

Spring Newsletter



MARCH/APRIL 2025



EMBRACING SPRING & CHANGE

As the season shifts, we welcome the fresh energy of spring—a time for renewal, growth, and positive change.

Just as nature blossoms, we too embrace transformation within our organization, striving for continuous improvement and development.

Let's step into this season with a mindset of adaptability and optimism!

Charting & Documentation Training Coming Soon!

We're rolling out a new initiative focused on improving charting and documentation. Training and refresher sessions will begin soon, covering how to chart effectively and appropriately across various case types.

April Quarterly Reports

Please ensure all necessary documentation is completed and **submitted by April 15th**.

Website Updates

We're revamping our website to make it more user-friendly, informative, and engaging.


Mindfulness Monday

Take a pause with us! Join Mindfulness Monday on **April 7th**, where we'll share strategies to promote well-being and reduce stress.

Coming Soon: Mental Health Awareness Month


Stay tuned for our May newsletter, where we'll be focusing on Mental Health Awareness Month. We'll be sharing tips for self-care, tools to support mental well-being for our staff & persons served.


NEWSLETTER TOPICS

 **Charting Initiatives**

 **Quarterly Reports**

 **Website Resources & Support**

 **Mindfulness Monday**

 **Next Edition: Mental Health Awareness Month**



LET'S TALK CHARTING & DOCUMENTATION

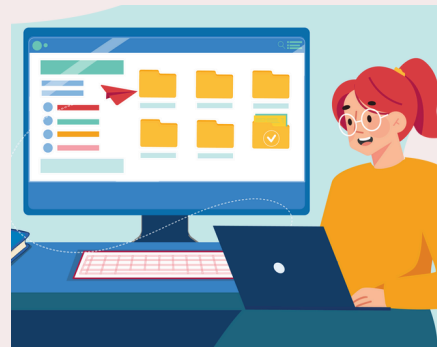
Charting might not be the flashiest part of what we do—but *it is one of the most important*. Clear, accurate, and appropriate documentation helps us tell the story of each case, support quality care, and protect both our clients and our team.

That's why we're launching a new **Charting & Documentation Initiative**.

Over the next few weeks, we'll be rolling out **training and refresher sessions** designed to help everyone stay confident and consistent in how we chart. These sessions will cover the essentials—what to include, what to avoid, and how to tailor documentation depending on the case type.

Whether you're new or have been charting for years, a little refresh is always good! Plus, proper documentation isn't just best practice—it's a **requirement**. It protects our work, supports outcomes, safeguards you as the staff, and ensures we're always in compliance.

Stay tuned for session dates and sign-up info. This is a collaborative effort—and strong documentation keeps us strong across the board!



APRIL 2025 - QUARTERLY REPORTS

The second Quarterly Reports of 2025 are due soon, and we want to ensure everyone has the necessary information to complete them efficiently.



THINGS TO REMEMBER

Follow the new Quarterly Reporting Guideline

The Quarterly Reporting Guideline was updated as of January 2025 to offer clearer instructions and more helpful information. The revised guideline was assigned to you via Humi for your review & acknowledgment.

This document can also be easily found in Humi under:

[Company Documents](#) > [Best Practices](#) > [2025 Quarterly Reporting Guideline](#).

Submission Deadline

Quarterly Reports are due by **Monday, April 15th, 2025**. Please ensure they are completed and submitted on time. Please seek approval from your manager, if additional time or support is needed.

Who To Contact for Questions

If you have questions or concerns about Quarterly Reports, please reach out directly to your direct Manager and/or Supervisor for guidance.

WEBSITE UPDATES: THE RESOURCE HUB

We are always looking for ways to support our team, the persons we serve, and the community.

Available resources include emergency contacts; mental health and caregiver support; health information from CLBC, HealthLink BC, and Fraser Health; and development materials.

We also introduced BounceBack – a free skill-building program in BC designed to support adults in managing low mood, mild to moderate depression, anxiety, and stress. It offers online or phone-based coaching, helping participants develop practical tools to improve mental wellness.

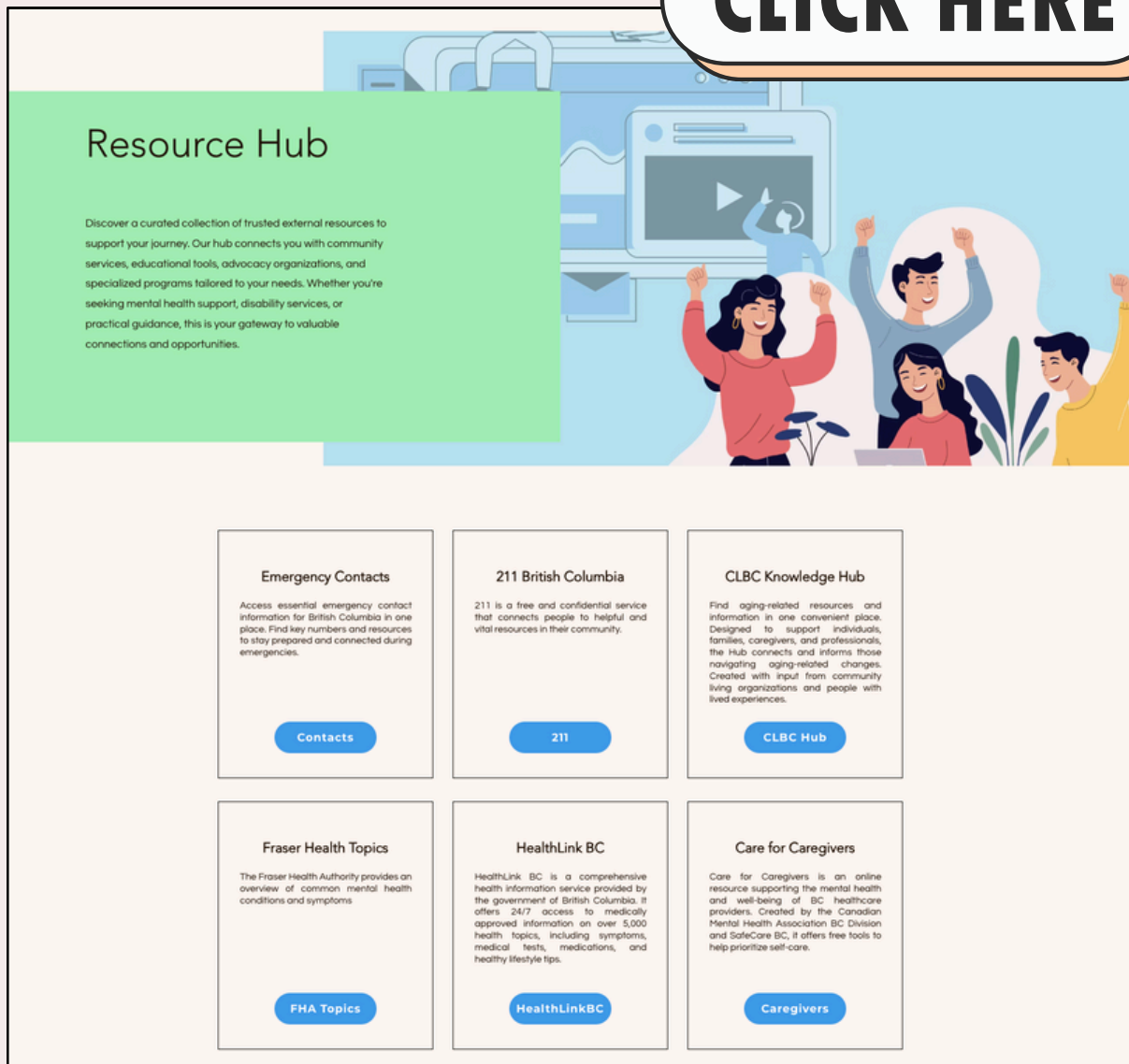
Our website is being updated to include more resources to help you on the job, including guides, training materials, and helpful tools.

Be sure to check out the latest updates at **our resource page** for valuable information to assist you in your role.

<https://www.pandoraservicesbc.com/resources> or by the click here button below!

Have suggestions for new resources?
Let us know!

CLICK HERE



APRIL 7, 2025



The poster features a pastel background with faint illustrations of a heart, a sketch pad, and a cup of popcorn. At the top, the date 'APRIL 7, 2025' is in a black box. Below it, 'Mindfulness MONDAY' is written in a mix of script and sans-serif fonts. A circular logo for 'PANDORA SERVICES' with a stylized figure is in the center. Event details include: DATE: Monday, April 7th, 2025; LOCATION: Pandora's Main Facility #205 - 18810 72 Avenue, Surrey, BC; TIME: 12:00 - 3:00 PM. A section titled 'JOIN US FOR...' lists 'BREATHWORK', 'STRETCHING', 'MEDITATION', 'MOVIE', and 'CRAFTS' with corresponding icons. Below this, an 'RSVP HERE' section states 'SPOTS ARE LIMITED' and 'FIRST COME FIRST SERVE'.

Mindfulness
MONDAY

PANDORA SERVICES

DATE: Monday, April 7th, 2025
LOCATION: Pandora's Main Facility
#205 - 18810 72 Avenue, Surrey, BC
TIME: 12:00 - 3:00 PM

JOIN US FOR...

BREATHWORK STRETCHING MEDITATION MOVIE CRAFTS

RSVP HERE

SPOTS ARE LIMITED FIRST COME FIRST SERVE

MINDFULNESS MONDAY

Join us **Monday, April 7th**, from **12:00 PM – 3:00 PM** at Pandora's Main Facility (#205 - 18810 72 Ave, Surrey) for a special Mindfulness Monday Experience!

This session will feature **breathwork, stretching, and guided meditation** to promote relaxation & focus. And will be followed by a screening of **Disney/Pixar's Movie – Soul & Mindfulness-Inspired Crafts**.

This activity is designed for the individuals we support, but staff are welcome to join. Light refreshments will be provided. Spots are limited and first-come, first-served. So sign-up today.

Check out the RSVP page for more details:

[RSVP HERE](#)

Thank you for all that you do!

Your dedication and hard work continue to make a difference.

Wishing you a wonderful start to spring!