

Wear pink to work on Oct. 28

By Anya Armes Weber

CHFS staff is encouraged to wear pink to work next Wednesday, Oct. 28, to show your support for breast cancer awareness.

In honor of Breast Cancer Awareness Month, the CHFS Wellness Committee is urging staff to wear pink.

This is the 25th anniversary for National Breast Cancer Awareness Month, and the pink ribbon is its widely recognized symbol. Wear a pink sweater, shirt, necktie, scarf or even a ribbon this Wednesday.

Learn about breast cancer on the [Kentucky Women's Cancer Screening Program's CHFS Web page](#).

Flu Call-in Program Tuesday Night

Commissioner Hacker will participate in KET program

H1N1 (swine flu) and seasonal flu are now widespread in Kentucky. From 9 to 10 p.m. Tuesday, Oct. 20, KET goes live to answer your questions about symptoms, vaccinations and preventive measures.

Health experts will take your calls about swine flu; how you can protect yourself and those you care for; and what you need to know about the potential impact of the flu pandemic at school, work and home. During the program, call the number on the TV screen with questions or e-mail us your questions in advance (flu@ket.org).

Show panelists are:

- William Hacker, M.D., FAAP, CPE, Commissioner, Kentucky Department for Public Health
- Chris Nelson, M.D., Chief Epidemiologist, University of Kentucky Chandler Medical Center
- Ruth Carrico, Ph.D., R.N., School of Public Health and Information Sciences, University of Louisville
- Melinda Rowe, M.D., Commissioner, Lexington-Fayette County Health Department

Governor's Ambassador Awards recognize public employees

First annual award recipients named

Three Cabinet for Health and Family Services employees were among 20 public service employees recognized last week at the inaugural Governors Ambassador Awards ceremony.

First Lady Jane Beshear presented the awards. The awards program was established to highlight stories of employees who have positively impacted the lives of their co-workers, customers and community.

Nominations were accepted throughout the year in six categories: customer service, courage, leadership, professional achievement, teamwork or community service and volunteerism. Ninety-eight nominations were submitted, involving more than 300 employees.

CHFS employees who were honored are:

Michele Sither, Community Service and Volunteerism Award

Michele Sither identified the need for a playground in her community that would be accessible to all children. She initiated fund-raising efforts, and supervised construction for the “boundless” playground located in Paducah’s Noble Park, the first playground of its kind in Kentucky. Its design encourages inclusive play where children of all abilities can play together throughout the entire space. Sither put in countless volunteer hours to see this project to its completion. Sither works for the Commission for Children with Special Health Care Needs.

Melissa Humphrey, Leadership Award

As branch manager for the Child Welfare Fiscal Support Branch, Melissa Humphrey oversees a team of 60 or more people statewide. She works diligently to reinforce the teamwork concept. In addition, she has motivated her employees to work with outside agencies to benefit children of the Commonwealth. Humphrey is an advocate for health insurance coverage for all children as outlined by the Governor. Humphrey has daily contact with foster and adoptive parents, answering questions and providing them with the help they need to help keep the child in their home.

John A. Carrico, Professional Achievement Award

John Carrico works as a family support supervisor in the Department for Community Based Services. In an attempt to make the work process easier and more efficient for all caseworkers, Carrico created: Excel versions of commonly used forms with workbooks to simplify entry for staff, online operation manuals, Web pages and instructional materials for caseworkers. By streamlining various processes, he has reduced the workload for caseworkers and improved the eligibility process for the customers served. Carrico works on multiple projects for the department and provides a great deal of assistance to the Division of Family Support.

All nominations were reviewed by a selection committee, and three finalists were chosen in each category. Mrs. Beshear, along with Personnel Cabinet Secretary Nikki Jackson, served as co-chairs of the selection committee. Gov. Beshear selected the six overall winners in each category. All names were removed from the submissions to ensure fairness and anonymity.

Award recipients will be honored by having a personalized engraved brick placed along Ambassador Avenue outside the Thomas D. Clark Center for Kentucky History.

What's new in Excel and Access 2007

This is the fourth in a series introducing CHFS staff to new and improved features of Office 2007 programs.

Excel 2007

New features make it easy to work in Excel 2007 and the Ribbon makes it easier to find commands and features that were often buried in complex menus and toolbars. Many dialog boxes are replaced with drop-down option galleries and tooltips. Sample previews help you choose the right option.

Here is a quick run-down of some of the most notable changes in Excel 2007.

The new version supports more than the current 65,000 rows and 256 columns on a worksheet. Excel 2007 allows more than 1 million rows and 16,000 columns. More easy-to-use themes also let you quickly format worksheet data and themes can be shared across other 2007 Office programs, such as Word and PowerPoint.

New robust, greatly expanded graphics tools and options give you more flexibility and creative latitude in creating charts, graphs and spreadsheets.

With new pivot table features in Excel 2007, you no longer have to drag and drop data. Instead, simply select the fields that you want to see in a PivotTable field list. After you create a PivotTable, you can use other new and improved features to summarize, analyze and format PivotTable data.

Plus and minus drill-down indicators show you whether you can expand or collapse parts of the PivotTable to see more or less information.

Pivot Charts now have tools and context menus that help you analyze chart data and change the layout, style and format of the chart or its elements the same way as for a regular chart. Chart formatting is preserved when you make changes to the PivotChart, an improvement over earlier versions of Excel.

Sorting and filtering is now as simple as selecting an item in the column to sort and using sort buttons. You can filter data by using PivotTable filters, such as date, label, value or manual filters.

Office XML formats allow for better data integration between documents and back-end systems. Also, with Excel XML Formats, you can reduce file sizes, improve data recovery, and increase interoperability of spreadsheets with other data sources.

Dashboards can be easily created from spreadsheets to track key performance indicators.

You can import external data into a spreadsheet using pre-configured external data sources.

Developers can use the Office Excel 2007 calculation engine in other applications, including Web-based applications.

Want to know more about Excel 2007? Check out: Excel 2007 training courses (video demos) <http://office.microsoft.com/en-us/training/HA102189871033.aspx>

Excel Ribbon Mapping shows where commands from the old version of Excel are located in Excel 2007 (Excel worksheets) <http://office.microsoft.com/en-us/templates/TC102128621033.aspx>

Access 2007

Access 2007 helps you quickly track and report information. Even with no database experience, users can start tracking information and creating reports. Get started quickly using prebuilt solutions.

A rich library of built-in features is provided for your convenience, but you can easily customize features to meet your needs. Contacts, issue tracking and project tracking are only few of the solutions included in Access 2007.

In Access 2007, you can create multiple reports with different views of the same information. You can modify a report and save various views for different audiences. The new grouping pane and filtering and sorting capabilities also give you more display and analysis options.

Creating tables in Access 2007 is as easy as working with an Excel table. Type information and Access 2007 recognizes whether it is a date, currency or another common data type. You can even paste an entire Excel table into Access 2007 to begin tracking the information with the power of a database.

New field types such as attachments and multi-value fields are provided, and you can attach any document, image or spreadsheet to any record. With the multi-value field, you can now select more than one value (for example, assign a task to more than one person) in each cell.

With Access 2007, you can link tables to your database from other Access databases, Excel spreadsheets, SharePoint and other data sources. You can then use these linked tables to easily create reports so you can base your decisions on a more comprehensive set of information.

Want to learn more about Access 2007? Check out: Access 2007 training courses (video demos) <http://office.microsoft.com/en-us/training/HA102744471033.aspx>

Find out where commands in older versions of Access are located in Access 2007 Access Ribbon Mapping Workbook (Excel worksheets) <http://office.microsoft.com/en-us/templates/TC102128601033.aspx?CategoryID=CT102130321033>

Next week: CHFS Office 2007 installation schedule. Find out when you'll be getting the new programs on your work station.

Time Remains to Make a Difference

Food drive ends Oct. 24

The Make A Difference Day (MADD) Food Drive ends on Oct. 24, but there is still time to make a difference by donating canned and nonperishable food items.

Please look for the designated receptacles in your building. For example, in the CHR building, boxes are located on each floor across from the elevators, and a large receptacle bin is on the first floor near the cafeteria exit. In the Health Services Building, a box is available on the first floor near the Commissioner's office by the bulletin boards, and , collection containers are located at the other CHFS Frankfort office locations.

The Kentucky Commission on Community Volunteerism and Service (KCCVS) traditionally sponsors a campaign to collect as much non-perishable food as possible as part of its Make A Difference Day observance. Food pantries and emergency feeding centers in the local communities where the food is collected receive the items to help feed those who might otherwise go hungry.

This year, once again, KCCVS is sponsoring a food drive involving Kentucky AmeriCorps programs and another among Cabinet for Health and Family Services Department for Community Based Services regions. In addition, with the support of Governor Steve Beshear and First Lady Jane Beshear who invited all state employees to participate, there is a first-time competition among all state government cabinets and agencies.

"We are so appreciative of the Governor's and First Lady's help with the food drive this year. Because of their efforts, more food will be collected for Kentuckians who really need it," said KCCVS Executive Director Eileen Cackowski.

The winners will be determined by dividing the total weight of the food collected by the number of employees in the cabinet/agency.

Not only do the winning program, region and cabinet earn bragging rights for a year, but they also receive a special MADD Traveling Award, which remains with the winner for one year and travels to reside with each successive winner. If a program, region or cabinet wins the award three consecutive years, it is theirs to keep. The award is presented in the spring at the annual Governor's Awards for Outstanding Volunteer Service ceremony.

During the 2008 MADD Food Drive, 71 tons of food were collected and distributed to local food pantries and emergency feeding centers. That's enough food to feed 283,880 Kentuckians an eight-ounce serving.

Last year, the DCBS service regions collected 104,332 ounces of food – enough to feed 13,042 Kentuckians. The Eastern Mountain Service Region collected the most food, reporting almost 65,000 ounces collected by the region's 496 employees.

The Kentucky AmeriCorps programs collected 2,138,789 ounces of food - enough to feed more than 267,349 Kentuckians. MSU Corps won the challenge with 878,739 ounces. The Learning Corps finished close behind, collecting more than 841,158 ounces and received recognition for their program's outstanding performance for three successive years.

MADD is one of the most widely observed national days of helping – a celebration of neighbors helping neighbors in which everyone can participate. Created by USA WEEKEND magazine, it's an annual event observed on the fourth Saturday of October. To learn more about the 2009 Kentucky initiative or to download bin labels, posters and food drive tips, visit <http://chfs.ky.gov/dfrcvs/kccvs/madd2009.htm> or call (800) 239-7404.

Living Well: Wellness Committee Teams Up to Raise Awareness

The CHFS Wellness Committee is working with the Division of Violence Prevention Resources to increase awareness for domestic violence. Julie Brooks, a committee member who works for the First Steps program, provided this information regarding the effects of domestic violence on children. On Oct. 22, wear purple to show your support for the prevention of domestic violence. If you are located in Frankfort, join us for an awareness walk around the CHR building at 11:15 a.m. All walkers will meet in the CHR building first floor lobby by the guard's desk.

Domestic Violence and Children

By Julie Brooks

It is estimated that nearly 3.3 million children will witness domestic violence in the home every year. The effects of this can be lifelong and devastating. It is often the wounds that aren't seen that can have the greatest impact. While some children are more resilient in their coping, others may show signs of significant maladaptive adjustment. Often these children are at an increased risk of being abused or neglected as adults, or they may grow up to become the abuser.

Some common behaviors seen in children who live with domestic violence include higher levels of aggression; poor peer, sibling and social relationships; poor school performance; limited problem-solving skills; and higher levels of adult depression.

“Children who witness abuse are 50 times more likely to abuse alcohol and drugs, and six times more likely to commit suicide than children in the general population,” writes Jann Jackson, an abuse expert.

Many states are beginning to recognize the need to protect children who witness domestic violence on all levels. Historically, children would be removed from the home and placed in foster care, and often the parental rights would be terminated. Recently, some lawmakers have begun to understand that it often is not in the best interest of the child to remove them completely from the non-abusing parent. Many states now have laws that allow the non-abusing parent to retain parental rights. This allows for reunification of the family while all members receive the supports and services needed to better the family situation.

If you suspect a child has been a witness to domestic violence:

- Talk about it when they are ready.
- Accept that they may not be willing or able to talk about it right away.
- Let them know it is not their fault.
- Let them know that violence is not OK.
- Show understanding, and acknowledge that it is hard and scary for them.

Employee Enrichment

By Anya Armes Weber

Need to rise and shine earlier each day? Wired.com writer Michael Harrison offers these tips for making waking up easier in the mornings.

Be active during the day. Exercise is good for you, and it will help make you tired later.

Prepare for the next morning. Pack lunches, lay out clothes and stack any paperwork or notes about errands you need to take care of. It will make things easier when you wake up and ease your mind when it's time to go to sleep.

Go to sleep when you are tired. This will usually be around the same time each evening, so you'll end up with a good sleep pattern.

Place your alarm clock across the room. If you are the type of person who hits the snooze button time after time, you need a new strategy. If stopping your alarm means getting out of bed, you've already tackled the hardest part of the morning. Besides, snoozing really isn't quality sleep.

Have something to look forward to when you wake up. Plan a good breakfast, a walk around the block or time reading the newspaper. Doing something you enjoy is incentive to get up.