

Your Voice Matters: Share Your Leadership Journey

The Arc of the United States is asking for your help in sharing an important survey with people with intellectual and developmental disabilities (IDD). This survey was developed by an ad hoc committee of The Arc US Board of Directors to better understand the leadership experiences and interests of people with IDD. The survey seeks input on leadership roles people have held, leadership opportunities they would like to pursue, and ways The Arc can create more opportunities for people with disabilities to serve as leaders. Survey responses will help guide future leadership training initiatives and support efforts to increase the inclusion of people with disabilities in leadership roles at all levels. **Please assist the people we support in completing this survey. Their voices matter, and their feedback is essential to this important work.**

Please note:

This survey is intended for the people we support only.



Thank you for helping ensure that the people we support have the opportunity to share their experiences, perspectives, and ideas.



Mark Your Calendars

Monday, September 14th, 2026

Join us on Monday, September 14 at the **Spotlight Theater in Hornell** for a **sensory-friendly showing of The Super Mario Galaxy Movie!** Arrive at 5:00 PM for a special surprise before the movie begins at 6:00 PM. **Admission is free, but please bring money for snacks if desired.** Sensory items will be provided for all attendees. **RSVP is required by September 4 and seating is limited, so spots will be filled on a first-come, first-served basis. To RSVP, contact Kristen Babbitt at kristen.babbitt@thearcas.org or 585-808-7907 with the name and residence of the person attending and the number of staff attending. We hope to see you there!**

Monday, September 7th, 2026

This is a reminder that Monday, September 7th, 2026 is an Agency Holiday. **Self-Hires should not be working on this day unless they have received prior approval from their FI Coordinator.** Wishing everyone a restful and enjoyable Labor Day, however you choose to spend it!

Tuesday, October 20th, 2026

Join us on Tuesday, October 20, from **10:00 AM to 12:00 PM at the Radisson Hotel in Corning** for our **Legislative Brunch!** Join community members, self-advocates, families, and professionals for a discussion on important issues impacting people with intellectual and developmental disabilities. Anyone interested in strengthening services and opportunities for people with disabilities is encouraged to attend.

Please RSVP by October 2nd at:

<https://bit.ly/LegislativeBrunch2026>

Final Training Reminder

All Self-Hires are required to complete the following trainings by **08/31/2026:**

Safety Issues and Fire Safety Update 2026

It is crucial that all Self-Hires remain informed and compliant with all New York State and OPWDD requirements. **Failure to complete this training by the due date can result in disabled eVero access, corrective action, and termination.** If your Self-Hire need assistance with the Relias System—such as logging in, resetting a password, or navigating tests please contact your FI Coordinator or email the training department at the following address: **Training@thearcas.org**

Documentation Dos & Don'ts

DO...

- **Document services as soon as possible after they are provided.** All documentation must be completed within 24 hours of delivering the service. Whenever possible, use the end of your shift to ensure all documentation is finalized.
- **Verify the date of service before entering documentation.** Documentation may sometimes be entered the following day, so always confirm that you are documenting under the correct service date.
- **Provide meaningful narrative details. Your documentation should clearly describe the activities performed.** Detailed documentation supports goal tracking and helps identify the best ways to support each person.
- **Make requested corrections promptly.** If you are notified that documentation needs to be corrected, make those corrections as soon as possible.
- **If unable to access eVero to complete documentation, Self-Hire is to reach out to their FI Coordinator.** If FI Coordinator is not able to be reached, Self-Hire would contact SDS On Call. Self-Hire would need to complete Adobe Manual Documentation. This would be obtained from FI Coordinator or SDS On Call. Adobe Manual Documentation must be completed as soon as possible to ensure services are documented contemporaneously. Once completed, Self-Hire will immediately submit to FI Coordinator so that it can be uploaded to Roster Time in eVero.

DON'T...

- **Do not use whiteout on any documentation related to the people we support.** To correct an error, draw a single line through the mistake, add your initials, and write the correct information. Example: 8/19/26 → 8/19/26 AES 8/20/26
- **Do not copy and paste documentation entries from one date to another or from one Monthly Summary to another.**
- **Do not use ChatGPT or any other AI tool that has not been approved by the agency's IT department.** Public AI tools may not meet security and privacy requirements and could create HIPAA compliance risks.
- **Do not enter personal information about a person supported, associate, or coworker into any web search engine or unauthorized AI tool.**
- **Do not document services that you did not provide.** Documentation should only reflect services in which you were directly involved.
- **Do not document tasks or goals that were not worked on.** If a task or goal was not addressed during the service period, no entry is required. Entering "N/A" or "Not worked on" creates unnecessary documentation and is not needed.

Stay Connected

For any questions regarding information found on this newsletter, please email:
FIConnect@thearcas.org

