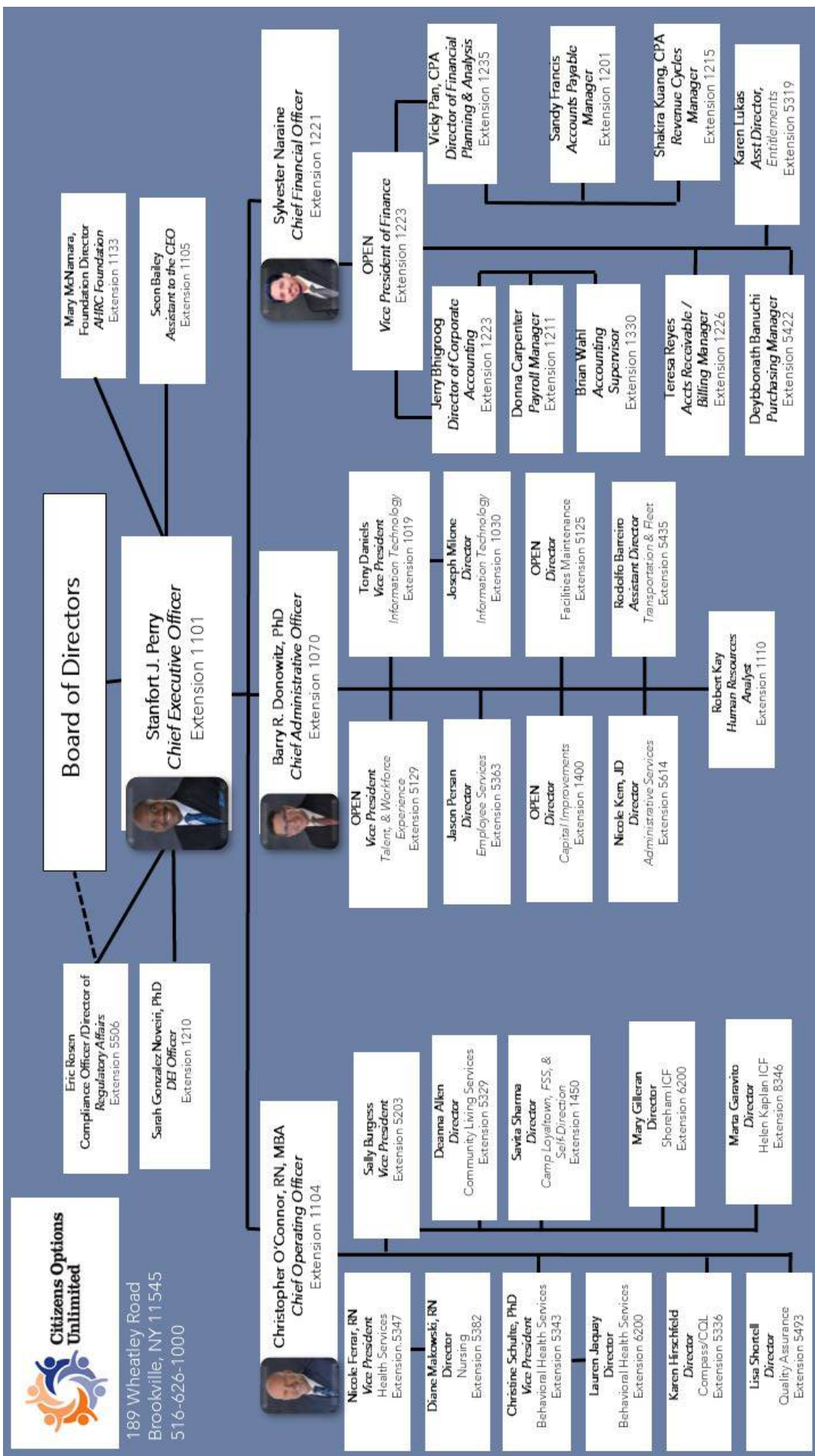
AHRC's Compliance Hotline is available to staff to report suspected illegal unethical or criminal behavior (includes personal use of the individuals' or Agency funds and property, theft of such funds and property falsification of records).

Reports can be made either to an immediate supervisor or to Eric Rosen, the Director of Regulatory Affairs, CO, or to the Compliance Hotline 516-686-4450.

All reporting can remain anonymous.







Employee Perks

PC.RICHARD & SON

As an Employee of AHRC and it's affiliates
you are entitled to discounted rates for merchandise.

Contact: Jay Vogel
307 Sunrise Highway
Rockville Centre, NY 11570
Phone: 51-6764-3600
Email: strofm@pcrichard.com



Raymour & Flanigan
FURNITURE | MATTRESSES

All current employees will be offered an
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