# Welcome to



## During **Orientation**:

- Handbook & badge
- Sign Volunteer Application
- IL driver's license or ID
- Proof of current auto insurance
- Snap your photo





# **Our Mission:**

FIA provides spiritual, physical and emotional support to seniors (60 years and over) and their families to maintain independence, dignity and improved quality of life.

## Who We Are

Founded 2005

Nurses needed to meet needs of their Worship Communities
 Start up Grant from Robert Wood Johnson Foundation
 This *interfaith* ministry exists **because** of volunteers, congregations, and community organizations.

501(c)(3) non-profit - do not receive any governmental funds.
 Stand-alone group in Central IL with our own Board
 Grants, Donations, Fundraisers, Volunteerism
 All FREE to Care Receivers

60 Years +, living independently Live in Bloomington, Normal, Towanda, Hudson, Heyworth, Downs, Chenoa, Le Roy & Ellsworth

Do not discriminate based on color, income, gender or religious affiliation

Have the ability to get in and out of a car with minimal assistance Assessor meets with potential Care Receiver to explain FIA's services. Those served must respond to our phone calls & voice messages

Driver (Medical and Quality of Life) Grocery Shopping (with or for) Friendly Visits or Calls Transportation Desk Congregational Ambassador Assessment Volunteer Committee/other Help Special projects

#### \*\*Driver (Medical and Quality of Life)\*\*

- Unlimited medical "Rides" (no cost to Care Receivers)
- Quality of Life rides (on hold due to Covid)
- Care Receiver must give 7 days notice to schedule.

#### **Paired Grocery Shopping**

- Volunteer matched with Care Receiver
- Shopping with or for Care Receiver. Currently shopping FOR unvaccinated CR's
- 2/month grocery shopping
- Shopping Coordinator assisted

#### **Friendly Visits or Calls**

- Volunteers matched with Care Receivers
- In person visit or phone calls- up to 2/mos. \*Currently restricting unvaccinated CR's to phone visits
- Coordinator assisted



#### **Transportation Desk**

- Work in the office adding appointments to RideScheduler software; answering phone.
- Further training / Job shadowing
- Each shift is 3 ½ hours

#### **Congregational Ambassador**

(Liaison)

- "Connector role"
- Communicates FIA activities and needs to congregation, and vice versa
- Quarterly meetings

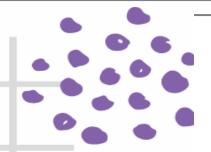
**Assessment Volunteer** 

- Meets potential Care Receivers in their homes, describing services and assessing their needs
- Communicates FIA's guidelines
- Work mostly independently (after job-shadowing) and submit recommendations to Staff

#### **Committee/other Help**

- Volunteer Committee special events (decorating, planning)
- Fundraising (mum sale, etc.)
- Newsletter folding/other office tasks
- Special projects (changing lightbulbs for Care Receivers, etc.)

Without volunteers, there is <u>NO Faith in Action.</u>



The staff is here to support YOU. We want to hear your comments &

concerns.

We strive to supply you with the information you need to make decisions about the volunteer roles/appointments you choose.

#### **RideScheduler Software**

Access RideScheduler at **bnfia.com** from any device.

- Go to bnfia.org for volunteer support and videos.
  - Email address is username
  - We send your password. You may immediately change password.
  - How to Use RideScheduler in your packet/ youtubes online







Drivers

Please read this message board for updated information.

8/26/2021 - With our statewide indoor mask mandate FIA requires drivers and care receiver (Covid vaccinated and non-vaccinated) to wear a face mask in the vehicle (indoors.) We are also restricting rides to medical and grocery appointments only - no "secondary" rides will be accepted.

"Care receivers should sit in passenger side back seat, with windows cracked if poss.

#### Caring for Care Receivers.

For many of us, the past year's Stay-at-Home inactivity caused a decrease in muscle strength. As we meet with Care Receivers, please be WATCHFUL for signs of declining mobility or impaired balance. Please move at a CALM PACE - slowing ourselves down allows Care Receivers to take their time, too. LET US KNOW if you have any concerns regarding a Care Receiver. We want to make sure they are getting access to needed help and assure you we will make referrals to other services, as well as contacting loved ones.

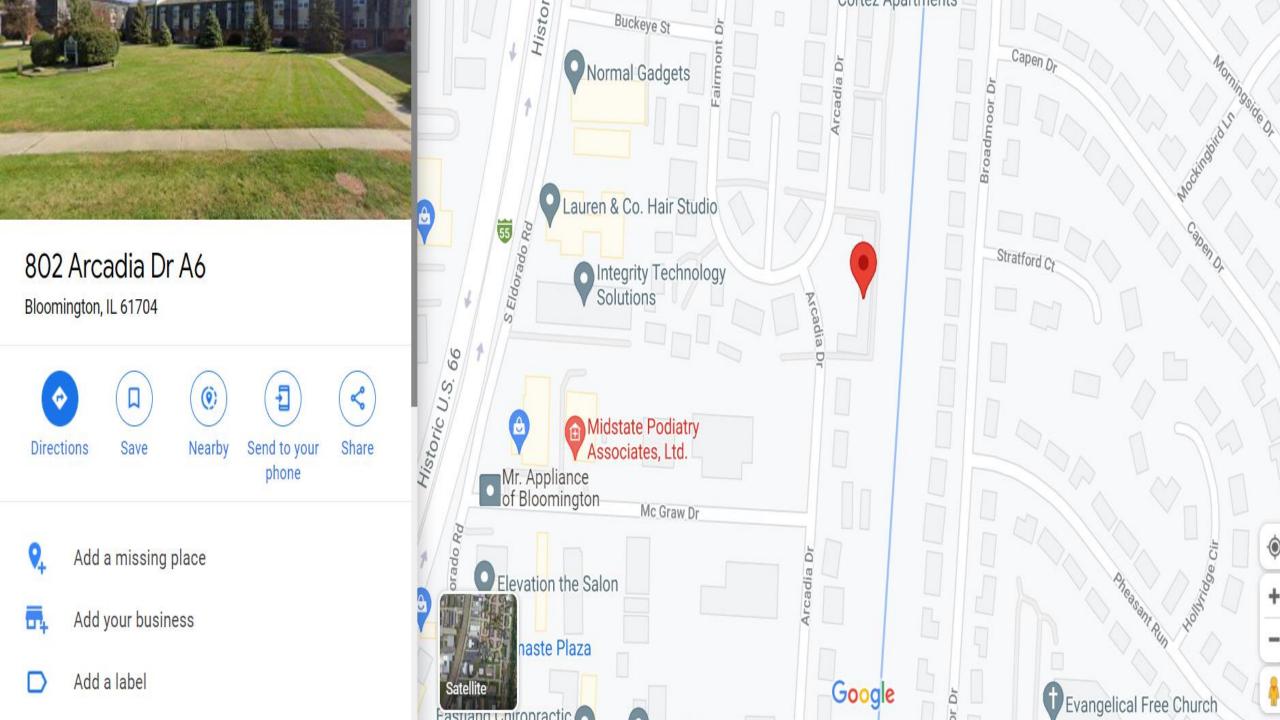
To report concerns, please contact the office by phone or email office@bnfia.org. You are our eyes/ears out there!

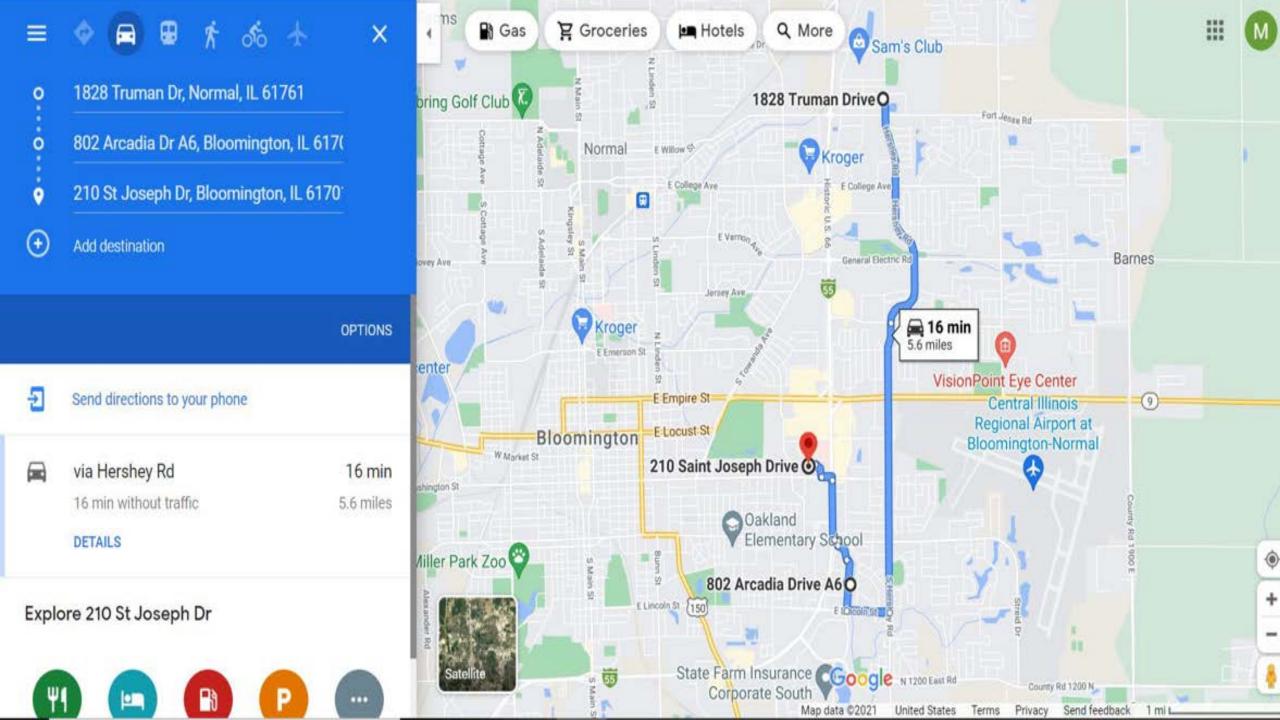
- 6/16/2021 Friendly visits will not resume for unvaccinated care receivers, but we would be happy to provide friendly phone calls.
- 2/22/2021 Seatbelt Extender Does a care receiver needs a seatbelt extender? Please call or email the office. A staff member will get one to the CR. Once the CR has a seatbelt extender, a
  note will be placed in their comments for the driver to remind the CR to bring the seatbelt extender on rides.



| Welcome<br>Stacey Bill | Avail   | lable        | e Rides 📘   | I D     | ay 🗍                      | Week 31 Month | h 🏦 Table         |  |  |  |
|------------------------|---------|--------------|---|---------|---------------------------|---------------|-------------------|--|--|--|
| Rides 🛩                |         | 267<br>lides | Date  |         |                           | Care Receiver | Category          | Comments   | Pickup Address<br>-Show All-   | Destination Address  |
| Appointments 3         | Deta    |              | Thu Jul 15<br>Pick up Time:<br>2:00 PM<br>Appt Time: 2:30         | 1 hr Tr |                           |               | Other<br>Shopping | Fully vaccinated for COVID-19<br>Prefers sedan - smoker. She moves slowly<br>Monica is pleasant but rambles telling stories.<br>Wants to go Kroger for meds & to Post Office on Empire | P Home<br>802 Arcadia Apt A6 , Bloomington<br>61704                        | E Kroger<br>2507 E Oakland Ave , Bloomington 61701<br>(309) 662-5396                                       |
| My Info                | AcceptD |              | Mon Jul 19<br>Pick up Time:<br>7:45 AM<br>Appt Time: 8:15         | 2 hr    | Rouns<br>Trip             |               | Medical           | No high vehicles<br>Let phone ring she moves slow after her stroke.<br>Fully vaccinated for COVID-19   | P Home<br>1017 S Mercer Ave Apt 203 ,<br>Bloomington 61701<br>309 453-7496 | OSF Medical Group<br>1701 E College Ave , Bloomington 61704<br>309-664-3000                                |
| Contact Info           | AcceptD |              | Mon Jul 19<br>Pick up Time:<br>9:45 AM<br>Appt Time: 10:15<br>AM  | 2 hr    | Roun <sup>#</sup><br>Trip |               | Medical           | Fully vaccinated for COVID-19<br>Prefers Sedans. Walker<br>Wants to ride in front seat due to knee issue   | Home<br>1708 Springfield Rd Apt 4 ,<br>Bloomington 61701<br>309 827-0847   | Soderstrom Dermatology Center<br>2100 Jacobsen Dr., Normal 61761<br>309 268-9980                           |
|                        | AcceptD |              | Mon Jul 19<br>Pick up Time:<br>1:50 PM<br>Appt Time: 2:20<br>PM   | 2 hr    | Round<br>Trip             |               | Medical           | Fully vaccinated for COVID-19<br>Sedan or SUV preferred. Has first vaccine shot-4/16/2021<br>Driver will need to go in and call her apartment - secured facility.                      | Home<br>1000 S Cottage Ave Apt 41 , Normal<br>61761                        | VisionPoint Eye Center<br>1107 Airport Rd., Bloomington 61704<br>309-662-7700                              |
|                        | AcceptD |              | Mon Jul 19<br>Pick up Time:<br>2:00 PM<br>Appt Time: 2:30<br>PM   | 2 hr    | Roun"<br>Trip             |               | Medical           | Fully vaccinated for COVID-19  | P Home<br>2000 N Linden Apt M108 , Normal<br>61761-                        | Comprehensive Prosthetics and Orthotics<br>908 Hershey Rd , Bloomington 61704<br>309-664-6930              |
|                        | AcceptD |              | Mon Jul 19<br>Pick up Time:<br>3:30 PM<br>Appt Time: 4:00<br>pm   | 2 hr    | Roun"<br>Trip             |               | Medical           | Fully vaccinated for COVID<br>has 3 small dogs   | P Home<br>305 S McLean St., Hudson 61748                                   | Woods, Michael J.<br>1701 E. College Ave OSF Medical Group , Bloomi<br>61704<br>309-664-3170               |
|                        | AcceptD | etails       | Tue Jul 20<br>Pick up Time:<br>9:10 AM<br>Appt Time:<br>9:40pm    | 2 hr    | Round<br>Trip             |               | Medical           | Fully vaccinated for COVID-19  | P Home<br>2000 N Linden Apt M108 , Normal<br>61761-                        | McLean County Orthopedics<br>1111 Trunity Ln., Bloomington 61704<br>309 663-6167                           |
|                        | AcceptD |              | Tue Jul 20<br>Pick up Time:                                       | 2 hr    | Round<br>Trip             |               | Medical           | Reg Dr Appt<br>Has cane & walker, but not good about using, poor eyesight-only has landline,<br>does not retreive or use VM<br>Fully vaccinated for COVID-19                           | P Home<br>1002 Bakewell Ave , Normal 61761-<br>1248<br>309-862-2721        | Reddy, Chittaranjan<br>1300 Franklin Ave. BroMenn Medical Building Su<br>Bloomington 61701<br>309.452.3216 |
|                        | AcceptD |              | Tue Jul 20<br>Pick up Time:<br>10:30 AM<br>Appt Time: 11:00<br>AM | 2 hr    | Round<br>Trip             | r.            | Medical           | Wants a driver who has had both COVID 19 vaccinations.<br>Ellen is fully vaccinated for COVID-19<br>Is a smoker. Female drivers only.  | Home<br>14 Canterbury Apt 32, Bloomington<br>61701-<br>309 662-6115        | Boyle, Dr. Clint<br>1730 Bradford Ln Ste 165A Boyle Dental , Normal<br>309-451-4746                        |
|                        | AccentD | electe       | Tue Jul 20<br>Pick up Time:                                       | 2 hr    | Round                     |               | Medical           | Not going to be vaccinated   | PHome  | Guardian Pain Center   |

| Welcome                     | Rides for     I Day     I Week     I Month     Table     [Actions]       Show Past Appointments     I Day     I Week     I Month     III Table     [Actions] |               |  |           |                |               |          |  |   |   |  |  |  |  |
|-----------------------------|--|---------------|--|-----------|----------------|---------------|----------|--|---|---|--|--|--|--|
| Rides V<br>Appointments     |  |               |  |           |                |               |          |  |   |   |  |  |  |  |
|                             | 8<br>Rides   | Un-<br>Accept | Date   | How       | Round<br>Trip? | Care Receiver | Category | Comments   | Pickup Address  | Destination Address   |  |  |  |  |
| Available<br>MyAppointments | Details  | on-Accept     | Wed Jun 2<br>Pick up Time:   | 2 hr      | Round<br>Trip  |               | Medical  | Fully vaccinated for COVID-19<br>Using a Walker - Confirm rides by calling<br>apartment is in a 3 story brick building, 2<br>buildings south of Gregory on Adelaide. The<br>address on the building is difficult to see.<br>Please call day before so the appointment is<br>fresh in his memory. | Home<br>505 N Adelaide Apt<br>201 Adelaide<br>Apartments , Normal<br>61761- | Francois, Andre<br>1401 Eastland Dr. Medical<br>Hills Internist ,<br>Bloomington 61704<br>309-663-8311                                    |  |  |  |  |
| My Info 😵                   | Details (  | Un-Accept     | Mon Jun 7<br>Pick up Time:<br>9:10 AM<br>Appt Time: 9:40<br>a.m.   | 2.5<br>hr | Round<br>Trip  |               | Medical  | Fully vaccinated for COVID-19<br>Appointment is for a check up   | Home<br>1408 Monterey Pine<br>Drive , Normal 61761                          | <ul> <li>Keto, Andrew Jacob,</li> <li>D.O.</li> <li>1302 Franklin Ave. Suite</li> <li>1100, Normal 61761</li> <li>309 268-2727</li> </ul> |  |  |  |  |
|                             | Details  | Un-Accept     | Fri Jun 11<br>Pick up Time:<br>9:30 AM<br>Appt Time: 10:00<br>a.m. | 1.5<br>hr | Round<br>Trip  |               | Medical  | Fully vaccinated for COVID-19<br>This is for a COVID test prior to surgery   | Home<br>1408 Monterey Pine<br>Drive , Normal 61761                          | OSF Center for Health<br>210 St. Joseph Dr. ,<br>Bloomington 61701  |  |  |  |  |
|                             | Details (  | Un-Accept     | Tue Jun 15<br>Pick up Time:<br>12:15 PM<br>Appt Time: 12:45        | 2 hr      | Round<br>Trip  |               | Medical  | Fully vaccinated for COVID-19  | Home<br>1408 Monterey Pine<br>Drive , Normal 61761                          | <ul> <li>VisionPoint Eye Center</li> <li>1107 Airport Rd ,</li> <li>Bloomington 61704</li> <li>309-662-7700</li> </ul>                    |  |  |  |  |
|                             | Details  | Un-Accept     | Mon Jun 21<br>Pick up Time:<br>9:30 AM<br>Appt Time: 10:00         | l hr      | Round<br>Trip  |               | Medical  | Fully vaccinated for COVID-19<br>Using a Walker - Confirm rides by calling<br>daughter-in-law.<br>partment is in a 3 story brick building, 2<br>buildings south of Gregory on Adelaide. The  | Home<br>505 N Adelaide Apt<br>201 Adelaide<br>Apartments , Normal<br>61761- | Shah, Samir<br>1302 Franklin Ave. Suite<br>4500 Advocate Heart  |  |  |  |  |





| Welcome<br>Rides V<br>Appointments            | Mileage Rep<br>Begin Date<br>05/01/2021<br>Save                  | oort                     | End Date<br>05/20/2021 | Apply Dates        |               |                     |                               |               |                   |                 |                |
|---|--|--------------------------|------------------------|--------------------|---------------|---------------------|-------------------------------|---------------|-------------------|-----------------|----------------|
| Available<br>MyAppointments<br>Mileage Report | Date   | Name of Care<br>Receiver | Pickup Location        | Destination        | Round<br>Trip | # of Extra<br>Stops | # of Extra<br>Pass-<br>engers | Total<br>Time | Odometer<br>Start | Odometer<br>End | Total<br>Miles |
| My Info 🛞                                     | Wed May 12<br>Pick up Time: 7:50<br>AM<br>Appt Time: 8:20<br>AM  |                          | Home 324<br>Avenue     | Foehr<br>Dentistry | Round<br>Trip | 0                   | 0                             | 2.5 hr 🗸      | 0                 | 23              | 23.00          |
| Contact Info                                  | Tue May 11<br>Pick up Time: 7:00<br>AM<br>Appt Time:             |                          | Home 324<br>Avenue     | OSF Medical<br>Gro | Round<br>Trip | 0                   | 0                             | 1.25 + ~      | 0                 | 24              | 24.00          |
|   | Mon May 10<br>Pick up Time: 10:00<br>AM<br>Appt Time:            |                          | Home 911 S<br>Lind     | St. Vincent de     | Round<br>Trip | 0                   | 0                             | 1.5 hr 🗸      | 0                 | 10              | 10.00          |
|   | Tue May 4<br>Pick up Time: 10:00<br>AM<br>Appt Time: 10:30<br>am |                          | Home 1408<br>Monte     | Kroger 1502 N.<br> | Round<br>Trip | 0                   | 0                             | 1.25 + 🗸      | 0                 | 8               | 8.00           |
|   | Totals   |                          |                        |                    |               |                     |                               | 6.50          |                   |                 | 65.00          |
|   | Save   |                          |                        |                    |               |                     |                               |               |                   |                 |                |

• View Available rides

Accept ride

Inform Care

Receiver

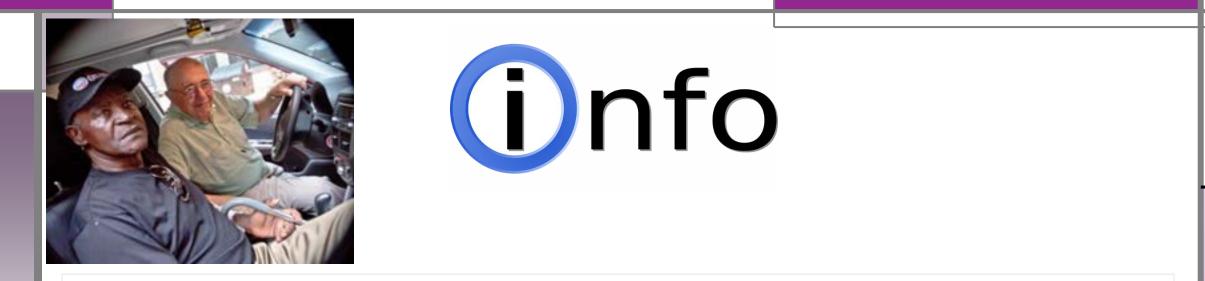
Record

Mileage

- Review ride comments: vehicle type requested, Care Receiver vaccine status, etc.
- Accept a ride by clicking on the "Accept" Icon

- Call Care Receiver; inform him/her you are the driver for specific appointment
- Call Care Receiver again about 12 hrs prior to check if ride is still needed

- Record/EDIT your mileage in RideScheduler. Please add the mileage from your home to CR's, and also your mileage home, as RideScheduler is not capturing the entire miles/time.
- Our grant \$ depend on the miles/hours you put in. Edit your mileage/hours monthly.



- Wear Name Tag & Display Dash Card
- Only volunteer's first name used with Care Receivers
- Your handbook has full details with job descriptions
- Be an active listener
- Maintain Care Receiver's confidentiality

#### Here's What FIA Drivers Need to Know

We never "assign" rides, <u>unless asked by volunteer</u>.

- ✤ YOU choose when you volunteer.
- Never obligated to take Care Receivers to unscheduled, extra stops. Remind Care Receivers to make appointments by calling the FIA Office.
- Do not advise on legal, financial or medical matters. Do not dispense medication to Care Receivers.
- Exhibit friendly and appropriate behavior and appearance.
- Volunteers agree to background checks.

## **COVID** Points

- Face mask when in contact with Care Receivers or regardless of vaccination status.
- Shop FOR unvaccinated Care Receivers
- Only phone visits for unvaccinated Care Receivers
- Care Receivers ride
  - Masked
  - Back seat on the passenger side (with windows cracked when conditions permit)
    - spare face mask in a bag + extra for additional passengers
    - hand sanitizer, wipes, small trash bag.

Care Receiver's vaccine status in RideScheduler comments

### **Unexpected Events**

What to do?

No one home when you get there? Let phone ring at least 10 times; make 2-3 attempts. Then call FIA office.

#### Falls or other concerns

Do not transport a Care Receiver to hospital - <u>911</u>

Report to FIA. We will reach out to the emergency contact.

Handbook for further information

Statement of concern

#### **Volunteer Notes**

- Do not accept money for services
  - Donation envelope in packet
- Not expected to transport during inclement weather
  - May call Care Receiver directly if need to make alt arrangements
- CIMA insurance provided to all volunteers (however volunteering)
  - No cost to volunteer (automatically enrolled)
  - Driver's Primary coverage is own auto insurance
  - CIMA is Secondary coverage
- FIA sends bi-monthly eNews and other emails

#### **Additional Information**

- 1) Plastic Badges \$8.00 call office to order
- 2) Long distance rides Peoria, Champaign, Chicago Mileage paid at .25/mi.
- 3) RSVP, Thrivent, State Farm
- 4) Call the office with concerns or comments!

Office Hours:

Monday – Thursday 9 AM – 4 PM, Friday 9 AM – 12:30 PM

#### Support FAITH IN ACTION while you shop!



Kroger Community Rewards

Use your Kroger Plus Card to donate a % to Faith in Action! Enroll:<u>www.kroger.com/account/</u> enrollCommunityRewardsNow/\_and enter XW642

Faith in Action of Bloomington-Normal 
 bnfia.org
 309-827-7780

# More Ways to Support

#### State Farm Matching Gift Charitable Organization Program

State Farm employees and retirees can have charitable donations of up to \$1,500 annually matched by State Farm.
 Call (877) 369-0872 or email <u>statefarmsupport@cybergrants.com</u> for more information.

#### State Farm Good Neighbor Grant

State Farm employees, agents, or retirees who volunteer 40 hours annually with Faith in Action can direct a \$500 grant to FIA. To apply, visit cybergrants.com

#### **Thrivent Choice**

Thrivent Choice allows participants to recommend distribution of charitable funds to Faith in Action. Read more at <u>Thrivent.com/thriventchoice</u> or call (800) 847-4836 for more information.

#### **Thrivent Action Teams**

FIA Volunteers who are Thrivent members can apply for seed money for FIA activities they participate in. Learn more at thrivent.com/actionteamshub



## *ENJOY Faith in Action!* Consider a bus trip Volunteer at a fundraiser

Questions about volunteer roles? Let us know!

# Thank you for caring!





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- Sign Volunteer Application
- IL driver's license or ID
- Proof of current auto insurance
- Snap your photo





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