CHFS Office 2007 Roll Out Schedule

This is the final article in a series introducing CHFS staff to changes and improvements in the Microsoft Office 2007 suite of programs.

Microsoft Office 2007 will be remotely installed on CHFS staff workstations beginning Nov. 1. The roll-out schedule is:

Phase 1 - Nov. 1 - Nov. 17
Department for Community Based Services (DCBS), Division of Family Support field and central office staff only.

Phase 2 - Nov. 18–Dec. 4
Remaining staff except DCBS Division of Protection and Permanency; Department for Behavioral Health, Developmental and Intellectual Disabilities (BHDID); Department for Income Support (DIS) Child Support Enforcement (CSE) County Attorneys.

Phase 3 - Dec. 21, 2009 - Jan. 22, 2010
DCBS, Division of Protection and Permanency staff and DIS CSE County Attorneys only.

Phase 4 – Feb. 1-4, 2010
BHDID staff only.

Please use the Get Started tabs on Office 2007 programs to get acquainted with new features and locate frequently used commands and options.

For further Office 2007 training, visit the Microsoft Office 2007 Training site.

For technical assistance, contact the CHFS Network Help Desk at (502) 564-0105, option 5 or e-mail CHFSNetworkHelpdesk@ky.gov.

Around 90 Staff Joins Walk to End Domestic Violence

By Anya Armes Weber

Secretary Janie Miller led Frankfort staff on a "Walk to End Domestic Violence" last week. About 90 staff made the walk at the Human Resources Building, and many staff wore purple to show their support for a workplace free of domestic violence.

October is Domestic Violence Awareness Month.

"In Kentucky alone, 45,000 victims of domestic violence were served through shelters and crisis lines last year," said Sharon Hilborn, director of the Division of Violence Prevention Resources in the Department for Community Based Services.

“In Kentucky, victims of domestic violence are fortunate to have the Kentucky Domestic Violence Association and DCBS, as well as the statewide network of domestic violence shelters and all the people who staff these great programs,” Hilborn said.

Hilborn thanked staff for their presence at the walk and their commitment to preventing domestic violence.

Log on to the CHFS Domestic Violence Awareness Web page for information about domestic violence prevention.

Communications Staff Receives National Awards

Three CHFS Office of Communications employees received national recognition for excellence in their field last week at a conference for public health communicators.

Communications Assistant Director Gwenda Bond, Preparedness Branch Information Officer Barbara Fox and Publications Manager Emily Moses all received accolades from the National Public Health Information Coalition (NPHIC) at its annual conference in Miami, Fla. Fox represented Kentucky at the conference.

“The National Public Health Information Coalition allows us to share Kentucky’s successes and outreach programs with our counterparts throughout the nation,” said Bond. “It also gives us the chance to incorporate best practices from other states and the CDC into our office practices.”

Bond was given the Gold Award, NPHIC’s top honor, in the “Thinking on Your Feet” category. The award recognizes the best in real-time risk communications that requires communicators to manage an ongoing, uncontrolled environment coupled with public reaction to crisis as well as media scrutiny. The award was given for response during the 2008 ice storm, the worst storm of its kind in state history that left many people without power or water for weeks.

“This award is an honor for our entire office staff, all of whom worked diligently to quickly relate public health messages to Kentuckians in need,” said Bond.

Fox, who works exclusively with the Department for Public Health Preparedness Branch, was given Bronze Awards in the “Special Video Project” and “In-house Internet Site” categories. The video award was given for Fox’s Kentucky Outreach and Information Network (KOIN) video and training guide. The Web site award was for the Kentucky Health Alerts Web site.

“The KOIN video is important in our efforts to continue to build a special populations network for public health response,” said Fox. “When situations occur that effect the general public, it is especially important that we have a way to communicate with citizens who may not receive messages through mass media outlets. The KOIN has proven effective in ensuring these populations receive important messages in times of crisis.”

The Health Alerts Web site (healthalerts.ky.gov) was created as a tool for the public to keep up-to-date on information important during public health emergencies. It is currently being used as the state's No. 1 resource for information related to the H1N1 flu (swine flu) response.

Moses, who serves as publications manager for the Cabinet, received the Gold Award in the "In-house Information Campaign" category. Moses received the award for an outreach campaign created for the Kentucky Children's Health Insurance Program (KCHIP). The campaign included print materials and a series of audio news releases that targeted parents of children who would qualify for KCHIP coverage but were not enrolled in the program. Finding and enrolling Kentucky's uninsured children who qualified for KCHIP was an effort launched last year by Governor Steve Beshear.

"Of the countless projects I've worked on in my four years at the Cabinet, this is one I am very proud of," said Moses. "I was very excited to see this campaign receive recognition on the national level. It lets us know what we are doing is right on target and that we have a solid foundation to build on as the campaign moves forward."

NPHIC is the premier network of public health communicators in the country since its inception in 1990. The coalition is a network for public health communications professionals to share information and ideas related to communicating with the public through awareness, outreach and media efforts. The competitive awards are given on a yearly basis to recognize the best in public health information communications.

Domestic Violence in the Workplace: How to Respond to a Coworker in an Abusive Relationship

Gretchen Hunt, Staff Attorney, Division of Violence Prevention Resources

Have you ever suspected that a staff member or co-worker might be experiencing domestic violence? If so, you are not alone. One in three Kentucky women between the ages of 18 and 44 will experience domestic violence in their lifetimes. Domestic violence, which is different from relationship problems or conflict, is a pattern of behavior used by one person to establish power and control over an intimate partner. This may consist of emotional, verbal, physical, sexual and economic abuse. It does not discriminate, impacting women and men in straight and same sex relationships. Rarely does the abuse remain in the home, with effects spilling over into the workplace and harming a victim's chance to create contacts and economic independence.

Cabinet employees deal with issues of domestic violence every day, from providing food stamps and emergency assistance to victims who have fled, to putting children and non-offending parents in touch with domestic violence programs for counseling, to certifying providers of batterers' intervention treatment so that abusers are held accountable and begin to change their behavior. Yet sometimes, when the abuse is in our own lives or the lives of our co-workers or staff, it can seem more challenging to address. Here are some suggestions for ways to effectively respond to staff or co-workers who may be victimized in their intimate relationships:

For Co-workers:

Listen and refer. Your role is not to be a counselor, or to fix the problem. Your role is to recognize, respond and refer the person who has confided in you to services. Let your co-worker know that he or she is not alone and there is help available. Tell the person to call the Kentucky Employee Assistance Program at (502) 564-5788 or (800) 445-5327, or the National Domestic Violence Hotline at (800) 7999-7233.

For Supervisors:

Your role is not to be counselor, or to fix the problem. Your concern is work performance and keeping and supporting good employees. Your aim is to recognize, respond and refer the employee to services.

Create a safe space for employees to talk about domestic violence. Display posters and use screen savers stating that domestic violence is wrong.

If you suspect an employee is in an abusive relationship, talk to the person. In a non-judgmental way, state how you have seen a change in work habits (e.g. tardiness, sleepiness and absences) and ask if anything is wrong. Reiterate that you want to make sure your employee can continue the work they have been doing.

Put your staff member in contact with KEAP. KEAP counselors will connect the employee to domestic violence services, counseling and will be a liaison with the workplace. Also contact Human Resources to find ways to create a safe and workable plan for the employee to continue work while staying safe.

For more information on this issue, visit the Corporate Alliance to End Domestic Violence in the Workplace (http://www.caepv.org/) or contact the Division of Violence Prevention Resources at (502) 595-9433. Together we can work to create a safer workplace for all employees.

Living Well: Bourbon Trail

It's no secret Kentucky has great bourbon. In fact, the Kentucky Bourbon Trail was rated among the top 100 things to do across the country. And on Oct. 9 and 10, the trail was designated healthy! The Bourbon Trail was created to show off Kentucky's rich history and time-honored process of producing the best bourbon. The trail showcases eight historic distilleries and includes scenic drives with rolling hills in between. The winding roads take visitors through beautiful horse farms, quaint little towns, across High Bridge and flowing streams and rivers. Visitors can start at the west or east side of the trail and experience the history of each distillery and enjoy tastes of each in the tasting rooms.

You may wonder how the Bourbon Trail could have been considered "healthy." Well, for two days earlier this month, several hundred people took to the 200 miles of trail on foot in an overnight relay contest called the Bourbon Chase. Teams of six or 12 people formed, and each runner ran three or six legs of the course, running a total of between 14 and 20 miles each. Even as a runner, I thought this race was a pretty crazy idea. But after participating in the event, I have

found a new appreciation for the hills in Kentucky, the beauty that surrounds us and a new-found motivation to stay active.

A regular exercise routine usually becomes exactly that – routine or some might even say boring. Stay open to new ideas and stop saying no to things because they sound a little crazy. Participating in the Bourbon Chase event allowed me to find new exercise groups, share stories and strategies, as well as feel a sense of accomplishment both individually and as a team.

I understand that running isn't for everyone, but there are many other groups, events and ways to find motivation. Along the trail, volunteers assisted runners. If you think running in the dark is crazy, think about those volunteers who stayed up all night in the cold rain just to make sure all of the teams navigated the course correctly.

It's great if you have found a fitness routine that works for you. Be sure to also remain open to trying or searching for new experiences. Even if you do not want to participate in an event, try volunteering to share in the experience and gain a boost of motivation to stay active and healthy.

Employee Enrichment

By Anya Armes Weber

October is Domestic Violence Awareness Month, and the Corporate Alliance to End Partner Violence is a great resource for domestic violence prevention. The group lists several questions workers can ask themselves about their relationships.

Because of your intimate relationship, do you:

- Get to work late due to problems with your partner?
- Have to hide bruises from your boss or co-workers?
- Find yourself frequently absent from work due to problems in your intimate relationship?
- Frequently break appointments with friends or family?
- Make excuses for your partner's behavior?
- Tell your boss or co-workers not to mention certain things in front of your intimate partner?
- Have difficulty keeping a job?
- Find it hard to concentrate on your job duties?
- Worry about receiving harassing telephone calls, visits or faxes at work?

If you answered "yes" to any of these questions, you may be in an abusive relationship. Assistance is available 24 hours a day by calling the National Domestic Violence Hotline at (800) 799-SAFE (7233).

Abuse is not normal, and it's not your fault. Ask someone for help.