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DCBS Realignment Gives Staff Better Access to Supervisors, More Training

By Anya Armes Weber

The Department for Community Based Services is undergoing a regional realignment to strengthen the delivery of services by increasing the number of frontline staff and ensuring supervisors are accessible and available for staff.

Transition has already started for the plan, which becomes official Sept. 16. It redistributes statewide staffing to more equitable levels and meets many of the needs of staff identified by social workers in the field.

“This realignment plan is a critical piece of the modernization picture, much like we have accomplished with our comprehensive health reforms,” Secretary Mark D. Birdwhistell said. “The plan brings us closer to our goal of providing our staff the support they need and making our service more accessible to our clients.”

About 100 workers, who will interact directly with clients, will be added to the department’s front lines, Emberton said. Sixty of those will be new positions, and about 40 will be staff moving from regional offices. Whenever possible, normal attrition will be used to open spaces for placing field staff.

The shift also restructures the department’s management system and combines the 16 regions into nine. Most neighboring regions will join. But because of its size and uniqueness, Jefferson County will remain its own region.

That was one of the ideas staff brought to the planning process, DCBS Commissioner Tom Emberton Jr. said.

“We listened to staff and supervisors and used their feedback as we shaped this plan,” he said.

Staff overwhelmingly supported more training options, and they will get more opportunities to learn about safety, substance abuse awareness and supervisory issues.

Staff can learn more about the realignment online at

<http://chfsnet.ky.gov/cfs/dcbs/reorg.htm>.

Employees Kick-off Annual Fund Campaign

Hundreds of state employees have pledged support to the 2006 Kentucky Employees Charitable Campaign (KECC), which organizers hope will be the largest campaign to date.

We the People: Committed to Making a Difference, the theme of this year’s giving campaign, officially started last week at an event attended by employees, Governor Ernie Fletcher and Secretary of State Trey Grayson, other constitutional officers and cabinet secretaries.

“Through the work they do each and every day, state employees demonstrate their commitment to making a difference in the lives of fellow Kentuckians,” said Fletcher. “Through the KECC, state employees have yet another opportunity to make a difference – a difference in the lives of those in need. The generosity of state employees has always been strong, and I am confident that this year’s efforts will reflect their unbridled spirit for making a difference in our commonwealth.”

The KECC is composed of six partner charities: Christian Appalachian Project, Community Health Charities, Easter Seals Kentucky, Prevent Child Abuse Kentucky, United Ways in Kentucky, and WHAS Crusade for Children. The six partner charities support more than 1,000 agencies, programs and services across the commonwealth, representing almost every aspect of health and human services.

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“We should all be particularly touched by the difference we make in individuals’ lives by supporting the KECC,” said Grayson, chairman of the campaign. “We help mothers by providing affordable childcare for children with special needs, so that mothers can work a steady job. We give others the extra support needed to complete a college education. We, as employees of the commonwealth, are making these dreams, and others, possible for our fellow citizens.”

One KECC participant, Ron Vanover, park manager at Natural Bridge State Park, said his contributions benefit children.

“It is truly a blessing to know that I have made a difference in someone's life by contributing to the KECC,” said Vanover. “With our youth becoming tomorrow's future leaders, I feel I have given my money to a most worthy cause.”

Last year, the campaign raised more than \$1.37 million to help Kentuckians in need.

Grayson predicts that this year will be the largest campaign in KECC history.

“I know that Kentucky state employees have enormous hearts, and I am certain that their generosity will be plentiful,” Grayson stated. “We hope to rewrite the record books with this campaign.”

KECC was established in 1993 and gives state employees an opportunity to donate to the charity of their choice through the convenience of payroll deduction. The KECC is supported and planned each year by state employees, participating charities and the Personnel Cabinet.

DPH, Cincinnati Children’s Hospital Assist with WIC Project

Staff in the Women, Infants and Children (WIC) program will undergo new training made

possible, in part, by the Kentucky Department for Public Health.

DPH, working with the Cincinnati Children’s Hospital, has produced a unique training video targeted at tackling obesity and enhancing the WIC program. The video was produced with funding from a USDA grant.

The training is part of the Value Enhanced Nutrition Assessment (VENA) initiative to make WIC more relevant in terms of certification, nutrition education/counseling, and general WIC staff and participant satisfaction.

The first of the VENA Competency training sessions be this week in the Midwest Region. Additional sessions will follow in upcoming weeks. A key component of the new training is a piece entitled “Beyond Nutrition Counseling: Reframing the Battle against Obesity.”

The Food and Nutrition Service has contracted with the Rochester Institute of Technology (RIT) to provide training to all WIC state agencies on three competencies essential to the success of VENA: critical thinking, rapport building and health outcome-based approaches to nutrition assessment. The sessions will be presented in a Train-the-Trainer format and the training materials will be provided to WIC staff who attend these sessions.

Colorectal Screenings Can Save Your Life

Colorectal cancer is the third most common cancer in adults and the second leading cause of cancer-related deaths in the United States. According to the Centers for Disease Control and Prevention (CDC), if people age 50 and older had regular screening, at least one-third of colorectal cancer deaths could be avoided.

Kentuckians have fewer regular screenings for colorectal cancer than people nationwide. The CDC reports that almost half of Kentuckians age

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50 or older have not had screening tests for colorectal cancer and nationwide, and almost 43 percent of people age 50 or older have not had these tests.

People have few symptoms early in the process of colorectal cancer. They feel fine so they don't think about getting screened. Screenings should start at age 50 for both men and women and start earlier if there is a personal or family history of colorectal cancer. Early detection is the key to success. Screening for colorectal cancer is just as life-saving as screening for breast and cervical cancer and should be done as part of a routine physical.

Colorectal cancer can usually be prevented by removing polyps (growths found in your intestines) before cancer develops. Colon cancer takes 5 to 15 years to develop from colon polyps. Screening tests are designed to detect polyps before the cancer develops.

While there are few early symptoms, some risk factors for developing colorectal cancer include:

- inflammatory bowel disease
- a personal or family history of colorectal cancer or colorectal polyps
- excessive alcohol consumption
- tobacco use
- a diet low in fruits, vegetables and fiber
- obesity, and lack of regular physical activity

Recommendations for Screening Tests

FOBT (fecal occult blood test) - an annual test that examines stool samples for blood. These kits are obtained from your physician or health provider. Recommended yearly.

Sigmoidoscopy - a visual exam using a lighted scope to detect problems in the rectum and lower portion of the colon. Recommended every five years beginning at age 50.

Colonoscopy - also a visual exam using a longer lighted scope to view the rectum and the entire colon. Recommended every 10 years starting at age 50.

Double-contrast barium enema test – an X-ray of the colon and rectum. Recommended every five years and may be done along with a sigmoidoscopy.

Medicare, Medicaid and most insurance plans cover testing for colorectal cancer. If you are unsure, contact your physician's office or your insurer.

Since 1999, the Centers for Disease Control and Prevention (CDC) and the Centers for Medicare & Medicaid Services (CMS) have created and implemented Screen for Life: A National Colorectal Cancer Action Campaign, a multimedia effort promoting colorectal cancer screening.

One of the main goals of the national health objectives for 2010 is to reduce the colorectal cancer death rate. To achieve this goal, CDC has implemented a broad-based colorectal cancer initiative designed to:

- Increase public awareness of colorectal cancer
- Increase awareness of screening guidelines among health care providers
- Monitor national colorectal cancer screening rates
- Promote increased patient-provider communication about colorectal cancer screening
- Support quantitative and qualitative research efforts
- Provide funding to state programs for colorectal cancer priorities

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The Kentucky Department of Public Health works with the Kentucky Cancer Consortium to make a difference in the lives of Kentuckians through a collaborative effort of many partners. In 2006, mini-grants were given to several health departments to provide education and increased screening for colorectal cancer.

Also, a collaborative effort called the Colon Cancer Prevention Project seeks to get information to all Kentuckians regarding prevention and screening. The group is seeking local volunteers and will also sponsor the first annual Walk Away from Colon Cancer, celebrating colorectal cancer survivors, at Waterfront Park in Louisville on Aug. 19. For more information, call (502) 290-0288 or visit www.coloncancerpreventionproject.org.

More information about colorectal cancer is available at 1-800-4-CANCER or at the following Web sites:

www.cdc.gov/screenforlife

www.cancer.org

www.cancer.gov

Deferred Comp Seminar Planned

Kentucky Deferred Compensation will offer a new employee enrollment seminar for employees hired in the past 12 months. Kentucky Deferred Compensation is an optional, state-sponsored benefit available to *all* state employees. At Kentucky Deferred Compensation, we want to help new employees take advantage of this important tool to achieve financial independence at retirement. Topics include:

- Information about the different risks and rewards associated with investing
- The best way to invest your money to help meet your retirement goals
- How to enroll in our 401(k), Roth 401(k) or 457 plan immediately

The seminar will be from 12:10 to 12:50 p.m. July 27, at 105 Sea Hero Road, Suite 1, Frankfort (just past Silverlake Subdivision, turn right off US 460, Georgetown Road). Lunch will be provided. Pre-registration is required due to limited seating. To register, call Carol Cummins or Larincia Bowers at (502) 573-7925 or (800) 542-2667. Please call for an enrollment kit if you are unable to attend.

Kentucky ASD has Forum in Boone County

The Kentucky Autism Spectrum Disorders Commission will have a public forum from 5 to 7 p.m. Monday, July 24, at Boone County High School in Florence.

The Kentucky ASD Commission was created to review services and practices in Kentucky and to then generate a report with recommendations to improve the current system for people with ASD. The report will be sent to Governor Ernie Fletcher for review on Oct. 1.

Members of the public are encouraged to attend the Boone County meeting. Other forums have already been conducted around the state. The ASD Commission reminds members of the public the report is in draft form and is a work in progress. Any comments or suggestions are welcome.

The forum will be audiotaped and transcribed for the commission's review. If you cannot attend, please send comments, suggestions or questions to Shelly Runkle at: shelley.runkle@ky.gov; or by fax at (502)564-9826 attn: Shelley Runkle.

The deadline for public comments is July 28.

A draft of the report is available for public review at:

<http://chfs.ky.gov/kcdd/HB+296+KY+Commission+on+on+Autism+Spectrum+Disorders.htm>

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Amanda Seigle Wins Employee Suggestion System Award

Amanda Seigle, a Citizen Assistance Specialist in the Ombudsman's Office, is very glad she submitted her employee suggestion.



Seigle processes final orders related to appeals and grievances filed based on actions taken by the Cabinet for Health and Family Services. A Certificate of Service is then issued and signed. Seigle found herself spending valuable time copying and mailing these final orders and certificates for Cabinet employees. But she knew there was a faster, more efficient way to process the documents.

Seigle discussed with her supervisor the possibility of scanning the orders and certificates to be electronically sent, thus saving time and money. Seigle's supervisor then suggested she submit her idea to the Employee Suggestion System.

Seigle said the process of submitting her suggestion was, "very straightforward and friendly." Because her suggestion is saving the Cabinet money and time, she has been awarded \$418.

Since the process has been implemented, Seigle has saved 15 minutes of process time per order. Considering she may have 20 orders at one time, she has saved up to five hours of work time at once, in addition to the money saved by eliminating copies and mailing supplies.

Seigle has not only made her work more efficient, but also that of Cabinet field employees and their assistants who have said they like the new electronic process.

Take Seigle's advice and visit the Office of Human Resource Management's Web page to learn more about the suggestion program and to submit an employee suggestion:

<http://chfsnet.ky.gov/afa/ohrm/KESS.htm>.

"You have nothing to lose and there is definite potential for gain," said Seigle.

Changes to the Certified Public Manager (CPM) Program Announced

The Office of Employee and Organizational Development (OEOD) within the Personnel Cabinet has announced changes to the Kentucky Certified Public Manager (KCPM) Program effective immediately.

Nominations for the 2006-07 academic year must be submitted by July 28, to the Office of Human Resource Management, attn: Maranda Cummins. Nominations will be reviewed by a Cabinet committee before being forwarded to OEOD. **Due to current time constraints, please note that the deadline and nomination process for this year are slightly different than the attached procedure.*

Employees will now receive 18 undergraduate credit hours rather than the 9 previously granted. Through a partnership with Kentucky State University (KSU), 180 credit hours will be offered as online classes thereby reducing travel time by 20 days. Employees will be responsible for paying the KSU portion of the program totaling \$2,160 plus books for the 2006-2007 academic year.

An overall summary of the program revisions is as follows:

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Former Program Guidelines	Revised Program Guidelines
1. Unlimited number of participants per cabinet.	1. Up to 10 participants per cabinet.
2. Coursework offered through OEOD.	2. Coursework offered through OEOD and KSU.
3. No additional cost to the employee or agency.	3. Cost for KSU classes (\$2,160 plus books) to be paid for by the employee or through tuition assistance.
4. Upon completion of program, employee receives 9 undergraduate and 6 graduate credit hours toward a degree in Public Administration at KSU.	4. Upon completion of program, employee receives 18 undergraduate credit hours toward a degree in Public Administration at KSU.
5. Approximately 40 days of travel associated with the program.	5. Approximately 20 days of travel associated with the program.

In addition, please note that the Certificate of Management Fundamentals (CMF) is no longer offered. All classes associated with the program will still be offered through OEOD at no additional cost to employees; however, no formal program will exist.

Please refer to the revised '[7.4 Kentucky Certified Public Manager Program](#)' procedure for details on how to submit an [application](#).

Employees may wish to apply for tuition assistance (Refer to the '[7.2 Employee Educational Assistance Program](#)') to cover the costs associated with the KSU portion of the program; however, they should check with their

Department Head regarding the availability of funds. Note: Per personnel regulations, employees who receive tuition assistance for this program will NOT be eligible for an Educational Achievement Award. As Secretary Birdwhistell announced at the recent employee forums, he has directed senior management to evaluate tuition assistance and employee awards and the results will be announced soon.

For overall program information, refer to the [OEOD Website](#) and the [KCPM handbook](#).

If you have any questions, please contact Wes Swarner at 502-564-7770 ext. 4407 or at WesA.Swarner@ky.gov.

**Employee Recognition Tip of the Month:
 Just Say “Thanks”**

By Judy Bates, Employee Recognition Committee

When it comes to keeping your best people satisfied, a sincere word of thanks from the right person at the right time can often mean much more than a formal award.

Take some time out of your busy day to seek out the person responsible for doing good work and personally thank him or her. That person made a significant effort to do something great; you can afford to make a small effort of acknowledgment. Here are a few simple ways for you to just say “thanks:”

- Call employees into your office just to thank them. Don't discuss anything else.
- Ask your boss or someone even higher up to call and thank the employee.
- Send hand-written thank-you notes to your employees' homes. Make sure you also thank their family for their support.

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CHFS Focus Health Tip of the Week

Submitted by Anne Parr, R.N.

We often hear of drownings that occur when a child accidentally falls into an unattended pool. But many drownings occur at parties or social events where adults are present, each assuming someone else is keeping an eye on the kids in the water.

It is always important to be aware of who is watching the swimmers. If you are near the water, always designate an adult water watcher to help prevent potential tragedies. Water watchers should have immediate access to a telephone to call 911 in case of emergency. That means keeping the phone, if it's a cell phone, charged and within reach rather than in the car or indoors.

Read these tips about keeping children safe while swimming.

Never leave children alone in or near the pool, even for a moment.

- Install a fence at least 4 feet high around that covers all sides of the pool. The fence should not have openings or protrusions that a young child could get over, under or through.
- Make sure pool gates open out from the pool, and self-close and self-latch at a height children can't reach.
- Keep rescue equipment (a shepherd's hook - a long pole with a hook on the end - and life preserver) and a portable telephone near the pool.
- Avoid inflatable swimming aids such as "floaties." They are not a substitute for approved life vests and can give children a false sense of security.
- Children may not be developmentally ready for swim lessons until after their 4th birthday. Swim programs for children

younger than 4 should not be seen as a way to decrease the risk of drowning.

- Whenever infants or toddlers are in or around water, an adult should be within arm's length, providing "touch supervision."

Source: <http://www.aap.org/family/tippool.htm>

Employee Enrichment

By Anya Armes Weber

Employee Enrichment is a weekly feature for CHFS staff. These tips for making work better focus on team building, customer service and personal development.



Part of being a good communicator is using the right words to express your thoughts. Build your vocabulary by checking out one of the Web's many word-related sites. One site, A.Word.A.Day, at www.wordsmith.org/awad, invites you to register for daily dictionary entries delivered to your inbox. You also can keep a dictionary handy and write down any new words you learn. Review the list often to remember the words and try to use them in your conversations and correspondence. With a little extra effort, you can revitalize your vocabulary.