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April is Child Abuse Prevention Month

By Anya Armes Weber

April is Child Abuse Prevention Month, and the Cabinet is reminding Kentuckians of ways they can help protect children.

Here are some ideas to help prevent child abuse and neglect:

- If you suspect child abuse or neglect, report it. It's the law. Call the Cabinet's 24-hour hot line at (800) 752-6200. If a child is in imminent danger, call 911.
- Wear a blue ribbon, which serves as a reminder to keep kids safe.
- Be a friend to a parent. Let them know they are not alone. Just being able to express frustration can help them ease tension.
- Give a parent a break. Offer to watch neighborhood children to give caregivers some down time.
- Don't discipline children when your anger is out of control. Take a timeout to collect your thoughts.

Online Classes Help Complete Mandatory Training

The Cabinet's Office of Human Resource Management (OHRM) provides numerous online classes in addition to its more traditional classroom sessions. The Cabinet has a Memorandum of Agreement with the Kentucky Virtual Campus to provide online classes at no cost.

With online classes, all you need is the Internet. You can complete training at work, home or on the road - wherever you have an Internet connection. Most of the online courses take less than two hours to complete and can be completed on your own schedule.

CHFS employees are mandated to take the following three courses, with a refresher every two years:

- Equal Employment Opportunity
- Anti-Harassment Awareness
- Workplace Violence Prevention

These courses previously were provided in a classroom, but now are offered online.

If you would like to take one of these courses online, contact your [training liaison](mailto:trainingliaison@chfsnet.ky.gov). (<http://chfsnet.ky.gov/afa/ohrm/dpod/trainlia.htm>)

Other training offered online:

- Managing Human Resource Systems
- Selection Process
- Americans with Disabilities Act

Visit OHRM's Intranet site (<http://chfsnet.ky.gov/afa/ohrm/dpod/tpdbranch.htm>) for a description of these courses. New classes start April 16 and must be completed by June 15.

If you have any questions about online classes, contact [Maranda Cummins](#) at (502) 564-7770, ext. 3944; or [Connie Bolin](#) at (502) 564-7770, ext. 3134.

CHFS Continues to be a Leader

CHFS has awarded \$3,642 to employees for their suggestions for saving the Cabinet money. Five employees have saved the Cabinet \$430,468 so far in 2007. The employee suggestions awarded were:

EMPLOYEE	DEPARTMENT	SUGGESTION	AMOUNT SAVED FOR THE CABINET	AMOUNT AWARDED
Stephanie Whitaker	Office of the Inspector General	Changed the Welfare Fraud Investigation paper process to electronic	\$2,000	\$200
Lashana Harris	Office of the Inspector General	Charged a \$10 fee for processing a child abuse neglect background check	\$421,000	\$2,500
Janice Lunsford	Mental Health and Mental Retardation	Replaced a paper process to compile lengthy reports to a Web-based upload system	Intangible Savings	\$100
Mary Akers	Community Based Services	Shortened the length of a PA-62 form from 8 ½ by 14 inches to 8 ½ by 11 to save on printing expenses	\$51.12	\$100
Joyce Death	Office of the Ombudsman	Produced a Food Stamp Quality Control Universe listing on CD instead of hard copy	\$7,417.44	\$742

To find out how you can submit an employee suggestion, visit the [Employee Suggestion System](#) Intranet site. (<http://chfsnet.ky.gov/afa/ohrm/KESS.htm>)

Tuition Assistance Procedure Updated

The [Employee Educational Assistance Program procedure](#) has been updated to reflect the program changes detailed in the [Employee Recognition Incentives Overview](#).

Following is a summary of changes and updates that have been made to the program:

Section II, Employee Eligibility

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- Employee must receive a “Highly Effective” or “Outstanding” rating on his/her performance evaluations from the previous two years.

Exception: Employees exempt from formal performance review during the previous two years. Supervisor would have to provide justification.

Section IV, Employee Obligations

- Employee must complete a one-month service obligation for every credit hour completed with tuition assistance (minimum six months to maximum two years).
- Clarification: Service obligations begin upon completion of the degree and/or coursework and must be served consecutively.
- Employees cannot repay service obligations while currently taking classes for which the Cabinet is paying tuition assistance.
- Associate degree will be completed within four years.
- Undergraduate degree will be completed within nine years.
- Graduate degree will be completed within eight years.

Attention eMARS Users

The Customer Resource Center has added multiple eMARS classes to its second quarter schedule for 2007. Are you unsure of which class to take? Visit the [eMARS Web site](#) for a catalog of classes and an eMARS schedule.

To register for one of the classes, contact your [Training Team Lead \(TTL\)](#).

Living Well

Warm Up, Get Moving and Stretch

By Kris Hayslett

March’s unseasonably warm temperatures are pulling people out of their homes and out of hibernation mode to the outdoors. The visibility of our neighbors and the sound of lawn mowers are more evident now that spring has sprung. The renewal of outdoor chores is a great way to get more active and get in better shape.

But be careful not to take on too much too soon. A gradual increase in intensity, duration and overall activity is always suggested to avoid injury and burnout. Another component to increased activity is to properly warm up the muscles before your workout.

Although most people are aware that you should warm up before any type of physical activity, many of those same people think that a warm-up and stretches are the same. While they are equally important, they are not the same or interchangeable.

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A warm-up is an activity that raises the total body temperature as well as the temperature of the muscles and it prepares the body for vigorous exercise. An easy example of this is a brisk walk before a jog or a lower intensity start to whatever activity you choose. The warm-up is important because initial movement sends a signal to the body and the required muscles to be ready. If a proper warm-up isn't done, the muscles of choice could be injured. Ways to warm up include:

- Passive Warm-up
 - Hot showers
 - Heating Pads
 - Massage
- General Warm-up
 - Basic activities that require movement of major muscles such as jogging, cycling or jumping rope
- Specific Warm-up
 - Includes movements that are actually part of your workout routine, such as a slow jog before a run or light repetitions before heavy resistance training

A warm-up should last between 5 and 15 minutes. This time frame depends on climate and physical condition.

Warmer temperatures allow for a shorter warm-up period versus colder winter temperatures. Warm-up time is different for everyone based on physical condition. A general warm-up is recommended for physical activity because it warms up the whole body. The passive warm-up is good for those who need to warm up the body before doing stretches for tight muscles. It's not as efficient for physical activity because there can be a time gap between the passive warm-up method and when you actually perform the physical activity. The specific warm-up is better for resistance training because it allows the blood flow to be pulled to the specific muscles that will be lifting the increased load.

Even though warm-up and stretching should be viewed differently, they are both important components to physical activity. The warm-up should be performed first to get the blood flowing to the appropriate muscles and to get the body ready for physical activity. Stretching should follow the warm-up and/or exercise session.

Time is a major barrier for most people when it comes to regular physical activity. Adding a warm-up, stretch, activity and post-exercise-stretch may be a little overwhelming. If time is a big issue for you, be sure to do a proper warm-up, the activity, and then follow up with a cool-down and several stretches for all of the major muscle groups used. View the American College of Sports Medicine's Guidelines for Stretching. Here are some basic stretching tips:

- Hold each stretch for 10-30 seconds.
- Static stretches only – hold stretches without bouncing
- Intensity – hold at the point of "mild discomfort"
- Repeat each stretch 3-5 times.
- Place special emphasis on the low back and thigh areas.

Again, be sure to stretch after you have warmed up the body properly. Consistent stretching can:

- Decrease risk of injury
- Decrease low back pain
- Decrease chronic muscle tension
- Increase postural awareness
- Increase performance of daily tasks
- Relieve muscle soreness

Get out and enjoy the warmer temperatures, but be sure not to take on too much too soon. Stay conscious of your activity levels, activity time and include both a warm-up session as well as a stretching session.

CHFS Focus Health Tip

By Mike Schardein

Staying fully hydrated is extremely important. Hydration is key to making sure all of your body systems stay functional and in peak performance. As the outside temperatures increase, it will be important to make sure you are getting enough fluids throughout the day. It's a good idea to keep a water bottle with you at all times.

Employee Enrichment

By Anya Armes Weber

We can become so comfortable working within our own teams that it may be difficult for us to work with other groups when we need to collaborate. When you do have to rely on another office for assistance, remember that other staff won't handle assignments the same way yours does. Also, it's not always easy to check on the progress of the work you requested, or even know who is handling your assignment. So make sure to be as clear as possible about what you need.

Getmoredone.com suggests you include the following information when you make your initial request:

- The task and the standards to be met
- The deadline for completion
- How the worker can get more information

Stay positive with the person or group helping you, and you may cultivate a new and rewarding relationship.

Body fat analysis

On Tuesday, April 10, and Thursday, April 12, the CHFS Wellness Committee will be conducting body composition or body fat analysis in the CHFS lobby. The test will be conducted with a bioelectrical impedance machine that operates under the theory that muscle conducts a faster electrical impulse than fat. It is a hand-held device that sends a weak electrical current through the body that helps determine

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your body fat percentage. The machine then calculates this automatically using a formula that includes electrical resistance, height, weight, age and gender. High body fat percentages are associated with heart disease, diabetes, high blood pressure, low back pain, musculoskeletal problems and some forms of cancer. Stop by our table on Tuesday and Thursday from 11 a.m. to 1 p.m. to learn more about your body composition.

Tune in for Fitness

Whether you like to listen to rock, country, rap, jazz or classical music, listening to music while exercising may help develop your fitness, commitment and enjoyment. Petra Kolber, a spokesperson for the IDEA Health and Fitness Association and long-time group exercise instructor, says, “Music takes exercise from just being exercise to being an experience.” A research study done in 2005 also shows that it can do more than that. The study found that listening to music while exercising boosted participants’ weight loss and helped exercisers stick to their programs. A small group of overweight or obese women were tracked for 24 weeks. These women met in weekly sessions and received help in making lifestyle changes regarding nutrition and exercise.

These women were also given CD players and told to listen to any music of their choice while they exercised. All participants lost weight, however those who listened to music lost more weight and body fat than those who only exercised. Those who listened to music were also more consistent and compliant with the program.

Send your favorite play lists to Kris Hayslett at kris.hayslett@ky.gov

From Walking to Running: Week 1 Training Tips

For those who want to start running but don’t know how to ease into it, the Focus offers this training schedule.

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Run 1 min Walk 2 min Repeat 10x	Walk easy 30 min	Run 1 min Walk 2 min Repeat 10x	Walk easy 30 min	Run 1 min Walk 2 min Repeat 10x	Run 1 min Walk 2 min Repeat 10x	Rest