

CHFS to Upgrade to MS Office 2007

More effective, useful tools for work production and tracking, communication and other tasks soon will be available to CHFS staff. The Office of Administrative and Technology Services (OATS) recently completed testing and will launch a Cabinet-wide workstation upgrade to Microsoft Office 2007 beginning in November. The launch is part of the Cabinet's objective to keep pace with changing technology.

This is the first in a series of Focus articles introducing staff to changes in popular Microsoft Office programs.

“Just anticipating change can be stressful, so we want to put minds at ease and reassure everyone that this upgrade will be a good change,” said Kathy Frye, CHFS CIO. “Users will have very few problems getting used to Office 2007, and most will like it better than previous versions.”

Office 2007 has the same basic functions as the current version with different screen design and organization as well as advanced options. Staff already using Office 2007 quickly became familiar and comfortable with both basic and advanced Office functions. Approximately 1,300 CHFS employees currently use Office 2007.

“Office 2007 is very intuitive,” Kathy Frye said. “It's organized in a way that's more natural and logical to the average user.”

As with all major software upgrades, the OATS technology team will remotely install Office 2007 on user workstations in multiple phases. Network Help Desk and desktop support IT staff will provide assistance during each phase of the upgrade and will be available, as always, to help users with questions or problems.

In addition, OATS has prepared training and support tools to help staff learn and use Office 2007.

All CHFS employees have an OIT Survival Guide icon on their workstation desktops. This guide will be updated to include a special Office 2007 section, with access to online training and quick-reference guides for the 2007 versions of Word, Excel, Access, PowerPoint and Outlook.

With Office 2007, a Get Started tab also is available that demonstrates the differences between the old and new versions.

Upcoming articles in this series will describe the changes and improvements to specific Office 2007 programs.

“Staff should eagerly anticipate this important technology advance and be confident that the transition will be quick and easy,” Kathy Frye said.

Coming next week: Overview of changes in Office 2007
Sidebar

What Users are Saying

“Everyone should watch (the Get Started demonstration videos). They are short and very informative. It took a couple of days for me to figure Word out, but watching the demos speeded up that process. I think the demos will help ease frustration for new users, and interactive guides are good training.”

Vonia L. Grabeel, Environmental Health Section Supervisor
Department for Public Health

“I have (used the Get Started tab) and it was somewhat helpful. I really didn’t have that many problems figuring it out, which is odd since I am not that computer savvy. I have found Office 2007 easier to use (than the previous versions).”

Jennifer Bell, Branch Manager
Department for Public Health

Health Insurance Enrollment is Next Month

By Anya Armes Weber

Open enrollment for health insurance begins next month, and benefits fairs have been scheduled across the state for staff to learn more about their options.

Staff has received their Kentucky Employees’ Health Plan (KEHP) benefits selection guides and must enroll between Oct 12 and Oct. 25. Total enrollment is mandatory for staff and retirees.

Online enrollment is encouraged. Log on to the [KEHP Web site](#) to enroll or for more information.

Staff should have received a password for enrollment at their personal mailing address. For password support, contact the COT Help Desk at (866) 302-5632, Julia Hughes at (502) 564-7770, ext. 4137, or Melanie Houston at (502) 564-7770.

Employees without computer access or who do not prefer to enroll online must submit their completed paper application to Hughes through their benefits officer by Oct. 25.

The Department for Employee Insurance (DEI) has scheduled health benefit fairs at locations convenient to most all staff. Check out the complete benefits fair listing on the [DEI Web site](#). Staff has been granted up to two hours to attend the benefits fairs, but no compensatory time or travel reimbursement is allowed.

At the Lexington benefit fair on Wednesday, Oct. 14, and the Louisville fair on Thursday, Oct. 15, KEHP members may receive confidential health screenings through Summit Health. Louisville-area staff can [register online here](#), and Lexington-area staff can log on to [this registration page](#) for a screening appointment.

Experienced nurses will conduct the free 15-minute consultations, which will include cholesterol, diabetes, blood pressure and body composition tests.

Contractors and staff who have waived KEHP coverage can pay \$35 for the consultations on a credit card or their Humana Access Card.

Supervisors are encouraged to allow employees up to two hours to attend a benefit fair during normal working hours, provided operating needs of the office are met. Per normal procedures, no compensatory time or travel expenses will be granted to attend a benefit fair.

For additional information, please visit the KEHP Web site at: <http://kehpcy.gov>.

Living Well: Second Sunday – Oct. 11

Next month, counties across the state will close streets and roads and invite residents to join in safe walking, biking, running and play on vehicle-free roads in their communities. These events, all on Oct. 11, are called “Second Sunday.” That day, streets will be closed from 2-6 p.m. in all participating locales. The event is a statewide initiative to encourage physical activity and gain national awareness for physical activity. This event has become popular across the country, but Kentucky is leading the charge by being the first state to present this message in a coordinated, statewide format.

Kentucky has ranked in the top 10 for obesity and obesity-related disease for many years. Second Sunday will be used to demonstrate the need for continued efforts in developing local infrastructure that promotes physically active lifestyles. The outcomes will hopefully lead to positive effects on our community’s health, economics and environment. Organizers are reaching out to businesses, organizations and communities to work together and successfully convey to the nation that it is time for change.

Last year, Second Sunday was observed in 70 Kentucky counties, with more than 12,000 Kentuckians participating. The University of Kentucky’s Cooperative Extension program is organizing this event, with more than 100 counties set to participate in 2009. Community partners are also joining to support these events.

Visit the Second Sunday Web site <http://www.2ndsundayky.com/> to see if your community is participating. Mark Sunday, Oct. 11, on your calendars and gather as many people as you can to help support healthier lifestyles in Kentucky. I will be in the Lexington location supporting my community. Where will you be?

If you attend this event and would like to tell others about what your community did to promote this message, please send me your story at kris.hayslett@ky.gov

DCBS Online Auction for KECC Open to All Staff

The Department for Community Based Services weeklong online auction to benefit the Kentucky Employees Charitable Campaign (KECC) begins at 8 a.m. EDT Monday, Sept. 28.

All staff is welcome to bid. All items must be picked up from DCBS Web Manager Karen Boden (3rd floor, CHR Building, Frankfort) the afternoon of Oct. 2. Please make arrangements for pickup and payment. Payment can be made by cash or check only.

Log on and make your bids through noon EDT Friday, Oct. 2. Please note that only staff with CHFS access can actually bid on the auction items. If someone outside of the CHFS domain would like to place a bid, please contact Karen Boden.

See the available items – including gift baskets, a night’s stay at The CastlePost, University of Kentucky football tickets and several gift certificates -- and make your bids on the [silent auction Web page](#).

Check the site at the auction’s close for the winning bids. Auction winners may contact Boden by [e-mail](#) or at (502) 564-3703, ext. 4316.

The items will be displayed in the Frankfort CHR lobby, near the cafeteria exit, from 11 a.m. to 1 p.m. on Wednesday, Sept. 30.

Go online to see the [auction poster](#), or print it for your office. Please join the online bidding and support KECC!

Deferred Comp Plans Expo

Sponsored by KY Deferred Comp

Kentucky Deferred Comp is sponsoring its popular Investment Education Expos again this year. As always, the Expos are open to all employees of Kentucky state government, whether or not they are current participants with Kentucky Deferred Comp. Pre-registration is not required. The Internal Revenue Service 401(k) and 457 Plans offered by Kentucky Deferred Comp represent two of the most valuable optional benefits available to state employees. All state employees are encouraged to attend the Expo closest to their worksite.

Expo Details

Expos will be:

Tuesday, Sept. 29, at the Frankfort Convention Center

Wednesday, Sept. 30, at the Marriott Louisville Downtown

Thursday, Oct. 1, at the Florence Government Center, Florence

Expo hours are from 9 a.m. to 4 p.m. Expo 2009 includes two retirement education workshops in the morning and the afternoon. Attendees can meet one-on-one throughout the day with registered Kentucky plan service representatives and fund representatives, as well as representatives from Social Security and Kentucky Retirement Systems.

Attendees will receive valuable retirement education and information to help them plan wisely for their retirement. Gov. Steve Beshear has granted all state government employees up to two hours paid time off, plus reasonable travel time, to attend an Expo this year. Employees and their supervisor have flexibility to select the best time to attend. Attendance certificates will be provided for all attendees to give to their supervisor upon return to work.

For more information, visit Kentucky Deferred Comp online at www.kentuckydcp.com or call toll-free at 1-800-542-2667.

Employee Enrichment

By Anya Armes Weber

To achieve success professionally, you must have at least adequate social skills. Learning how to improve your social skills will give you the ability to know what to say in any situation and be the type of person others love to be around.

Here, performance expert Peter Murphy gives his six top tips to improving your social communications abilities. Work on one trait at a time rather than trying to make too many improvements at once.

Be aware of your own behavior. Learn to identify which types of situations make you uncomfortable, then modify your behavior to achieve positive results.

Own up to your own actions. This will help you be more precise about what you do and say. Get honest feedback – positive and constructive -- from others about your interactions, and make changes accordingly.

Watch your body language. Look people in the eye, smile and try not to cut yourself off from others by crossing your arms. If your words and actions don't match, you will have a difficult time succeeding in social situations.

Be a good listener. Fight the urge to respond immediately and really listen to what the other person is trying to communicate.

Play to your strengths. Maximize your positive personality traits and use them in your interactions with others. If you are a natural comedian, tell a good joke. If you are big on volunteering or sports, use your experience in those areas to pepper a conversation.