

State to Receive Swine Flu Vaccine This Week

By Emily B. Moses, Communications

The first shipment of swine flu vaccine is on its way to Kentucky, Department for Public Health (DPH) officials announced last week.

DPH placed its order for the first round of the vaccine last Wednesday, said DPH Commissioner Dr. William Hacker.

The first allotment of vaccine contains 24,300 doses that will be distributed throughout the state to local health departments and numerous private providers. No county will receive fewer than 100 doses. This allocation of the swine flu vaccine is nasal spray vaccine only.

“It’s important that we stress the first doses are of one formulation, the nasal spray,” said State Epidemiologist Dr. Kraig Humbaugh. “Certain priority groups should receive the swine flu vaccine, but not all of those can receive the nasal vaccine.”

Unlike the flu shot, the nasal spray vaccine contains live flu material. For that reason, health officials do not recommend the nasal spray for all people.

Health officials recommend these groups get the nasal spray vaccine:

- Healthy people 2 to 24 years old.
- Healthy people 2 to 49 years old who live with or care for children younger than 6 months old.
- Healthy health care or emergency medical services workers who are 49 years old or younger.

The groups of people who will be targeted for vaccination will expand to include others in coming weeks when the swine flu shot is available.

“The bottom line is that we need most individuals to be patient and wait until more vaccine is available,” said Hacker. “Hopefully, around the first week of November, local health departments will be able to begin scheduling clinics to provide vaccine, and private health care providers will have more vaccine as well.”

For more information about the swine flu vaccine, visit healthalerts.ky.gov.

Changes in the 2007 Office system design

Note: This is the second in a series introducing CHFS staff to changes and improvements in Microsoft Office 2007. The Cabinet will begin upgrading all staff to Office 2007 beginning in November.

Rather than 30 or so toolbars and commands buried on menus as in previous Microsoft Office versions, Office 2007 provides one control center, the Ribbon, that brings the essentials together and makes them more visible.

The most often-used and preferred Office commands are now the most prominent.

Some commands appear only in response to an action you take. For example, when you insert a picture in Word, the Picture Tools and commands appear on the Format tab.

When you are through working with the picture and click away from it, the Picture Tools and the Format tab and its commands go away. If you need the tab again, simply click the picture.

Put your own commands on the toolbar

You can add your favorite commands to the Quick Access Toolbar located above the Ribbon. Just right-click any command or option button you want and then click Add to your Quick Access Toolbar.

More options if you need them

A small arrow called the Dialog Box Launcher in the lower-right corner of a group means more detailed or advanced options are available for commands in the group. Click the arrow to open a dialog box or a task pane to work with the available options.

What happened to the File menu?

In several 2007 Office system programs, the File menu has been replaced with the Microsoft Office Button. Click this button in the upper-left corner of the window to get the same basic commands as in the previous File menu button, such as new, open, save and print.

Program settings that control things like your preferences for correcting spelling are also accessible using the MS Office Button. Many of the options previously located in the Tools menu can now be found by clicking the Office Button.

What about the new file formats?

Office 2007 will open files created in Office 95 through 2003. When you save a file created in a previous version, the Save As default is to save the file as a previous version. You can also select to save the file as a 2007 version.

When you save a file as a previous version, a Compatibility Checker will let you know of any 2007 features that may be disabled, or matched as closely as possible.

Colleagues who have Excel versions 2000 through 2003 (and the latest patches and service packs) can work in your 2007 files. When they click on your document, they will be asked if they want to download a converter that will let them open your document.

Watch a [video demonstration](#) of new Office 2007 features.

Check out [interactive training guides and menu and command mapping workbooks](#) that show where commands and menus are located in Office 2007.

Next week: What's new with Outlook and Word 2007

KCCVS Launches Statewide Food Drive

By Anya Armes Weber

The Kentucky Commission on Community Volunteerism and Service (KCCVS) is sponsoring a statewide food drive that is part of a massive national day of helping others. Governor Steve Beshear and First Lady Jane Beshear are encouraging all employees to contribute, and a special trophy is at stake for state agencies that participate.

The Make A Difference Day food collection began Oct. 1 and ends Saturday, Oct. 24.

“The name of this effort really says it all,” Gov. Beshear said. “The Make A Difference Day food drive will help so many Kentuckians through the hardest and coldest part of this winter. Participating groups are helping food banks and families right in their own communities.”

KCCVS traditionally sponsors a food drive competition between AmeriCorps programs across the state and among regional offices of the CHFS Department for Community Based Services to feed hungry Kentuckians.

This year, the food drive has been expanded to include other state agencies, and Governor and Mrs. Beshear have encouraged a good-natured rivalry among Cabinets. The Cabinet that collects the most food during the drive will receive a special KCCVS Governor's award during the annual spring volunteerism recognition ceremony.

“This is one competition where everyone will win,” the Governor said. “If every state employee in the Executive Branch brought one nonperishable food item, we would be able to reach thousands of families and help them fight hunger.”

Food collected in each office will be delivered to local food banks.

Last year, the state effort collected and distributed 71 tons of food to local food pantries and emergency feeding centers. That's enough food to feed 283,880 Kentuckians.

Created by USA Weekend magazine, Make A Difference Day is in its 19th year and is recognized as the nation's largest day of doing good for others. Everyone is invited to participate under the ideal of “neighbors helping neighbors.” The annual event is observed the fourth Saturday of October – this year's date is Oct. 24.

For more information about Make A Difference Day in Kentucky, check out <http://chfs.ky.gov/dfrcvs/kccvs/madd.htm>. Log on to www.usaweekend.com/diffday to learn more about the national effort.

For information about joining the state food drive through your office, call Janis Stewart at (800) 239-7404 or (502) 564-5343, ext. 4319.

Commission Conducts Survey for Families of Children with Special Health Care Needs

By Anya Armes Weber

The Commission for Children with Special Health Care Needs (CCSHCN) is seeking input this fall through a survey that will help shape the way families with children who need special services receive assistance, and staff who works with these families can remind them of the survey.

The survey is available online and can be completed electronically through Oct. 31.

The survey link is on the CCSHCN Web site at <http://chfs.ky.gov/ccshcn/default.htm>. The survey is directed at youth diagnosed with a special health care need and families who care for children with special health care needs.

CCSHCN serves youth ages 21 and younger who have special health care needs.

Every five years, CCSHCN conducts a statewide needs assessment to determine what programs – including schools and school-based programs -- are helpful, what resources are available geographically and what resources families want but lack access.

Staff is asked to share news about the survey with their families of children with special health care needs.

Parents or caregivers of any child with special health care needs should complete the survey. Children do not have to be enrolled at the commission to participate in the survey. Any child who is old enough to answer the questions can also complete the survey.

The survey is anonymous and can be completed in about 20 minutes from any computer with Internet access.

Paper copies of the survey are available by contacting Stephanie Mitchell at stephanie.mitchell@ky.gov or (502) 429-4430, ext. 283. Mitchell can also give information about telephone surveys for individuals who cannot complete an online or paper copy.

Living Well: Easy Tips for Eating Out

By Kris Hayslett, Wellness Coordinator

Have you stopped eating out in restaurants because you are trying to watch your weight? If so, consider calling in a reservation to your favorite restaurant and enjoying your next meal out. Follow these simple restaurant tips from MSN and Frank Bruni.

Stop fasting beforehand: Avoiding food all day to prepare for a big meal will cause you to eat madly and mindlessly. This also defeats the whole experience of enjoying what you eat.

Pace any alcohol: Space out your alcoholic drinks to limit your caloric intake and maintain good judgment on what you are eating.

Remove the breadbasket: Enjoy the breadbasket. It's a part of the meal, but have it removed after 10 minutes. Keeping it on the table will only promote mindless eating. Filling up on bread will increase your caloric intake and also leave you less room for the main course.

Take inventory: Do an assessment of what you have eaten and what tastes good. If something does not taste the way you like, don't eat any more. If you have tasted everything and you are not full, have a little more but don't keep eating food that has a disappointing taste.

Share a dessert: If you would rather eat dessert first, here is your chance to eat both a meal and dessert. Sharing is easier on both your wallet and your waistline. You will still enjoy a sweet fix, but without the additional guilt.

Eating at home gives you total control over ingredients and portion sizes, but all of us enjoy dining out occasionally. Hopefully, these tips will help you survive your next restaurant outing. Other helpful tips are:

- Order a salad as an appetizer with the dressing on the side.
- Set your fork down after each bite to remind yourself to chew your food completely. This also allows the full feeling to transfer to the brain so you don't overeat.
- Share a meal or ask for a "to go" box and take home the other half for lunch the next day.
- Eat a small snack between meals so you can pace yourself during a meal and enjoy the food.

Navigating restaurant menus and weight loss is a tough challenge, but these simple tips will remove some of the guilt from eating out. The small changes we make in our eating behaviors are the first steps toward living a healthier lifestyle.

Employee Enrichment

By Anya Armes Weber

Multitasking is a great way to be productive, but not if doing too many things at once causes the quality of your work to suffer. Business writer and human resources expert Martin Lindeskog offers these tips for streamlining your work productivity.

Empty your e-mail regularly. Make it easier to find messages you need to keep by creating separate folders in your mailbox and filing messages as soon as you read them.

Break down your assignments into smaller parts. At the start of every project, make a list of action items. You may be able to tackle some steps with work you've already completed.

Keep a to-do list. Take this with you to all your meetings so you'll be able to jot assignments or ideas you'll need to remember. Cross things off as you complete them. Also, keep a paper or electronic calendar to stay on track for your meetings.

Evaluate your work. There is always room for improvement. The last step of any project you do should be self-assessment. Take note of the things you want to do better for your next project.

Kentucky Department for Public Health Launches New Public, Toll-Free H1N1 (Swine Flu) Hotline
Hotline staff, Web site will help Kentuckians find information

The Kentucky Department for Public Health (DPH) encourages Kentuckians to call a new toll-free hotline with their questions related to 2009 H1N1 influenza (swine flu) and seasonal flu for the latest news and information about flu. The toll-free hotline number is 1(877)843-7727, and it will operate from 8 a.m.-10 p.m. daily. Information on the H1N1 virus is also readily available by visiting the redesigned [Health Alerts Web site](http://healthalerts.ky.gov) at <http://healthalerts.ky.gov>.

"We want Kentuckians to be able to access the most current and accurate information related to the ongoing 2009 H1N1 flu situation," said Gov. Steve Beshear. "Particularly now that vaccine is beginning to become available, we know that citizens will have questions about whether the H1N1 flu vaccine is right for them and when they might be able to receive it. The hotline and Health Alert Web site will provide easier access to the information they need."

The flu hotline will be staffed by nurses and administered by Kosair Children's Hospital, a part of Norton Healthcare, through a contract with DPH funded by a federal grant award related to H1N1 activities. Kosair Children's Hospital also operates the state's

Regional Poison Center hotline. The flu hotline will be active through at least the end of December.

“As an advocate for children and families across the state, we are committed to ensuring that the public has access to the most accurate, up-to-date information about health issues, including H1N1 influenza,” said Thomas D. Kmetz, president of Kosair Children’s Hospital and pediatric services at Norton Healthcare. “We are pleased to be able to partner with the state to help people get their questions and concerns about H1N1 answered.”

[The Health Alerts Web site](#) has also been relaunched in an easy-to-navigate format, and will be updated daily with new information about swine flu, seasonal flu and flu vaccines, as well as any other breaking health news. It includes resources for families and individuals, health care professionals, schools and day cares, other community organizations and business owners. It also provides information for the media.

Kentucky was eligible to begin ordering 24,300 doses of nasal spray H1N1 vaccine last week, and expects shipments to begin arriving as early as today. The nasal spray vaccine can be taken by healthy individuals ages 2-49. The first doses will be targeted mainly at health care workers under age 40 who are healthy, with broader availability as supplies increase. The H1N1 flu shot vaccine is expected to be available mid- to late October, with vaccine clinics for the public likely to be scheduled in early November.

The symptoms of both seasonal and H1N1 influenza include fever, chills, headache, sore throat, cough, body aches, and may include vomiting or diarrhea. Individuals at higher risk for complications—such as those with chronic health conditions or who are pregnant—should contact a health care provider early, in case treatment with antiviral medication is necessary.

Common sense precautions to prevent illness include: avoiding close contact with those who are ill; staying home when sick; covering the mouth and nose when coughing or sneezing; avoiding touching the eyes, nose or mouth; and frequent hand washing.

For more information on seasonal and swine flu, visit <http://healthalerts.ky.gov> or follow KYHealthAlerts on Twitter.