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Photo I.D.

# 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](http://www.ahrc.org/whoweare)



[www.brookvillecenter.org/about-us](http://www.brookvillecenter.org/about-us)



[www.citizens-inc.org/who-we-are](http://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







## 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

FreeportSta / 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

FreeportSta / North

A	B	C	D	E	AM	PM	E	D	C	B	A
605	613	619	628	638	LUNES-VIERNES MON-FRI		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	LUNES-VIERNES MON-FRI		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

n80 → Hicksville → Sunrise Mall

Sunrise Mall Bus Term

Grand Av / Broadway

Hempstead Tp / Hicksvl

Hicksville Sta / Duffy

Hicksville Sta / Duffy

Hempstead Tp / Hicksvl

Veterans Bl / Broadway

Sunrise Mall Bus Term

E	F	G	H	AM	PM	H	G	F	E
640	649	701	720	LUN-VIE M-F		535	552	603	616
813	822	834	853			728	745	756	809
915	924	936	955			830	847	858	911
1046	1055	1107	1126			1000	1017	1028	1041
350	359	412	433			300	319	330	345
518	527	540	601			425	444	455	510
657	704	716	733			605	624	635	650
745	752	804	821			700	717	727	739

n78/9 → S. Huntington → Hicksville

Hicksville Sta / Duffy

Joel Pl / Old Country

Bethpage Rd / O Cntry

O Cntry Rd / Newtown

Jericho Tp / Woodbury

W Whitman Bus Term

W Whitman Bus Term

Jericho Tp / Woodbury

Bethpage Rd / O Cntry

O Cntry Rd / Newtown

Rex Pl / Old Country

Hicksville Sta / Duffy

H	I	J	K	L	M	AM	PM	M	L	J	K	I	H
600	614	-	-	628	641	LUNES-VIERNES MON-FRI		645	657	-	-	712	724
700	714	-	-	728	741			746	758	-	-	813	825
830	844	848	854	-	-			855	907	-	-	922	934
900	914	-	-	928	941			955	1007	-	-	1022	1034
1005	1019	1023	1029	-	-			-	-	1031	1035	1052	
235	250	-	-	303	317			336	349	-	-	403	418
304	318	322	-	-	-			433	446	-	-	500	515
347	402	-	-	415	429			530	543	-	-	557	612
400	414	418	-	-	-			630	643	-	-	657	712
440	455	-	-	508	522			-	-	615	620	624	641
500	514	518	-	-	-	SABADO SATURDAY		-	-	705	710	714	731
530	545	-	-	558	612			-	-	750	755	759	816
555	609	613	-	-	-			742	753	-	-	805	818
645	659	703	-	-	-			847	858	-	-	848	851
730	744	748	-	-	-			956	1007	-	-	953	956
700	713	-	-	725	736			1101	1112	-	-	1102	1105
805	818	-	-	830	841			-	-	1207	1210	1221	
824	838	841	846	-	-			342	353	-	-	405	418
910	923	-	-	935	946			447	458	-	-	510	523
929	943	946	951	-	-			556	607	-	-	553	556
1015	1028	-	-	1040	1051	SABADO SATURDAY		701	712	-	-	702	705
1038	1052	1055	1100	-	-			-	-	-	-	724	737
1143	1157	1200	1205	-	-			-	-	-	-	807	810
300	313	-	-	325	336			-	-	-	-	-	-
405	418	-	-	430	441			-	-	-	-	-	-
424	438	441	446	-	-			-	-	-	-	-	-
510	523	-	-	535	546			-	-	-	-	-	-
529	543	546	551	-	-			-	-	-	-	-	-
615	628	-	-	640	651			-	-	-	-	-	-
638	652	655	700	-	-			-	-	-	-	-	-
743	757	800	805	-	-			-	-	-	-	-	-

n78 trip (others n79) viaje de n78 (otros de n79)







**n19**  
Freeport... Merrick...  
Belmore...  
Seaford... Massapequa

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

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



**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  
transdev  
rev 12.21.22

## Welcome Aboard

- Timepoint**  
Parada principal
- Campus/Complex**
- Point of Interest**  
Punto de interés
- Limited Service**  
Servicio limitado
- Use Columbia St (HTC)**

- Connections Conexiones**
- n19 nicebus Line(a)**
  - nice mini**
  - MTA/NYC BUS
  - SUFFOLK TRANSIT
  - Multiple(s)
  - SUBWAY
  - LIRR

## Bus/Crowd Tracker + Mobile Tickets!

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

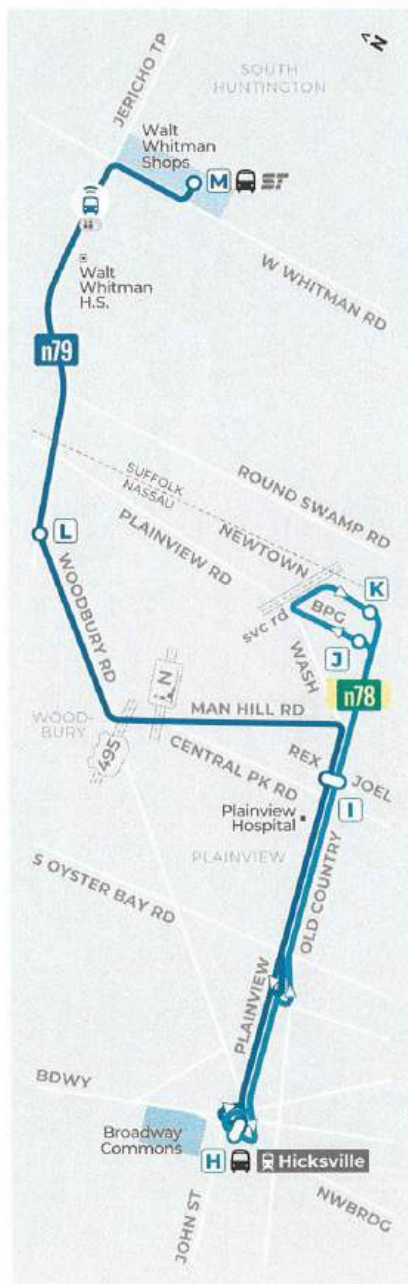
gomobile / transit

## 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)





## 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 doe 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](mailto:helpdesk@AHRC.org) or call 516-293-1111, extension 5280.

PAYROLL CALENDAR

2 0 2 4

AHRC NASSAU

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

= AHRC Holidays

= Bank Holidays

= PAY DAYS



2024 PAY SCHEDULE				
AHRC/CITZENS/FOUNDATION/ADVANTAGE CARE/BCCS-AHK				
PAY PERIOD BEGINNING	PAY PERIOD ENDING	PAYROLL DUE	COMMENTS	PAY DATE
12/09/23	12/22/23	12/26/23	SEE BELOW	01/03/24
12/23/23	01/05/24	01/08/24	SEE BELOW	01/17/24
01/06/24	01/19/24	01/23/24		01/31/24
01/20/24	02/02/24	02/06/24		02/14/24
02/03/24	02/16/24	02/20/24		02/28/24
02/17/24	03/01/24	03/05/24		03/13/24
03/02/24	03/15/24	03/19/24		03/27/24
03/16/24	03/29/24	04/02/24		04/10/24
03/30/24	04/12/24	04/16/24		04/24/24
04/13/24	04/26/24	04/30/24		05/08/24
04/27/24	05/10/24	05/14/24		05/22/24
05/11/24	05/24/24	05/28/24		06/05/24
05/25/24	06/07/24	06/10/24	SEE BELOW	06/18/24
06/08/24	06/21/24	06/24/24		07/03/24
06/22/24	07/05/24	07/09/24		07/17/24
07/06/24	07/19/24	07/23/24		07/31/24
07/20/24	08/02/24	08/06/24		08/14/24
08/03/24	08/16/24	08/20/24		08/28/24
08/17/24	08/30/24	09/03/24		09/11/24
08/31/24	09/13/24	09/17/24		09/25/24
09/14/24	09/27/24	10/01/24		10/09/24
09/28/24	10/11/24	10/15/24		10/23/24
10/12/24	10/25/24	10/29/24		11/06/24
10/26/24	11/08/24	11/12/24		11/20/24
11/09/24	11/22/24	11/22/24	SEE BELOW	12/04/24
11/23/24	12/06/24	12/10/24		12/18/24
12/07/24	12/20/24	12/23/24	SEE BELOW	12/31/24

PAY DATE

01/03/24	PAYROLL DUE EARLY - AGENCY CLOSED 1/1/24
01/17/24	PAYROLL DUE EARLY - AGENCY CLOSED 1/15/24
06/18/24	PAYROLL DUE EARLY - AGENCY CLOSED 6/19/24
12/04/24	PAYROLL DUE EARLY - AGENCY CLOSED 11/28/24 & 11/29/24
12/31/24	PAYROLL DUE EARLY - AGENCY CLOSED 1/1/25





## **HOLIDAYS FOR 2024**

**AHRC will observe holidays for calendar year 2024 as follows:**

<b>NEW YEAR'S DAY</b>	• <b>MONDAY, JANUARY 1, <u>2024</u></b>
<b>MARTIN LUTHER KING, JR. DAY</b>	• <b>MONDAY, JANUARY 15</b>
<b>MEMORIAL DAY</b>	• <b>MONDAY, MAY 27</b>
<b>JUNETEENTH</b>	• <b>WEDNESDAY, JUNE 19</b>
<b>INDEPENDENCE DAY</b>	• <b>THURSDAY, JULY 4</b>
<b>LABOR DAY</b>	• <b>MONDAY, SEPTEMBER 2</b>
<b>THANKSGIVING</b>	• <b>THURSDAY, NOVEMBER 28</b>
<b>DAY AFTER THANKSGIVING</b>	• <b>FRIDAY, NOVEMBER 29</b>
<b>CHRISTMAS</b>	• <b>WEDNESDAY, DECEMBER 25</b>

### **PLUS 4 Floating Holidays**

**2 floating holidays will accrue on January 1, 2024; the remaining 2 floating holidays will accrue on July 1, 2024. 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.**



## **HOLIDAYS FOR 2024**

**Citizens will observe holidays for calendar year 2024 as follows:**

<b>NEW YEAR'S DAY</b>	• <b>MONDAY, JANUARY 1, <u>2024</u></b>
<b>MARTIN LUTHER KING, JR. DAY</b>	• <b>MONDAY, JANUARY 15</b>
<b>MEMORIAL DAY</b>	• <b>MONDAY, MAY 27</b>
<b>JUNETEENTH</b>	• <b>WEDNESDAY, JUNE 19</b>
<b>INDEPENDENCE DAY</b>	• <b>THURSDAY, JULY 4</b>
<b>LABOR DAY</b>	• <b>MONDAY, SEPTEMBER 2</b>
<b>THANKSGIVING</b>	• <b>THURSDAY, NOVEMBER 28</b>
<b>DAY AFTER THANKSGIVING</b>	• <b>FRIDAY, NOVEMBER 29</b>
<b>CHRISTMAS</b>	• <b>WEDNESDAY, DECEMBER 25</b>

### **PLUS 4 Floating Holidays**

**2 floating holidays will accrue on January 1, 2024; the remaining 2 floating holidays will accrue on July 1, 2024. 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.**





## **HOLIDAYS FOR 2024**

**Brookville Center will observe holidays for calendar year 2024 as follows:**

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

<b>NEW YEAR'S DAY</b>	• <b>MONDAY, JANUARY 1, 2024</b>
<b>MARTIN LUTHER KING, JR. DAY</b>	• <b>MONDAY, JANUARY 15</b>
<b>PRESIDENTS' DAY</b>	• <b>MONDAY, FEBRUARY 19</b>
<b>MEMORIAL DAY</b>	• <b>MONDAY, MAY 27</b>
<b>JUNETEENTH</b>	• <b>WEDNESDAY, JUNE 19</b>
<b>INDEPENDENCE DAY</b>	• <b>THURSDAY, JULY 4</b>
<b>LABOR DAY</b>	• <b>MONDAY, SEPTEMBER 2</b>
<b>THANKSGIVING</b>	• <b>THURSDAY, NOVEMBER 28</b>
<b>DAY AFTER THANKSGIVING</b>	• <b>FRIDAY, NOVEMBER 29</b>
<b>CHRISTMAS</b>	• <b>WEDNESDAY, DECEMBER 25</b>

### **PLUS 3 Floating Holidays**

**2 floating holidays will accrue on January 1, 2024; the remaining 1 floating holiday will accrue on July 1, 2024. 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 [sparchent@ahrc.org](mailto:sparchent@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](https://ahrcnassau.training.reliaslearning.com/) link below, Citizens would use [citizens.training.reliaslearning.com](https://citizens.training.reliaslearning.com/) link, etc. Once you enter the link, please enter your username and password as indicated below.

#### Links to access Relias:

	<a href="https://ahrcnassau.training.reliaslearning.com/">https://ahrcnassau.training.reliaslearning.com/</a>
	<a href="https://brookville.training.reliaslearning.com/">https://brookville.training.reliaslearning.com/</a>
	<a href="https://citizens.training.reliaslearning.com/">https://citizens.training.reliaslearning.com/</a>

**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



English (USA)



Welcome,  
come on in!

User name: kentc

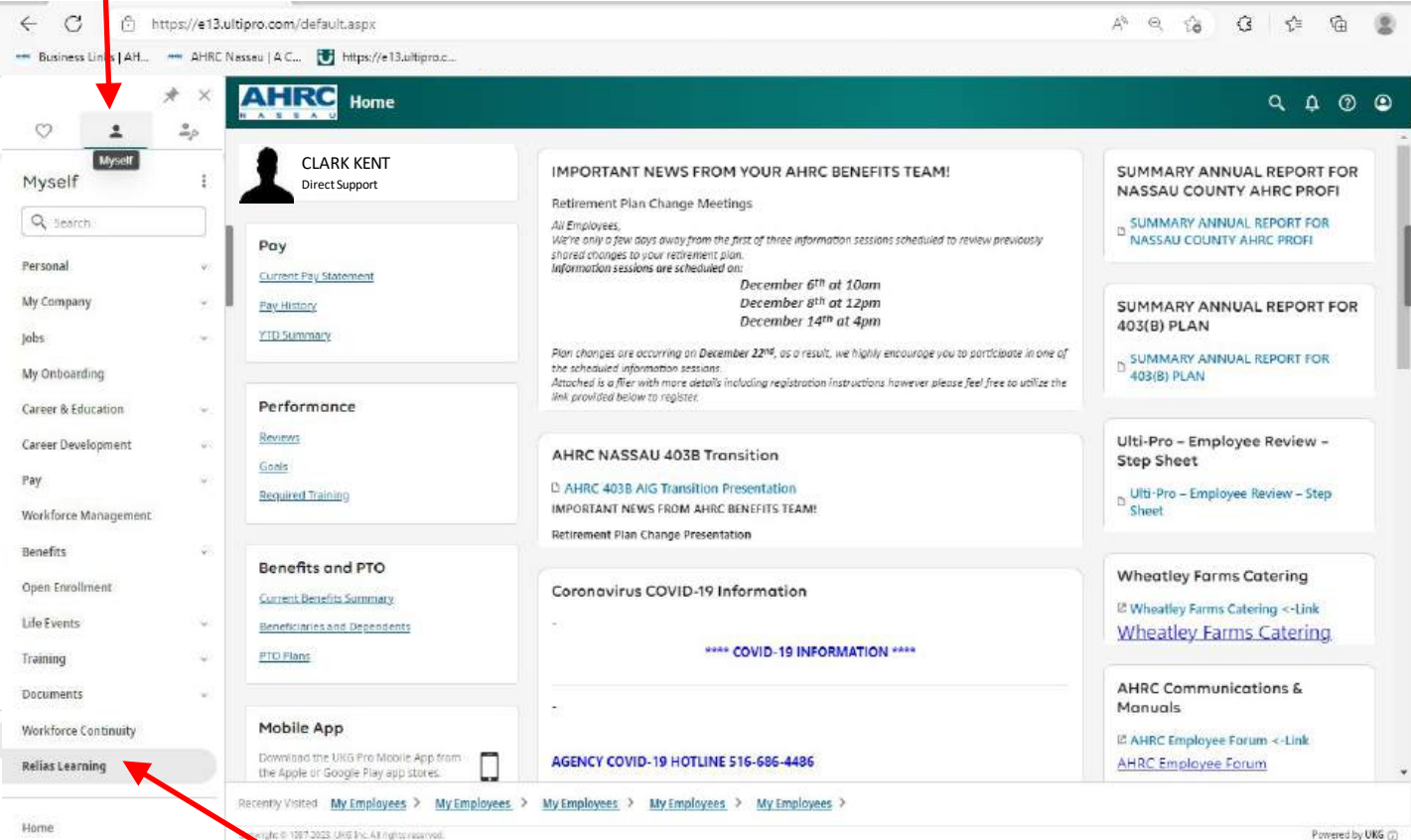
Password: \*\*\*\*\*

Sign in

Forgot your password?



MYSELF



RELIAS LEARNING



Incident Reporting	Active Listening	HR Contact List	Career Opportunities	Covid Information	Employee Health & Wellness	Compliance Hotline	Organization Chart	Employee Perk
Welcome Letter	Plainview Ofc Directions	Ulti-Pro	Payroll Calendar	Observed Holliday	Relias	Benefits Information	Referral Bonus	Photo I.D.



## 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](mailto:pbassi@ahrc.org) if you are an AHRC, Adv. Care or Citizens employee and to Kristen Danzi at [kdanzi@ahrc.org](mailto: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



### **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 1<sup>st</sup>*
- *Must be 20 1/2 years of age*
- *Contribution based on salary and length of service*
- ***Employer*** *contributions only.*
- *100% vested after 3 years*



Incident Reporting	Active Listening	HR Contact List	Career Opportunities	Covid Information	Employee Health & Wellness	Compliance Hotline	Organization Chart	Employee Perk
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*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](http://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](http://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](http://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



## 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](http://ahrc.org/careers)



**Citizens Options  
Unlimited**

[citizens-inc.org/careers](http://citizens-inc.org/careers)












**Brookville Center  
for Children's Services**

[brookvillecenter.org/careers](http://brookvillecenter.org/careers)

Incident Reporting	Active Listening	HR Contact List	Career Opportunities	Covid Information	Employee Health & Wellness	Compliance Hotline	Organization Chart	Employee Perk
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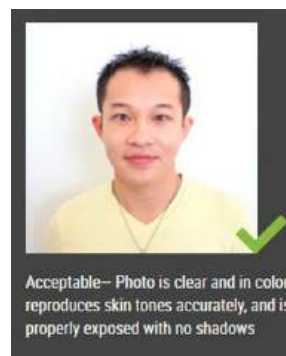
## ID PHOTO FORMAT

-  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 titled.
-  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:** [OADEWALE@AHRC.ORG](mailto:OADEWALE@AHRC.ORG)

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

## Photo Examples





Incident Reporting	Active Listening	HR Contact List	Career Opportunities	Covid Information	Employee Health & Wellness	Compliance Hotline	Organization Chart	Employee Perk
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## Categories / Classification of Incidents Effective January 1, 2016

Category	Classification	Required Reporting		
		QA	OPWDD	JC
<b>Reportable Abuse &amp; Neglect</b>	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
<b>Reportable Significant Incidents</b>	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
<b>Serious Notable Occurrences</b>	Death*	Yes	Yes	Yes
	Sensitive Situation	Yes	Yes	Yes
<b>Minor Notable Occurrences</b>	Injury Requiring More Than First Aide	Yes	No	No
	Theft or financial exploitation (\$100 or up)	Yes	No	No
<b>Internal Incidents</b>	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](mailto: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

Boston University  
Office of the Ombuds  
www.bu.edu/ombuds  
ombuds@bu.edu



## 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	Discouraged	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](http://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

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

 <p><b>THE BODY</b></p> <p><b>Causing a person to:</b> 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.</p>	 <p><b>BEHAVIORS</b></p> <p><b>Causing:</b> 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.</p>	 <p><b>THOUGHTS</b></p> <p><b>Causing people to feel:</b> 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.</p>
--	--	--

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

**THAT'S OVER  
11,300,000  
AMERICAN PEOPLE.\***

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

**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](http://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

**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**

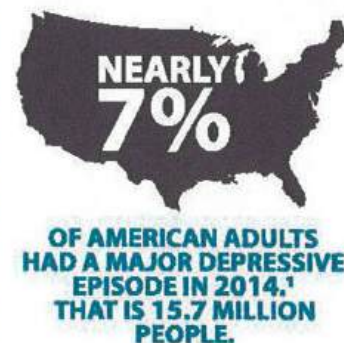
Causing: headaches, changes in appetite which cause either weight gain or loss, constantly feeling tired, body aches and pains, a weakened immune system, and sleeping too much or not enough.

**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.



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



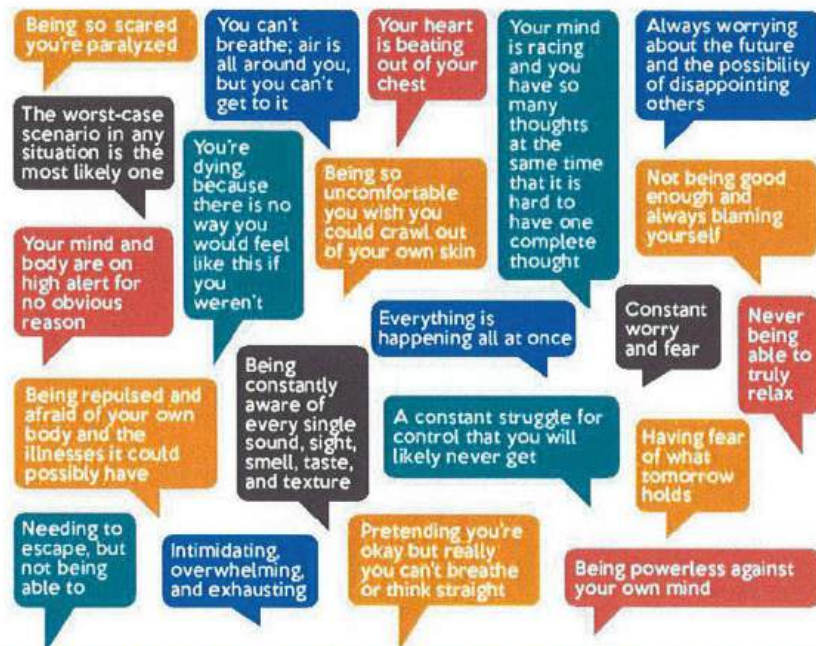
## HAVING A DEPRESSIVE DISORDER IS NOT:

- 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:



OVER OF AMERICAN  
**21** ADULTS  
BETWEEN THE  
PERCENT AGES OF 18-64  
WILL HAVE DIAGNOSABLE  
ANXIETY DISORDERS  
IN A GIVEN YEAR  
(THAT'S OVER 42.5 MILLION)<sup>1</sup>



THAT IS MORE THAN  
THE NUMBER OF  
PEOPLE IN THE U.S.  
WHO SUBSCRIBED TO  
Netflix<sup>TM</sup> IN 2015.<sup>2</sup>

## #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](http://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


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

  
**THE BODY**

**Causing:** chest pain, heart palpitations, shortness of breath, dizziness, stomach discomfort, nausea, fatigue, trembling, muscle tension, headaches, tingling in the hands and feet, or trouble sleeping.

  
**THOUGHTS**

**Causing:** exaggerated worry about everyday life, fear of dying, repeated unwanted thoughts, nightmares or flashbacks, irritability, anger, trouble focusing, numbing of emotions, or anticipating the worst outcome to a situation even though it is unlikely.

  
**BEHAVIORS**

**Causing:** rituals that seem impossible to control, being easily startled, avoidance of people, places and/or things, limiting life experiences, inability to sit still, easily losing one's temper, or being snappy with others.

## 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



Incident Reporting	Active Listening	HR Contact List	Career Opportunities	Covid Information	Employee Health & Wellness	Compliance Hotline	Organization Chart	Employee Perk
Welcome Letter	Plainview Ofc Directions	Ulti-Pro	Payroll Calendar	Observed Holiday	Relias	Benefits Information	Referral Bonus	Photo I.D.

## Human Resources Directory

**Brookville #516-626-1075**

**Plainview #516-293-1111**

updated: 10-31-24

Human Resources Management Staff				
Room 199 Plainview	Open	<b>Vice President</b> <i>Directs Talent Acquisition for the Agency / 1st year direct support retention, Oversees Training &amp; Professional Development Office, manages agency-wide employee relations, employee engagement/retention efforts, employee health/safety.</i>		X5129
Plainview	Jason Persan	<b>HR Director of Employee Services</b> <i>Directs Human Resources Services, HR Compliance, Compensation/Benefits, HRBP Services for AHRC and Citizens areas.</i>	<a href="mailto:JPERSAN@AHRC.ORG">JPERSAN@AHRC.ORG</a>	X5363
Room 174B Plainview	Jim Stock	<b>Assistant Director, Talent Acquisition, Development &amp; Engagement</b> <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>	<a href="mailto:JSTOCK@AHRC.ORG">JSTOCK@AHRC.ORG</a>	X5132
Plainview	Laura Franzen	<b>Human Resources Assistant Director of Employee Services</b> <i>Oversees HR Business Partner and Manager roles for AHRC and Citizens, HR Services and Front Desk Reception</i>	<a href="mailto:LFRANZEN@AHRC.ORG">LFRANZEN@AHRC.ORG</a>	X5621
Room 212 Brookville	Gina Capobianco	<b>Assistant Director of Human Resources for BCCS</b> <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>	<a href="mailto:GCAPOBIANCO@AHRC.ORG">GCAPOBIANCO@AHRC.ORG</a>	X1281
Room 211 Brookville	Robert Kay	<b>HR Analyst</b> <i>Runs ad hoc analytics &amp; reports, completes trend analyses, completes various benchmark reporting, complete retirement contributions process, leads HRIS data projects, and administers HRIS security rights.</i>	<a href="mailto:RKAY@AHRC.ORG">RKAY@AHRC.ORG</a>	X1110
Plainview	Kelcie Little	<b>HR Administrative Assistant</b> <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 &amp; Community Resources.</i>	<a href="mailto:KLITTLE@AHRC.ORG">KLITTLE@AHRC.ORG</a>	X5358
Human Resources Employee Services				
Human Resources Business Partners and Managers				
Rm 134 Brookville	Theresa Pergola	<b>Advantage Care HR Manager</b> <i>Serves as Advantage Care's employment workforce designated HR Business Partner. Cell: 516-329-2828</i>	<a href="mailto:TPERGOLA@ADVANTAGECAREDT.C.ORG">TPERGOLA@ADVANTAGECAREDT.C.ORG</a>	X2339
Plainview	Gina Chason	<b>Citizens HR Business Partner (HRBP)</b> <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>	<a href="mailto:GCHASON@AHRC.ORG">GCHASON@AHRC.ORG</a>	X5146
Camp Loyaltown	Elilianna Ozoria	<b>HR Generalist - Camp Loyaltown, Citizens FSS, Self Direction</b> <i>Manages all HR Services and Employee Relations for Camp Loyaltown, Self-Direction</i>	<a href="mailto:EOZORIA@AHRC.ORG">EOZORIA@AHRC.ORG</a>	X5456
Plainview	Shannon Gibson	<b>AHRC HR Business Partner (HRBP)</b> <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>	<a href="mailto:SGIBSON@AHRC.ORG">SGIBSON@AHRC.ORG</a>	X5361

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

updated: 10-31-24

Room C Plainview	Manpreet Rattu	<b>Compensation Analyst &amp; Retirement Plans Manager</b> <i>Attends to Retirement Investment Plans &amp; Compensation, all Retirement enquiries, Job Codes/Job Descriptions (800) 338-4015</i>	<a href="mailto:MRATTU@AHRC.ORG">MRATTU@AHRC.ORG</a>	X5139
<b>Human Resources Services - Responds to general employee &amp; manager inquiries, onboard employees, completes data-entry for employee changes, and maintains HR information / personnel files.</b>				
Plainview	Rosario (Ruby) Hammond	<b>HR Coordinator</b> <i>CLS Teams 1-6 (Director: Deanna Allen) AHRC Admin Including Accounting, Exec. Office, Comm. Resources, Guardianship, Compass, QA, RA</i>	<a href="mailto:RHAMMOND@AHRC.ORG">RHAMMOND@AHRC.ORG</a>	X5143
Plainview	Diane Tortorella	<b>HR Coordinator</b> <i>BCCS Employees : CRP, Schools, Daycare New Hire Onboarding, COS Transactions (currently covering HRS for Camp Loyaltown)</i>	<a href="mailto:DTORTORELLA@AHRC.ORG">DTORTORELLA@AHRC.ORG</a>	X5142
Citizens	Open	<b>HR Coordinator</b> <i>Citizens Residential, Admin, Helen Kaplan ICF</i>		X5149
Plainview	Faith Woodard	<b>HR Coordinator</b> <i>Day Hab (including admin and POMS), Business Operations, Central Enrollment, HR</i>	<a href="mailto:FWOODARD@AHRC.ORG">FWOODARD@AHRC.ORG</a>	X5263
Plainview	Omolola (Lola) Adewale	<b>HR Coordinator</b> <i>CLS Teams 7-12 (Director: Dian Burkett) CLS Admin (incl Clinicians), Facilities and Special Projects Freeport</i>	<a href="mailto:OADEWALE@AHRC.ORG">OADEWALE@AHRC.ORG</a>	X5121
Plainview	Open	<b>HR Front Desk Receptionist</b> <i>Welcoming clients and visitors, attending to Agency's phone calls and ID badges requests</i>		X5000
<b>Employee Benefits (Medical, Dental, Life Insurance, AFLAC, etc. - excluding Retirement) &amp; Employee Leaves (of Absence) Coordinates FMLA, Short-term Disability, Paid Family Leave, Workers Comp Leave, ADA accommodations, etc.</b>				
Room174A Plainview	Kristen Danzi	<b>Benefits Manager</b> <i>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</i>	<a href="mailto:KDANZI@AHRC.ORG">KDANZI@AHRC.ORG</a>	X5137
Room174A Plainview	Elisa (Li) Rinaldo	<b>Benefits &amp; LOA Lead</b> <i>Administers LOA / FMLA/ PFL/ STD/ LTD/ Workers Comp leave benefits/forms/dr notes</i>	<a href="mailto:LRINALDO@AHRC.ORG">LRINALDO@AHRC.ORG</a>	X5138
Room174A Plainview	Pavleen Bassi	<b>Benefits Coordinator</b> <i>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</i>	<a href="mailto:PBASSI@AHRC.ORG">PBASSI@AHRC.ORG</a>	X5136
Plainview	Theresa Serkisyan	<b>P/T Benefits Coordinator - Assisting Benefits</b>	<a href="mailto:TSEKISYAN@AHRC.ORG">TSEKISYAN@AHRC.ORG</a>	X5158
<b>HR Compliance - Manages new hire background check &amp; 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.</b>				
Plainview	Elisa Coppola	<b>HR Compliance &amp; Credentialing Manager</b> <i>CBC/Arrest issues, Consultant processing, Oversee Prof, License/Certification, Adv. Care Credentialing Officer, all staff safety assessments for background check issues</i>	<a href="mailto:ECOPPOLA@AHRC.ORG">ECOPPOLA@AHRC.ORG</a>	X5459
Plainview	Rachel Martorana	<b>HR Compliance Assistant</b> <i>- New Hires Background checks for AHRC</i>	<a href="mailto:RMARTORANA@AHRC.ORG">RMARTORANA@AHRC.ORG</a>	X5120

Incident Reporting	Active Listening	HR Contact List	Career Opportunities	Covid Information	Employee Health & Wellness	Compliance Hotline	Organization Chart	Employee Perk
Welcome Letter	Plainview Ofc Directions	Ulti-Pro	Payroll Calendar	Observed Holliday	Relias	Benefits Information	Referral Bonus	Photo I.D.

## Human Resources Directory

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updated: 10-31-24

Plainview	Julianne Clement	<b>HR Compliance Assistant</b> -New Hires Background checks for - BCCS CRP staff and all Citizens (except Shoreham and Self Direction) - Driver Eligibility & LENS DMV tracking	<a href="mailto:JUCLEMENT@AHRC.ORG">JUCLEMENT@AHRC.ORG</a>	X5105
Plainview	Leah Ragan	<b>HR Compliance Assistant</b> -GAS PINS, New Hires Background checks for Shoreham, Self- Direction, and BCCS School staff onboarding verifications and background checks	<a href="mailto:LARAGAN@AHRC.ORG">LARAGAN@AHRC.ORG</a>	X5458
Plainview	Brenda Williamson-Thompson	<b>Part-Time Data Processing Clerk</b>	<a href="mailto:BWILLIAMSON-THOMPSON@AHRC.ORG">BWILLIAMSON-THOMPSON@AHRC.ORG</a>	X5157

### Talent Acquisition, Development and Engagement (TADET)

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

Plainview	Giovanni Dainotto	<b>Senior Talent Acquisition Specialist CLS, Freeport</b> Cell: 516-350-3304	<a href="mailto:GDAINOTTO@AHRC.ORG">GDAINOTTO@AHRC.ORG</a>	X5128
Plainview	Joy Ramer	<b>Senior Talent Acquisition Specialist - Day Hab</b> Cell: 516-519-4790	<a href="mailto:JRAMER@AHRC.ORG">JRAMER@AHRC.ORG</a>	X5133
Plainview	Andrew Mott	<b>Senior Talent Acquisition Specialist Citizens, Helen Kaplan, Com Hab</b> Cell: 516-727-0507	<a href="mailto:AMOTT@AHRC.ORG">AMOTT@AHRC.ORG</a>	X5135
Plainview	Summer Bartnick	<b>Senior Talent Acquisition Specialist - CLS, Freeport</b> Cell: 516-241-8076	<a href="mailto:SBARTNICK@AHRC.ORG">SBARTNICK@AHRC.ORG</a>	X5147
Plainview	Aashka Shah	<b>Talent Acquisition Coordinator -Citizens</b> Cell: 516- 273-5412	<a href="mailto:ASHAH@AHRC.ORG">ASHAH@AHRC.ORG</a>	X 5168
Plainview	Dayna Rogers	<b>Talent Acquisition Coordinator - Day Hab, CLS, Freeport</b> Cell: 516-618-3033	<a href="mailto:DROGERS@AHRC.ORG">DROGERS@AHRC.ORG</a>	X5154
Plainview	Marissa Kumar	<b>Talent Acquisition Coordinator - BCCS, CRP, Freeport (Temp)</b> Cell: 516-351-8576	<a href="mailto:MKUMAR@AHRC.ORG">MKUMAR@AHRC.ORG</a>	X5134

**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 tuition programs and other employee perk programs, manages employee newsletters/communications.**

Plainview	Denise Lamb	<b>Employee Health &amp; Wellness Manager</b> <i>Oversight of employee Covid-19 hotline and related activities, employee gym membership reimbursement program and Agencywide health and safety initiatives.</i>	<a href="mailto:DLAMB@AHRC.ORG">DLAMB@AHRC.ORG</a>	x5642
Plainview	Lisa Larice-Nielsen	<b>Employee Engagement &amp; Social Media Coordinator</b> <i>Primary point of contact for Agency's internal communications, employee recognition and employee retention initiatives.</i>	<a href="mailto:LLARICE@AHRC.ORG">LLARICE@AHRC.ORG</a>	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 and NADSP e-badge programs.**

Plainview	Mike Cannet	<b>Learning &amp; Professional Development Manager</b> <i>Manages Training/Professional Development Office.</i> Cell: 516-457-2798	<a href="mailto:MCANNET@AHRC.ORG">MCANNET@AHRC.ORG</a>	X5362
Plainview	Alexis Bethea	<b>Learning &amp; Professional Development Specialist - RN</b> <i>Supervisor and facilitator of training/professional development opportunities, i.e., AMAP, GTube, Diabetes. PPD Services.</i>	<a href="mailto:ABETHEA@AHRC.ORG">ABETHEA@AHRC.ORG</a>	x5367
Plainview	Suprena Joseph	<b>Learning &amp; Professional Development Training Administrator</b> <i>Operational Support for Training &amp; Professional Development Office.</i>	<a href="mailto:SJOSEPH@AHRC.ORG">SJOSEPH@AHRC.ORG</a>	X5145



Incident Reporting	Active Listening	HR Contact List	Career Opportunities	Covid Information	Employee Health & Wellness	Compliance Hotline	Organization Chart	Employee Perk
Welcome Letter	Plainview Ofc Directions	Ulti-Pro	Payroll Calendar	Observed Holliday	Relias	Benefits Information	Referral Bonus	Photo I.D.

## Human Resources Directory

**Brookville #516-626-1075**

**Plainview #516-293-1111**

updated: 10-31-24

Plainview	Ruby Ditele	<b>Learning &amp; Professional Development Specialist - RN</b> <i>Facilitator of training/professional development opportunities. i.e., AMAP, GTube, Diabetes. PPD Services.</i>	<a href="mailto:RDITELE@AHRC.ORG">RDITELE@AHRC.ORG</a>	X5426
Plainview	Natalie Dana	<b>Learning &amp; Professional Development Specialist - RN</b> <i>Facilitator of training/professional development opportunities. i.e., AMAP, GTube, Diabetes. PPD Services.</i>	<a href="mailto:NDANA@AHRC.ORG">NDANA@AHRC.ORG</a>	X5693
Plainview	Leigh Fanuzzi	<b>Learning &amp; Professional Development Specialist</b> <i>Facilitator of training/professional development opportunities, i.e., new hire orientation, CPR, Defensive Driving.</i>	<a href="mailto:LFANUZZI@AHRC.ORG">LFANUZZI@AHRC.ORG</a>	X5369
Plainview	Vanessa Wright	<b>Learning &amp; Professional Development Specialist</b> <i>Facilitator of training/professional development opportunities, i.e., new hire orientation, SCIP-r, Defensive Driving.</i>	<a href="mailto:VWRIGHT@AHRC.ORG">VWRIGHT@AHRC.ORG</a>	X5366
Plainview	Matt Hofele	<b>Staff Development Trainer Assistant</b>	<a href="mailto:MHOFELE@AHRC.ORG">MHOFELE@AHRC.ORG</a>	N/A
Plainview	Tamara Morales	<b>HR Clerk</b>	<a href="mailto:TMORALES@AHRC.ORG">TMORALES@AHRC.ORG</a>	N/A

### Shoreham ICF HR Office 631- 744-7158

Rosewood Building	Jocelyn Crespo	<b>HR Manager</b> <i>Provides oversight of HR Services for Shoreham. Liason with Shoreham program leadership to set HR strategies, manage employee relations and completes other special projects as assigned.</i> Cell: 516-519-0012	<a href="mailto:JCRESPO@AHRC.ORG">JCRESPO@AHRC.ORG</a>	X6128
Rosewood Building	Annette Aizpurua	<b>HR Coordinator</b> <i>Responds to general employee &amp; manager inquiries, onboard employees, completes data-entry for employee changes, and maintains HR information / personnel files.</i>	<a href="mailto:AAIZPURUA@CITIZENS-INC.ORG">AAIZPURUA@CITIZENS-INC.ORG</a>	X6131
Rosewood Building	Open	<b>Sr. Talent Acquisition Specialist</b> Cell: 516-375-4410		X6106
Rosewood Building	Open	<b>Talent Acquisition Coordinator</b> Cell: 516-680-0718		X6130
Rosewood Building	Danielle Bermudez	<b>HR Generalist</b> <i>Employee Engagement &amp; Learning &amp; Professional Development</i> Cell: 516-404-9357	<a href="mailto:DBERMUDEZ@CITIZENS-INC.ORG">DBERMUDEZ@CITIZENS-INC.ORG</a>	X6132
Rosewood Building	Jessica Hickson	<b>HR Payroll Specialist</b>	<a href="mailto:JHICKSON@AHRC.ORG">JHICKSON@AHRC.ORG</a>	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.





# TALENT ACQUISITION

## TEAM

### AREAS HIRING FOR:

### AREAS TEMPORARILY HIRING FOR:

#### JOY RAMER

OFFICE: 516.293.1111, EXT. 5133  
CELL: 516.519.4790  
EMAIL: [JRAMER@AHRC.ORG](mailto:JRAMER@AHRC.ORG)



SR.  
TALENT  
ACQUISITION  
SPECIALISTS

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

- ADMIN INCLUDING:
  - QA, RA, HR, EXEC OFFICE, RESIDENTIAL
- ½ DAY HAB PROGRAM: BRIDGET'S CLUSTER
- CITIZEN'S SHOREHAM ICF

#### ANDREW MOTT

OFFICE: 516.293.1111, EXT. 5135  
CELL: 516.727.0507  
EMAIL: [AMOTT@AHRC.ORG](mailto:AMOTT@AHRC.ORG)



SR.  
TALENT  
ACQUISITION  
SPECIALISTS

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

- ADMIN INCLUDING:
  - QA, RA, HR, EXEC OFFICE, RESIDENTIAL
- CITIZEN'S SHOREHAM ICF
- BCCS:
  - CHILDREN'S

#### GIOVANNI DAINOTTO

OFFICE: 516-293-2016, EXT. 5128  
CELL: 516-350-3304  
EMAIL: [GDAINOTTO@AHRC.ORG](mailto:GDAINOTTO@AHRC.ORG)



SR.  
TALENT  
ACQUISITION  
SPECIALISTS

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

- ADMIN INCLUDING:
  - QA, RA, HR, EXEC OFFICE, RESIDENTIAL
- CITIZEN'S SHOREHAM ICF

#### SUMMER BARTNICK

OFFICE: 516-293-2016, EXT. 5147  
CELL: 516-241-8076  
EMAIL: [SBARTNICK@AHRC.ORG](mailto:SBARTNICK@AHRC.ORG)



SR.  
TALENT  
ACQUISITION  
SPECIALISTS

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

- ADMIN INCLUDING:
  - QA, RA, HR, EXEC OFFICE, RESIDENTIAL
- FREEPORT
  - VOCATIONAL
  - BUSINESS LINES
- CITIZEN'S SHOREHAM ICF

### TALENT ACQUISITION COORDINATORS

#### AASHKA SHAH

OFFICE: 516.293.1111, EXT. 5108  
CELL: 516.273.5412  
EMAIL: [ASHAH@AHRC.ORG](mailto:ASHAH@AHRC.ORG)



#### DAYNA ROGERS

OFFICE: 516-293-1111, EXT. 5154  
CELL: 516-618-3033  
EMAIL: [DROGERS@AHRC.ORG](mailto:DROGERS@AHRC.ORG)





# 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



# 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





## 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, ext. 5642  
or via email: [dlamb@ahrc.org](mailto: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
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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](http://www.nationaleap.com)

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

Incident Reporting	Active Listening	HR Contact List	Career Opportunities	Covid Information	Employee Health & Wellness	Compliance Hotline	Organization Chart	Employee Perk
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# COMPLIANCE HOTLINE

**516-686-4450**

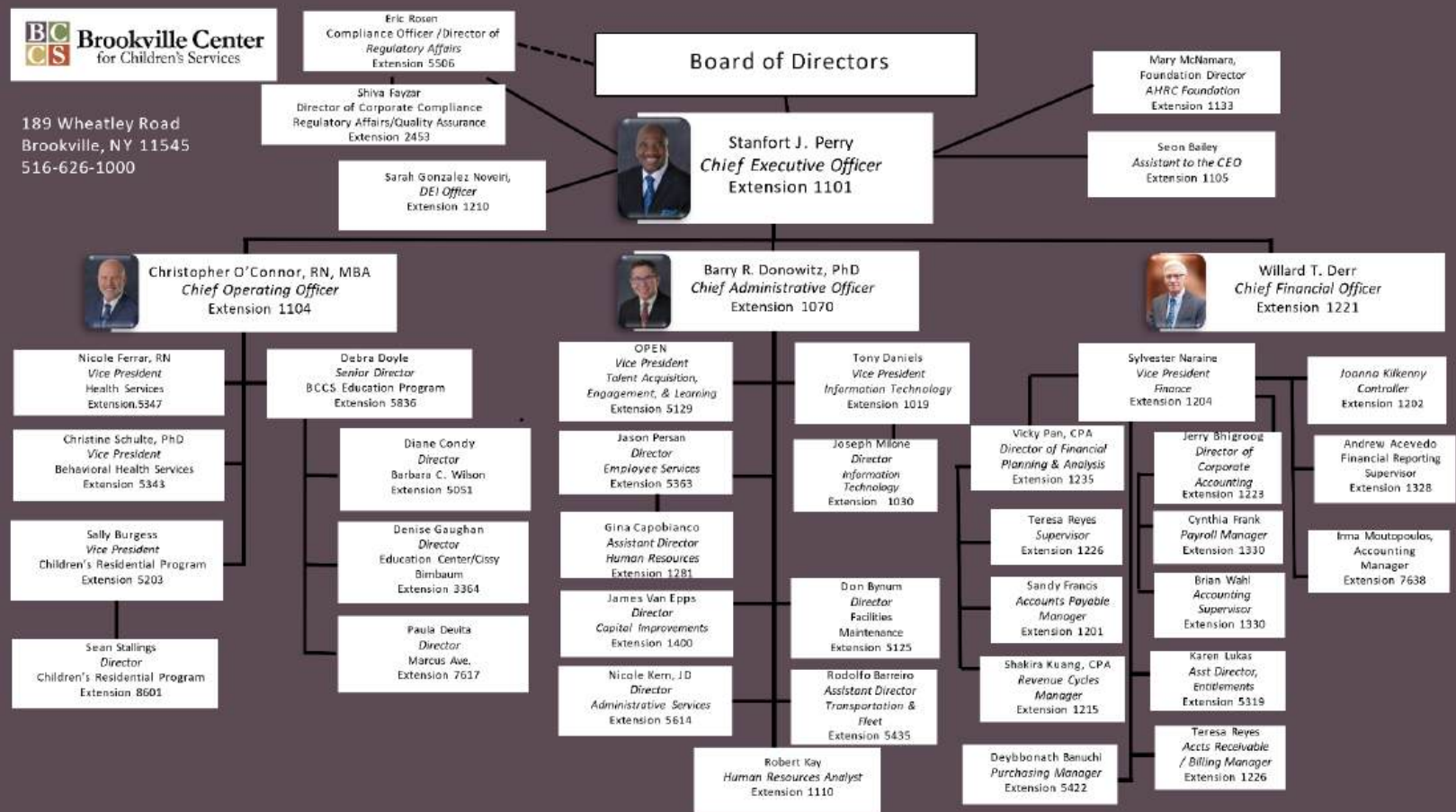
**AHRC's Compliance Hotline is available to staff to report suspected illegal unethical or criminal behavior (includes personal use of the individuals' or Agency funds and property, theft of such funds and property falsification of records).**

**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.**



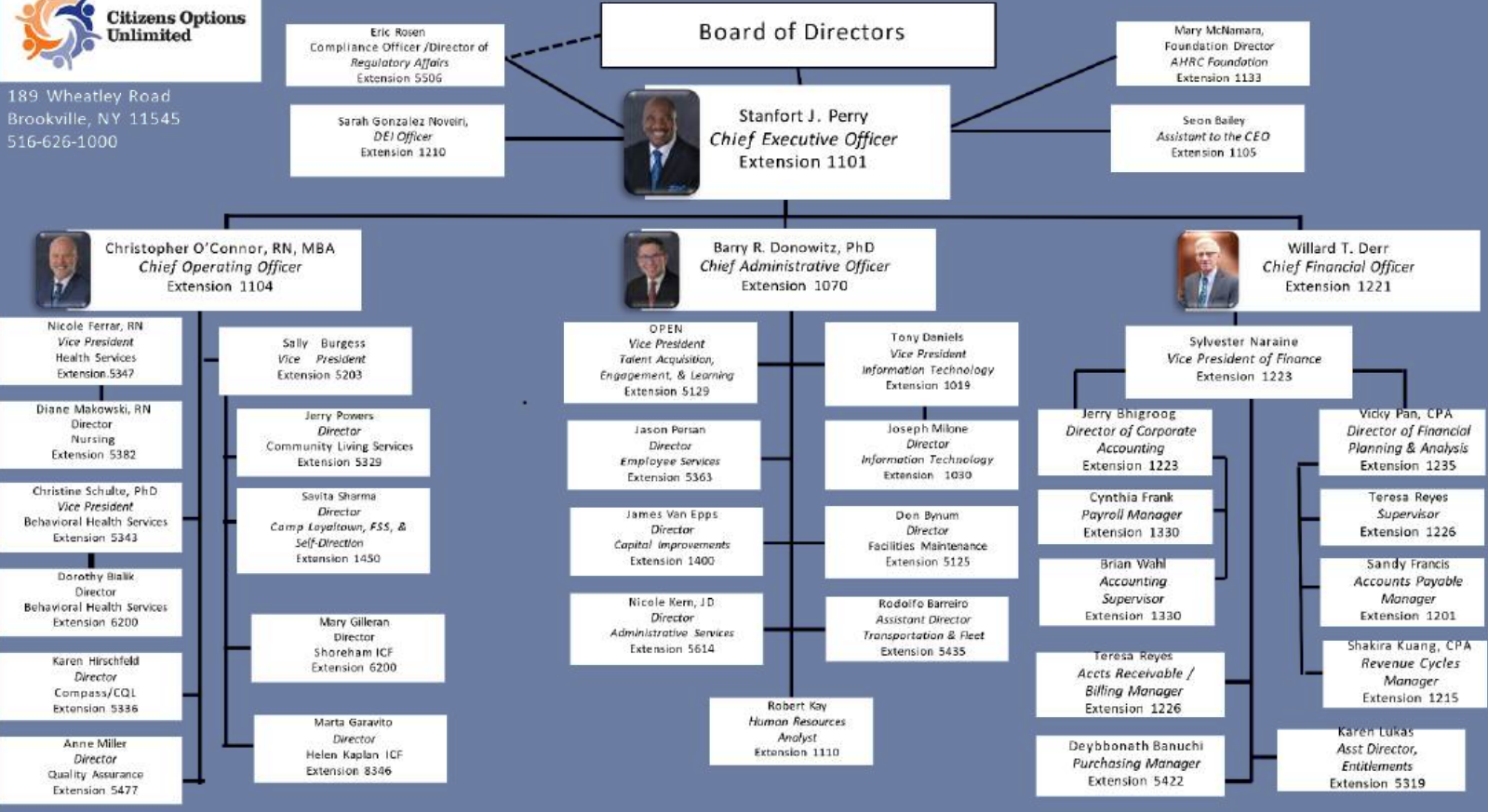








189 Wheatley Road  
Brookville, NY 11545  
516-626-1000



# 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: 51-6764-3800  
Email: [strofm@pcrichard.com](mailto:strofm@pcrichard.com)



Raymour & Flanigan  
FURNITURE | MATTRESSES

All current employees will be offered an **additional 16% discount** from Raymor's every day low prices.

Please contact James prior to visiting one of our locations.



Discounts do not apply to our clearance centers or our outlet showrooms.

James Fischer 1645 Broadhollow Road  
East Farmingdale, NY 11735 631-386-6968

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Save on Appliances, Cars, Furniture, Kitchens & More!  
Lowest Prices Guaranteed!

Login with:

Username: 1706 Password: AHRC



ProXtra  
HOLD THE PRICE

Enjoy the benefits of Pro Xtra Pricing when shopping at Home Depot.



Tell the cashier at the store that you have a Pro Xtra Number or select Pro Xtra at Self Check Out and enter 5162932016. If asked for a PO number enter none.

## EMPOWER SOLAR

Visit us at our Solar Design Center!  
4589 Austin Blvd., Island Park, NY 11558

We have a discount program for AHRC and its affiliate employees who wish to go solar at their homes. If anyone has a specific question or wants to set up a free home solar assessment, please follow up with our representative, Tara Bono.

Tara Bono, Marketing Manager ~ 516-837-3459 x157  
[www.empower-solar.com](http://www.empower-solar.com)  
221 Long Beach Road ~ Island Park, NY 11558



Manetto Hill Car Care is proud to offer you automotive repair services priced accordingly:

Oil Change - \$19.95 Synthetic Oil Change - \$49.95  
(All Oil changes based on 4 quarts of oil - additional oil extra. High-end cars additional charges priced accordingly)

Automotive Repairs over \$100 will be given a %15 discount excluding tires and oil changes

160 Manetto Hill Road Plainview, NY 11803 - 516-931-0801

## Mobil

Your Family Auto Center  
472 W. Jericho Tpke. Huntington, NY 11743  
631-367-9798

Your FamilyAuto Center is proud to offer you automotive repair services priced accordingly:  
Oil Change - \$19.95 Synthetic Oil Change - \$49.95

(All Oil changes based on 4 quarts of oil - additional oil extra. High-end cars additional charges priced accordingly)

Automotive Repairs over \$100 will be given a %15 discount excluding tires and oil changes.



## GOODYEAR

Tires, Maintenance & Repairs,  
Oil Change Specials

Full Synthetic Premium II Change \$54.95  
Maxlife Synthetic Blend Oil Change \$34.95  
Conventional Oil Change \$19.95  
(Includes up to 5 quarts of oil)

336 N Broadway, Jericho 516-433-7730



## enterprise

You are entitled to discounted rates for rentals anywhere in the US.

Simply reference your corporate account number: 24AA812 to receive your rates.

- To make a reservation visit [enterprise.com](http://enterprise.com) or call 1-800-rent-a-car.
- Type in the account number (24AA812) at the bottom of the first page.
- Type in the first three letters of the account name (AHR) on the next page.
- Book a reservation for any Enterprise location in the country



2056 Hempstead Turnpike  
East Meadow, NY 11554  
Phone: 516-357-8959  
Email: [miamicarwashny@gmail.com](mailto:miamicarwashny@gmail.com)

\$2 off Full Service & Package Washes  
\$3 off all washes after 7PM (Mon-Thurs)  
\$20 off Professional Detail





# Employee Perks



**Exclusively for you!**

Join Jovia today and open a Go Green Checking Account and you'll receive a \$50 Amazon Gift Card!

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80+ Locations ~ Unlimited Guest Privileges  
Free 30 minute start-up session  
Unlimited access to the blink app

**Your Discount:**

Paid in Full Term: 1 Year  
Type: All Access (except Manhattan)  
Discount: \$50 PIF Price  
Start-Up Fee: \$0 (normally \$99)  
Annual Maintenance Fee: \$0 (normally \$54.99)

Billed Monthly  
Term: Month to Month  
Type: All Access (except Manhattan)  
Discount: \$5 Off Monthly  
Start-Up Fee: \$0 (normally \$99)  
Annual Maintenance Fee: \$0 (normally \$54.99)

To Get Started, or Learn More Contact: [corporatemembership@blinkfitness.com](mailto:corporatemembership@blinkfitness.com)



(Formerly Office Depot)

ODP Business Solutions® and AHRC EPP have teamed up to provide you with great savings on your personal shopping at [www.odpbusiness.com](http://www.odpbusiness.com) with the Employee Purchase Program

Enjoy these great benefits:

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Questions? Contact: Maria Manaseri 631-339-0253  
[maria.manaseri@odpbusiness.com](mailto:maria.manaseri@odpbusiness.com)



**Dell Member Purchase Program – AHRC Nassau**

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**Up to 30% off**

**Dell PC's, Electronics & Accessories**

Member ID: GS29314569  
Account Manager: Jose\_Hidalgo@Dell.com



113 Levittown Parkway, Hicksville, NY 11801

Although the store is online only, the people who attend our Hicksville hub site fully participate in running the gift shop, answering the phone, taking online orders, packaging and delivering merchandise, and keeping track of inventory.

Our shop values giving as a way to spread kindness throughout our world. All proceeds from our sales will be donated to local organizations to strengthen the fabric of our community!



Discount Code: AHRCN  
**15% OFF**



Plum Benefits is the leading Corporate Entertainment Benefits provider, offering exclusive discounts, special offers, and access to preferred seating and tickets to top attractions, theme parks, shows, sporting events, movie tickets, hotels, and much more!  
New shows and attractions are added weekly.

Use company code: AHRCNASSAU



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Calverton, NY



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Questions Contact:  
Alicia Ingenito, 516-639-1313  
[alicia.ingenito@verizon.com](mailto:alicia.ingenito@verizon.com)



**How to get your discount:**

- 1 Check eligibility at [verizon.com/connections](http://verizon.com/connections).
- 2 You'll receive an email with a unique ordering link. Orders placed by phone or any other method do not qualify.
- 3 Save every month on super-fast Verizon Home Internet speeds.



**at&t**

**Save up to 20% off**  
of your AT&T Wireless bill  
just for being an employee of  
AHRC or one of it's affiliate companies.



As an employee of AHRC and it's affiliate companies you are entitled to a  
**19% discount**  
on your wireless bill!

(Not valid on Unlimited Plans)



# Employee Perks



1660 Old Country Road Plainview, NY 11803  
516-483-4900

## Best Burritos in Town!

As an employee of AHRC, Citizens Options Unlimited, BCCS or Advantage Care you are entitled to  
**10% off your order.**



10 Washington Avenue, Plainview, NY 11803 ~ 516-465-3593

*Sandwich Express is a great place to come pick up delicious, fresh-tasting food. We have everything from French Toast for a delicious breakfast to toasted paninis. Use our new online ordering feature to get your food faster.*

As an employee of  
AHRC, Citizens Options Unlimited,  
BCCS or Advantage Care you are entitled to  
**10% off your order.**



728 Old Bethpage Road Old Bethpage, NY 11804 ~ (516) 752-8554

Show your AHRC, BCCS, Citizens or Advantage Care ID Badge and get  
**10% off your order.**

*Villa Monte is the go-to Italian Specialty Restaurant in Old Bethpage. Stop in for a quick bite or sit down for a beautiful dinner. We also have a great catering room to accommodate a large or small party.*



*Wheatley Farms*  
Catering & Greenhouse

230 Hanse Avenue  
Freeport, NY 11520  
516-992-4008



We offer same-day delivery, Monday - Friday, to our Brookville, Plainview & Freeport locations.

BREAKFAST: order by 1:00 pm for next-day delivery beginning at 9:00 am.  
LUNCH: order by 10:30 am for 1:00 pm same-day delivery.  
DINNER: order by 10:30 am for 4:00 pm same-day delivery



1060 Old Country Road Plainview, NY 11804 ~ 516-490-3480

**10% off your order**  
for being an employee of  
AHRC, Citizens Options Unlimited,  
BCCS or Advantage Care!



1161-1165 Old Country Road  
Plainview, NY 11803  
516-932-2222  
[cravings1chef@aol.com](mailto:cravings1chef@aol.com)

## Gourmet Deli & Full Salad Bar

As an employee of AHRC, Citizens Options Unlimited, BCCS or Advantage Care you are entitled to 10% off your order.



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Plainview, NY 11803  
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Citizens Options Unlimited, BCCS  
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Plainview, NY 11803  
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AHRC, Citizens Options Unlimited,  
BCCS or Advantage Care!