

BRIDGEWAY WEEKLY MONITOR

News Briefs from Human Resources – April 11, 2008

REQUESTING FILES FROM MACOMB STORAGE

by Joni Brora-Tawesson, Macomb Records Administrator

Do you need a file from Macomb storage? Here is the helpful procedure for getting it:

1. **Contact.** Best practice, for tracking purposes, is to use the File Request Form. (If you do not have a master of it, call Dianne Hiatt at x 239 to obtain one.) Please provide first and last name on case file; the I.D. number will also be helpful if there is more than one file with same name. Finally, an accurate case closing year is needed. Files of that year, the year before and the year after are searched in case it was misplaced in the wrong box. If you have already faxed your File Request Form list, but need another file before the deadline, you may call/ leave a voice message for Joni at x 182; email jonib@bway.org; or fax Joni at 309-833-1531.

2. **Deadline.** All file requests for the next Wednesday courier run must be received by 1 p.m. each Tuesday, and the trip to the warehouse is made that afternoon. This avoids multiple trips during the week (the warehouse is in a separate location from the Records office), while clinicians, CBO or others conveniently have a window of several business days to make requests for files.

3. **Shipment.** Files are prepared for shipment to your site. You will be contacted by phone or email about your shipment--e.g., if any files requested could not be located, how many boxes you will receive, etc. Files must be sent through the courier system and no other way unless the situation is the rarest exception. Other staff transporting files to another site take responsibility for the security and delivery of the file.

4. **Records Transfer Slips.** Each file will have a Records Transfer Slip attached. Please fill out the right side when you receive the file, and send the slip to Dianne Hiatt in Galesburg Records. You **do not** have to return it to Joni Brora-Tawesson in Macomb.

This procedure has worked well since its beginning. It should be utilized by everyone, in the interests of helping Bridgeway staff and protection of consumer information. Thank you for using our system!

CONGRATULATIONS!

Congratulations to first shift data entry operators from Galesburg Rachel Reed and Ericha Hawk.

Rachel Reed gave birth to a little girl, Valarie Marie, 9 lbs. 7 oz. on 2-14-08.

Ericha Hawk gave birth to a little boy, Braydin Thomas, 6 lbs. 3 oz. on 3-21-08.

GOING AWARD PARTY

Cheryl Peterson Director of Mental Health Residential in Galesburg will be leaving Bridgeway Friday April 18th. There will be a Going Away Party in her honor from 2-4 p.m. in the Harper Library Friday April 18th. Please stop in and wish Cheryl good luck on her future endeavors.

CAMP KIDZ



Pictured from left: Bill Nelson and Pastor Lee Johnson

Pastor Lee Johnson, from the Bethel Baptist Church Galesburg presented Bill Nelson with a benevolent gift of \$500 for Triumph Services Inc. to make certain that local children with disabilities will delight in a meaningful, productive and fun summer day camp experience. Each year for the past 8 summers, Triumph Services has been fortunate to have received all kinds of support from local communities, organizations and individuals to successfully engage these very special young people in Camp Kidz. The summer day camp operates four full days each week for eight weeks during the summer. How wonderful it is and how grateful we are that Bethel Baptist Church has chosen to share their blessings with our mission.

PSSI STAFF NEED YOUR HELP

The Program Support Specialist Staff in Galesburg would really appreciate your help in coordinating when staff members orders food to be brought in for lunch. Please make sure when you place your order you use your name. Food has been delivered to the Galesburg office and know one has a clue who ordered the food or where it is to go.

VERIZON WIRELESS DISCOUNT

In last weeks monitor we let everyone know about an 18% discount for employees who use Verizon Wireless for their cell phone carrier. To fill out the form go to www.verizonwireless.com/getdiscounts you must enter "State of Illinois" as the Organization Name. You may also have to turn off the pop ups to be able to print the completed form. After you have printed the completed form you need to fax the form, a copy of your Bridgeway ID badge or a copy of your Bridgeway pay stub to 1-800-711-7788.

Compliance Corner

by Mary Fran Freeman

HIPAA NOTICE OF PRIVACY PRACTICES AND CONSUMER RIGHTS

The HIPAA Privacy Notice hangs in a prominent place in all our Bridgeway sites. It provides Bridgeway consumers with information regarding how their personal and clinical information, written or verbal, is protected under the HIPAA law. During the intake process, all consumers are provided with a copy of the Notice and sign an acknowledgement that they have received it. The signed acknowledgement is placed in the consumer's clinical file.

The Privacy Notice is framed and prominently posted in all Bridgeway sites including all residences. It is also posted on the Bridgeway website so paper copies are easily available. Please check to be sure that each site has a Notice displayed! Thanks!!

BTS ACTIVITES

From Tom Colclasure

- As the due date for tax filing approaches, the already large quantity of IL1040 documents being received is substantially increasing. Documents are received each day Monday thru Friday. The largest daily quantity of documents received to date was 80,000 tax filings, which were received on Thursday of this week. The daily quantity of documents received is anticipated to continue to dramatically increase each day until a few days following the tax filing deadline date, at which time it is projected to hold at an elevated daily amount for another 4 to 6 weeks.
- The quantity of data entry documents to process for the Illinois Department of Revenue and the Illinois Department of Public Health have dramatically increased at this time. The ability to meet this increased demand for document processing is currently hindered by problems with the data entry server located in Galesburg. We very much appreciate the IS Departments assistance with these problems and look forward to being back in full production soon.
- The Griffin Wheel Company stepped up its Keokuk plant's production amounts, and expanded its work schedule to include weekends. These changes substantially increased its need for packaged rice hulls. All of the workshops have stepped "up to the plate" to assist to meet our contractor's demands by either increasing their existing rice packaging production or starting up production again. The Griffin Wheel Company's increased contract needs will continue at least thru the month of June.
- Dadant & Son's contacted us about additional production needs they have at this time. We are positioning ourselves to be able to take on additional contract work from our friends at Dadant & Sons.
- Since the city of Macomb introduced larger curbside recycle bins a few weeks ago, larger quantities of recyclable materials have been coming to our facility. We are repositioning to better handle these larger quantities until we experience somewhat of a decrease when Western Illinois University begins its summer break.

April is Alcohol Awareness Month

Did you know?

The average age a person tries alcohol for the first time is 14, compared to 17 ½ in 1965.
33.7% of persons diagnosed with Schizophrenia also have an alcohol use disorder.

The younger a person is when they consume alcohol for the first time, the higher at risk they are for developing an alcohol related disorder.

73.6% of persons diagnosed with Anti-Social Personality Disorder have an alcohol use disorder.

A person who consumes 4 or more drinks at a given time is considered a Binge Drinker.

46.2% of persons diagnosed with BiPolar disorder have an alcohol use disorder.

Children of Alcoholics are 4 to 10 times more likely to develop alcohol related problems.

27.2% of persons diagnosed with Major Depression have an alcohol use disorder.

JOB OPENINGS

Mental Health Case Manager - Macomb

Family Resource Developer - Galesburg

Information Systems Manager - Macomb

Therapist – Galesburg

Director of Mental Health Residential - Galesburg

Nurse Clinician - Monmouth

Rehabilitation Trainer – Keokuk, Iowa

Residential Coordinator - Galesburg

Employment Specialist – Kewanee

HCBS Team Leader - Keokuk

HCBS Outreach Worker-Keokuk

Family Support Worker (Pooled Position) – Various Work Locations

Residential Assistants – Kewanee (Pooled Position)

Residential Assistant/DD - Macomb and Pekin

Residential Assistants, (Pooled Positions) – Bridgeway Residential Facilities

THE WAY TO WELLNESS

Health and Wellness Information from Mercer

April 2008

Keeping It Fresh

14 ways to keep your walking routine exciting!

Make a change.

1. If you walk indoors on a treadmill, try walking outdoors instead or vice versa. 2. Reverse the direction of your normal route. Everything looks different coming from the opposite way. 3. Consider walking in a new place once a month; visit a zoo, a local park, or an outdoor shopping center.

Challenge yourself.

4. Supplement your normal walk by adding mini-speed intervals. Incorporate four to six three-minute segments of walking at a slightly faster pace than your normal stride into a 30-minute walk. 5. Hike or backpack in a state park, or better yet, take a walking vacation. 6. Add other exercises to your walk. Use a park bench to perform a set of triceps dips, or stop at a grassy spot for a set of crunches.

Set a goal.

7. Choose new walking goals at the beginning of each week. You'll be more focused if you make it accessible—15 to 20 miles per week, for example. 8. Pick a walker ahead of you on the trail and try to pass him or her. 9. Wear a pedometer and log your walking times and distances to track your training. Try to break a record at least once a month.

Have a purpose.

10. Walk with your dog. No dog? Volunteer to help walk dogs at the local humane society. 11. Train with a group for an event that supports a cause, like a breast cancer walk.

Keep it fun.

12. Wear an mp3 player and listen to upbeat music as you walk. 13. Make it a group effort by getting your kids, spouse or friends to join in. It's a way to work out and spend time together at the same time. 14. Reward yourself when you accomplish a major goal.

The healthiest mushroom

Boost immunity and cut calories with this mighty white veggie

They're not colorful, but mushrooms have a brilliant reputation with dietitians. Tufts University researchers found that white buttons ward off viruses and tumors in mice by boosting the immune system's killer cell activity. They may protect against cancer thanks to potent antioxidant levels. Added bonus: Cup for cup, swapping rice or spaghetti for mushrooms can save up to 200 calories. Try that twice a week and you can drop 6 pounds in a year.

How weighing too much hurts you

Being overweight can significantly increase your risk for certain diseases.

Heart disease. If you're 40-something and overweight—even if you have normal blood pressure and cholesterol—you're much more likely to get heart disease as you get older. Researchers at Northwestern University studied almost 18,000 people for 32 years and found that the obese were

43 percent more likely to die of heart disease later in life than those of normal weight. Fat itself, especially abdominal fat, produces hormones

and chemicals that can damage blood vessels, upping the risk of blood clots and diabetes.

Diabetes and kidney disease. The higher your Body Mass Index (BMI), the higher the risk for these conditions. But according to The Diabetes Prevention Program, which studied people on the verge of diabetes, losing just 7 percent of body weight can cut the risk of full-blown diabetes by 60 percent.

Cancer. Fat, particularly tummy fat, affects levels of hormones (including estrogen) and growth factors, which in turn appear to spur the development of cancer cells. Fat also hikes the body's inflammation level, also fanning cancer risk. In fact, this year, the American Institute for Cancer Research and the World Cancer Research Fund linked excess weight to six cancers: breast cancer in postmenopausal women, esophageal, pancreatic, colon, rectal and kidney cancers.

Source: www.health.com

Short takes

Alternatives for treating pain.

If other remedies aren't getting your back on track, give alternative medicine a try. Researchers found that people with chronic back pain got more relief from weekly yoga classes than from physical therapy or from reading a back pain book. Of those who meditated, 78 percent were able to do tasks like tying their shoes with less pain and more than half were able to stop taking pain meds.

The power of diet and exercise.

The article above details how being overweight can increase the risk to develop diabetes and heart disease. But just 3 weeks of healthy living can make a difference. In a study of 31 overweight or obese men, half overcame their diabetes or problems like high cholesterol or high blood pressure after following a high-fiber diet and getting 45 to 60 minutes of moderate exercise a day for 3 weeks. It doesn't take a long time to see the results of your hard work.

Saying "yes" to drugs. When it comes to heartburn, drugs are just as effective as surgery. In fact, most people who undergo the knife for acid reflux end up going back on medicine anyway. Researchers found that proton pump inhibitors (Nexium, Prevacid and over-the-counter Prilosec) work better than H2 blockers (Pepcid, Tagamet or Zantac).

Bye-bye baby weight. To shed post-pregnancy pounds, turn off the tube and head outdoors, say researchers at Harvard Medical School. They tracked 902 new moms and found that for every hour of TV watched daily, a mother's risk of retaining baby weight increased by 24 percent; for every hour of walking daily, it fell by 34 percent.

Smart Eating:

To get maximum cancer-fighting power, choose pungent yellow onions. Compared with milder white ones, yellow onions have more quercetin, a powerful antioxidant that has been linked to reduced cancer risks, especially prostate cancer.

Source: www.cancer.org