



*The Resource -- April 2020*

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## **COVID-19 Update**

Family First Coronavirus Response Act (FFCRA) requires certain employer to provide their employers to provide material related to the act. MRCI has posted this information on our website. Please visit [www.MRCICDS.org](http://www.MRCICDS.org) or click [here](#) for more information.

The FFCRA Notice has also posted a



## Crisis Hotline

During times of uncertainty, stress is added. The Department of Human Services has a crisis hotline that is available 24 hours a day, 7 days a week.

If you or someone you know is experiencing a crisis, please know there are resources available.

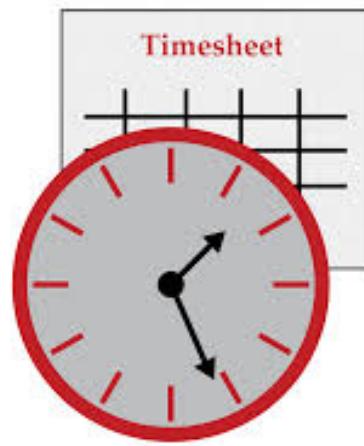
People who text the crisis line are connected to a mental health professional to assist, help is just one text away.



## Timesheet Reminders

With the majority of timesheets coming to MRCI through email, we would like to take the time to remind you of a few things to ensure smooth processing of your information.

1. Please attach the timesheet to your email. This will help with your email size and allow the payroll staff to access the document faster.
2. Please do not put a picture of the timesheet directly into the body of your email. This causes the email to be large and can affect the processing time.
3. Pictures of timesheets: taking a picture of the timesheet and emailing to MRCI does work, but please be mindful of the picture quality to ensure smooth processing time.



Have you ever tried an app that scans your time sheet? Here is a list of Apple (IOS) and Android scan apps to download.

### Apple:

Notes  
Scanner App PDF  
Genius Scan  
CamScanner-PDF Scan App  
Adobe Scan Digital

### Android:

Adobe Scan  
Office Lens  
CamScanner  
Notebloc  
Fast Scanner

**E-Timesheets** for CDCS and CSG is still available. You can enroll by visiting our[website](#) or by clicking [here](#). Looking at the future with EVV, electronic time sheets will be required. Enrolling today will help make the transition easier.

## 2020 Training Schedule

Each year MRCI is required to assign training to all workers under the 245D programs of Personal Support and Respite. Below is the calendar of when the trainings will be assigned. Please remember that training is assigned in the beginning of the month and is due by the last day of the month. If your worker does not complete the training they will be temporarily suspended until complete.

Month:	Subjects:
April	Vulnerable Adults, Universal Precautions
June	HIPPA/Data Privacy, First Aid
August	Client Rights
September	Positive Supports Rule
October	CSSPA Review, Person-Centered Planning,

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