

New Process for Reporting Phone Problems

A new Web-based process is in use for staff to submit a request for telecommunications support. Employees should use this link <http://oitqc.chfsnet.ky.gov/sites/telecomsupport/default.aspx> to report telephone problems. At the top of the page, click SUBMIT REQUEST, then fill out the fields marked with red stars to complete the order.

Other helpful information is available on the site, including a tab to complete a tech survey after a work order is completed. There is also a tab for User Guides. Users should find the region that applies to their location to view the manuals available to them. The next tab is labeled Service Regions. This tab lists counties in each region. Finally, if there are telecom problems at any CHFS sites, they will be listed at the top of this page.

New AED in CHR Building

The Department for Community Based Services recently installed an Automated External Defibrillator (AED) device near the central elevator bank on the third floor of the CHR Building. An AED is a portable defibrillator used to restart the heart in the event of Sudden Cardiac Arrest. An AED can save your life. Consider the following statistics:

Sudden Cardiac Arrest (SCA) is a leading cause of death in the U.S., killing an estimated 325,000 Americans each year. Approximately 95 percent of those who suffer cardiac arrest die before they reach a hospital or other source of emergency help. Victims of cardiac arrest can be saved if an AED is available to deliver an electric shock and restore the heart to its normal patterned rhythm. AEDs are designed to be used by laypeople because of their ease of use and voice-prompted instructions when activated. However, the AED device should ideally be used only by those individuals trained and certified in first aid/CPR/AED.

For the third floor of the CHR Building, those individuals are:

- David Gayle – DCBS-DAFM, 3W-B
- Rebecca Hoover – DCBS-DAFM, 3W-C
- Marnie Mountjoy – DAIL, 3W-F
- Andrea Sieloff – KCCVS, 3W-F

AEDs are now available in the following areas of the CHR Complex:

- Fifth floor Secretary's Office
- Fourth floor elevator bank
- Third floor elevator bank
- First floor nurses station

Health Services Building:

- First floor Commissioner's Office

For more information or if you have questions, call the CHFS Safety Office at 564-6631, ext. 4538.

Living Well: New Year's Resolutions

The start of the New Year is a time for self-evaluation and improvement. To successfully keep your resolutions, follow these simple tips:

Do not overhaul your entire life. Focus on changing one or two things in your life based on importance to you. Reflect on the past years and decide which behaviors have affected your life and identify which ones you have control over to change.

Set realistic expectations for yourself. Unrealistic expectations can lead to failure and feelings of guilt. Behavior change is a constant process and not something that happens overnight. Keep a journal with a list of your long-term and short-term goals. Allowing yourself short-and long-term goals will give you some ways to reward yourself while keeping you motivated. Avoid rewards that may interfere with your overall goals.

Find support. Look to family members and close friends for support. Tell them what you need and how they can help you. Identify a person you can lean on when you run into tough times.

Don't give up. You are in charge of your own actions. Everyone makes mistakes. Learn from them, move on and keep them from happening again. Take charge and ownership of your actions, and gain some self-confidence that will allow you to feel proud of your achievements.

Here are some events/programs that might assist you in achieving your goals in 2010.

Virgin Health Miles: pedometer monitoring to increase physical activity. Visit <http://www.virginhealthmiles.com/> to register or for more information.

Weight Watchers at Work: Meetings are held on Tuesdays, from 11:30 a.m. to 12:15 p.m. in the fourth floor Bluegrass Conference Room of the CHR building. If you are located outside of Frankfort, visit weightwatchers.com to find a meeting in your area.

Quit smoking: For more information about quitting smoking, visit the Tobacco Prevention and Cessation program Web site, <http://chfs.ky.gov/dph/info/dpqi/hp/tobacco.htm>. Or call the Quitline at 1-800-QUIT NOW (1-800-784-8669).

Cooper Clayton Smoking Cessation Classes

Franklin County Health Department, began Jan. 7, from 5-6 p.m., 851 East West Connector, Frankfort. Contact Vanessa Brewer for more information at (502) 564-5559 or e-mail VanessaC.Brewer@ky.gov Discounted NRT patches are available.

Cooper-Clayton class hosted by Stephanie Marshall, state wellness coordinator, beginning Jan. 14 at the State Office Building, 11:30 a.m.-12:30 p.m.

KEAP Program: The Kentucky Employee Assistance Program (KEAP) is dedicated to helping employees find solutions to the personal problems that may hinder their effectiveness at work.

Problems concerning marital, family or emotional distress, alcoholism and drug abuse, financial or even medical issues can seriously diminish an individual's job performance. As a progressive employer, the Commonwealth of Kentucky recognizes there are positive, workable solutions to many of these problems that trouble employees. Visit KEAP's Web site for more information at <http://personnel.ky.gov/emprel/keap/default.htm>.

E-Recycling Available to Frankfort Employees

Now that the gifts have been opened and you've uploaded your new iPod, installed new computer accessories and transferred files to your new laptop, what will you do with all of those old electronic devices? Wouldn't you enjoy beginning the New Year by reducing the clutter in your closet, office and garage?

On Jan. 15 and 22, all Frankfort-based state employees will have a free, safe and convenient way to dispose of unwanted electronic equipment, sponsored by the Energy and Environment Cabinet and the Finance and Administration Cabinet.

Jan. 15 collections are at 200 Fair Oaks Lane, the Fair Oaks Building parking lot. Jan. 22 collections are at 275 E. Main St., CHR Building parking lot. The drop-off times for both days are 7:30-9 a.m., 11:30 a.m.-1 p.m. and 4 p.m.-5:30 p.m.

E-scrap includes electronic equipment that is no longer usable: telephones and cell phones; computers and associated equipment such as keyboards, computer mice, cables and speakers; audio/stereo gear; VCRs; DVDs; video game consoles; fax machines; printers and iPods. Due to a lack of resources, we will not be accepting televisions, monitors, refrigerators or mini-refrigerators.

The drive-thru style drop-off will allow participants to remain in their vehicles while the unwanted electronics are unloaded and recycled. Our partner in this special event, Creative Recycling Systems, guarantees to protect any personal information which may be stored in your electronic devices.

All participants are required to sign a copy of the attached Waiver of Liability and Acknowledgement when turning in electronics for recycling at the collection points. Copies of the waiver will also be available at both locations. You may also access the waiver at http://finance.ky.gov/NR/rdonlyres/DE132BC0-4515-4013-B800-9142C9DD144B/0/eScrap_waiver_final.pdf

For questions, please contact Eric Bray at eric.bray@ky.gov or 502-573-4836.

Employee Enrichment

By Anya Armes Weber

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Happy New Year! If you've ever made resolutions to improve your professional life, you know it can sometimes become a struggle to keep them. From nursingtimes.net, here are some tips for staying motivated to meet your goals for a better 2010.

Make just one resolution. By focusing on a single goal, you will increase your chances of success. Write down your specific goal.

Don't repeat. Let go of last year's resolution, or at least choose a different technique to achieve it.

Have a plan. Chart your steps to accomplishing your goal. You can always alter your plans if you need to.

Make your goal public. Make it one of your yearly performance goals, or at least tell your supervisor and family. You will be more likely to hold yourself accountable.

Plan a reward. This inspiration gives you something to work toward when you achieve your goal.

Good luck!