



Newsletter: January 26th, 2024

Caregiver Of The Month: Congratulations to **Tiffany Cochran** for being our caregiver of the month for January 2024. Tiffany has been with Trinity since 2015. She is always very willing to help and take on new clients and always goes above and beyond for them. She is an outstanding caregiver with all her compliances turned in on time and excellent time cards. Keep up the hard work, your dedication does not go unnoticed.

Continued Education:

Great news! CEUs are no longer a requirement! These are recommended to do every year as it allows you to grow as a caregiver but we will no longer be sending out reminders or asking for them to be turned in. If you decide to do them or have to do any with another job, please email them to team@thcri.com and we will count them for you and add them to your file.

W2s:

Just a reminder that you will be receiving **TWO** W2s in the mail from us this year if you worked with old Trinity. If you are a newer hire from September 2023 to current you will only receive 1. If you have any questions, please let us know. Old Trinity's W2s were mailed out on 1/13 and New Trinity was mailed out on 1/17.

Time Cards:

We have noticed an increase in incorrect timecards and late or missing clock-ins/outs. These are legal documents and we need to make sure these are getting done correctly. If you have any questions, please don't hesitate to contact Carol for assistance. If you have schedule changes or even just minor adjustments you must call the office so we can make those changes to the schedule.

COMPLIANCE & AUDIT:

THESE ARE STATE REQUIREMENTS...WE HAVE HAD A HARD TIME REACHING EVERYONE AND GETTING A RESPONSE. BEING COMPLIANT IS PART OF YOUR JOB! IF YOU ARE OUT OF COMPLIANCE THIS WILL LEAD TO BIGGER PROBLEMS AND WILL RESULT IN LOSS OF WORK FOR YOU AND TEMPORARY LOSS OF COVERAGE FOR YOUR CLIENT UNTIL YOU HAVE EVERYTHING TURNED IN. IT TAKES JUST A COUPLE MINUTES TO EMAIL TEAM@THCRI.COM WITH

A PHOTO OF YOUR NEW INFORMATION. PLEASE GET YOUR STUFF TURNED IN ON TIME SO WE CAN AVOID ANY ISSUES. IF YOU HAVE QUESTIONS OR NEED SOME HELP, PLEASE CALL ALICIA AT 208-938-1760. SINCE WE ARE ALSO ABOUT TO HAVE AN AUDIT, IT IS EXTREMELY IMPORTANT TO GET THESE THINGS TURNED IN ON TIME.

Paystubs:

There has been an increase in questions about paystubs and you all not receiving them anymore. When we transitioned to the new company our bookkeeper sent out emails with how to access this information. It is all through intuit. If you have not signed up for it yet your invite has expired and you will need to be sent a new one. For any questions or issues please reach out to bethanee@thcri.com and she can help. Intuit allows you to look at and print your paystubs and W2s, it also allows you to make any changes to your W4s.

Thank you:

We all just wanted to say Thank You to all of you for everything you do to help others every day! We really appreciate you all and wouldn't be able to do any of this without you guys. Please keep up the great work! And if you know of anyone looking for work or even a 2nd job, please refer them to Alicia so she can work on getting them onboard.

February Office Closures:

The office will be closed on Monday, February 19th for Presidents Day.



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Office Hours:

Monday thru Friday

9:00AM to 5:00PM

On-Call 24/7