

BRIDGEWAY WEEKLY MONITOR

News Briefs from Human Resources – April 4, 2008



Pictured from left: Sandy Wood (VP), Liza Carithers & Phil Arnold (CFO)

110%AWARD

Liza Carithers, Account Macomb received the Bridgeway 110% Award Wednesday, April 2nd for her Outstanding Teamwork & Service Excellence. This truly exemplifies the Bridgeway Mission each and every day and so Liza was recognized and honored with the Bridgeway 110% Award which includes a certificate of recognition, a 110% pin, and a \$25 Gift Check. Congratulations Liza!

MONMOUTH OFFICE OFFERS NEW CLASSES

New classes being offered in our Monmouth Office:

Parenting Education/Therapy Group – Tuesdays from 3 to 4 p.m.

Adolescent Anger Management (Ages 13-17) – Tuesdays from 4 to 5 p.m.

Adult Anger Management (10 to12 Week Class) – Starting Friday, May 2nd from 3:30 – 4:30 p.m.

After the Monmouth Adult Anger Management Group is over the class will then be offered in Galesburg. Contact Jennifer Ferguson, Substance Abuse Coordinator at jenniferf@bway.org. for referrals for any of these groups.

CONGRATULATIONS!

Ronin Clay, Residential Assistant at Grant, has completed DSP training!

Congratulations Larry Yee, Crisis Intervention Therapist on obtaining your LCPC!

DEEPEST SYMPATHY

Our deepest sympathy to Melissa McClain, Substance Abuse Counselor on the loss of her cousin and father-in-law.

ANASAZI UPDATE

We have updates that need to be done in the system again. So we will have everything down next **Wednesday 04/09/08. I will be taking Anasazi down at 4:30 A.M.** this time because it's taking longer and longer to get updates done. At 6 A.M. all other software's will go down as well for server updates and reboots. Please make sure that all staff are aware of this and logged out of all programs at that time.

If you have any questions please let me know. Thanks Anna Haase

EMPLOYEE DISCOUNT AVAILABLE!

Bridgeway cell phones are through Verizon Wireless and Bridgeway has recently renegotiated a two year contract. An employee discount of 18% is now available for personal cell phone accounts with Verizon Wireless if they meet the following criteria:

- Account is in the employee's name*
*If the account is not in the employee's name please contact the Assumption of Liability Team @ 888-832-4540
- Account has an eligible calling plan generally \$34.99 or above; however not all plans (i.e., \$59.99 Broadband Access Data plan) are eligible to receive a discount.

To **RENEW** your current Verizon Wireless account or sign up for **NEW** Verizon Wireless service please email Kathrine.Stoefen@VerizonWireless.com or you can call her at (563) 321-1361.

Please see the attached form which summarizes the plans and rates available.

MENTAL HEALTH STAKEHOLDER EDUCATION ***New DMH Non-Medicaid Service Activity***

By Sandy Wood

Beginning July of 2007, the Division of Mental Health created a new billable service activity for staff providing mental health services in Illinois. It is called Stakeholder Education. Bridgeway can bill up to 1% of our total billable services, that is, our Medicaid and Non-Medicaid contract total amount.

Stakeholder Education Definition: Services that educate and train community stakeholders, e.g., police officers, providers of homeless services and landlords, who frequently interact with individuals with a suspected serious mental illness or serious emotional disorder on how to understand, approach and work with the population during the performance of their duties. It also serves to educate the general community about children with a serious emotional disorder and adults with a serious mental illness and the array of services available to support them. Stakeholder Education is a face-to-face or videoconference group activity and it is a formal presentation.

It is important that we capture and document all of the mental health recovery community stakeholder education that we have been doing this fiscal year. Managers of our mental health services are now being trained so they can review the process with their staff. Documentation is relatively simple. You can use the Stakeholder Education form that is on our Website (under *Mental Health Services Forms*) or the progress note Stakeholder Education template in Anasazi. After completing the form, you will need to attach any presentation materials and the sign – in sheet (if one was used) and submit your packet to Vicki Brooks, Administrative Assistant, in Galesburg who is maintaining a file of our Stakeholder Education activities. (For reference, the form is attached to the Weekly Monitor today). Our communities can certainly benefit from this educational service so let's step up our provision of this new billable service! Feel free to give me a call if you have any questions.

POTLUCK LUNCH IN HONOR OF PAT SCHAEFER

The substance abuse team will be honoring Pat Schaefer, Substance Abuse Counselor who will be leaving Bridgeway on Friday, April 18, 2008.

So, please join us in honoring Pat's 11 years of dedicated service to substance abuse consumers on Friday, April 11th from 12-1pm. We will be having a potluck lunch starting at 12 pm. So, bring a dish and join us in the Payne Conference Room Galesburg for food, fun, and friends. Pat will be sadly missed by all who have had the opportunity to work with her.....thanks, Vicki Lybarger

APRIL IS CHILD ABUSE PREVENTION MONTH

It started in 1989 when Bonnie Finney, a grandmother tied a blue ribbon to the antenna of her van “to make people wonder”. When curious people asked Bonnie about the ribbon she told the gruesome story of how her grandchildren were abused at the hands of their parents, especially their mother...her daughter. Bonnie tried to look out for them but wasn't physically able to care for her grandchildren. The story ended in tragedy. One child, a boy had been killed stuffed in a toolbox and dumped in a swamp; and the other, a 16 month old girl, was first put in the hospital after having been severely beaten and burned then in foster care. Since that first blue ribbon in 1989 the campaign has spread nationwide and the blue ribbon has become the national symbol for National Prevention Month.

Bridgeway is a member of the Blue Ribbon Committee that helps plan activities throughout the year to help raise awareness about child abuse and how to identify signs of abuse and how to prevent abuse. Of course there is a concentration of activities in April. So here are a few activities that some of you may want to take part in: On **April 10 at noon** at the **Knox County Courthouse** (200 S Cherry St) there will be a **Hands Around the Courthouse Event**--this is to show solidarity and support for those children who have been abused as well for the workers who deal with this tragedy everyday. In **Knox County** in 2007 **231 children** were indicated **victims of abuse**--**52** were indicated victims of **sexual abuse**. In **Illinois** in 2007 **28,516** children were indicated victims of **abuse or neglect** and **67 children died** as result of that abuse or neglect

..--We have never made it all the way around our large courthouse we need your help!!

April 12 is Healthy Kids at the YMCA (1324 W Carl Sandburg Drive) **9-12;**

April 19 Network for Young Children (under 6) Fun Fair at Hawthorne Gym (2265 Veterans drive) 9-12.

Also look for placemats **at restaurants such as Pizza Hut, Hammers, Happy Joe's, Rite Track Café, and Pizza House** from the **Poster contest** held at **area schools** through the **YMCA PALS program**. On one side is the child's poster and on the other side is statistics and information on how to spot and report child abuse.

COMING. . .

Jessica Bennett, Teachers Assistant Galesburg
Jane McGee, Benefits Specialist Galesburg
Jim Hecht, Data Entry Galesburg
Wendy Goben, Data Entry Galesburg



Pictured from left to right--Elaine Humphrey, Joe Campbell, and Wayne Allen

PREVENTION SAYS

Thank you to Vicki Lybarger, Lead Substance Abuse Counselor for being on the Underage Town Hall Meeting on Underage Drinking in Knox County. Elaine Humphrey, Therapist and Joe Campbell, Substance Abuse Counselor were both on the panel for Kewanee's Town Hall Meeting. A special thank you goes to Bridgeway Board Member Wayne Allen for sharing with Kewanee the efforts of the Knox County Coalition Alcohol Task Group. He was able to offer hopeful solutions to Kewanee that have made a difference in Knox County (Galesburg). Mr. Allen serves on the Alcohol Task Group of Knox's Coalition and champions coalition efforts in his other community roles.

IT'S TIME TO ASSESS YOUR SECURITY SCORE!!

It's time again for each of us to check how we're using our computers so we're sure that the requirements of the HIPAA Security Rule are being followed.

Can you answer "Yes" to all the following questions?

	Yes	No
Is your computer situated in your work space so the screen is not easily visible to those around you?	_____	_____
Do you close and lock your door whenever you leave your office?	_____	_____
If you need a written reminder of your password, do you always keep it in a secure place?	_____	_____
Do you have 6 or more letters/numbers in your passwords? (No words!)	_____	_____
Do you include both alpha and numerical characters in your passwords?	_____	_____
Do you use a privacy screen on your computer if you work in an open area?	_____	_____

How many "Yes" answers do you have? If you have any "No" answers, make the changes needed so you are compliant with the Security Rule!

BTS ACTIVITES

From Tom Colclasure

- Officials from the Illinois Department of Revenue and from the Illinois Central Management Services performed a site visit this week of the IL-1040 mail processing contact activity. The results of the visit were positive, however, we need to continue to step up the quantity of production to meet anticipated increases to the number of documents we will receive with the tax return filing due date rapidly approaching. We continue to recruit additional mail sorters.
- A bid is being prepared for the City of Kewanee to perform janitorial services at the city hall and the Amtrak station. The submission date for the bid is May 1, 2008.
- Preparations are being made for the Kewanee workshop to begin production on 1 of the Ursa Major stencils. The Kewanee workshop has already began packaging smoker fuel for one of our contracts with Dadant & Sons.
- The quantity of packaging contract orders from Dick Blick Company has been steadily increasing.
- The metal working shop has been sandblasting and powder-coating playground equipment for a local Macomb area church. Motorcycle parts and other items are being sandblasted and powder-coated for individuals

THE FOLLOWING HAVE BEEN HIRED AS MAIL SORTERS

Dominque Calhoun	Jennifer Frisby	Marty Fisher	Hannah Perez
Debroh Ferren	Shirley Wallace	Majorie Blackwell	Michelle Smith

Erik Hughes
Eric Wall
Vicki Hunziker
Pam Denisar

Amy Davis
Heather Sargeant
Lee Wall
Brenda Nickas

Rosie Ellis
Tiffany Noel
Jim Dunsworth

Kayla Ramage
Deborah Hovind
Linda Jones

ASK IS

By Derek Jones

This week we have introduced a new program here at Bridgeway. We call it ASK IS, as in "Ask the IS department questions about technology."

By simply logging into the Bway website, and clicking on the Ask IS link on the Employee Menu you will open a new window where you can enter a question to ASK IS.

The IS department will take 10 questions a week. Questions will be answered within 24 hours provided they are about technology. Bridgeway Support issues will not be answered here. Please use the Bridgeway Support site for all support related issues. We welcome questions on new technology, tech rumors, and we can help explain those goofy tech buzzwords. Take advantage of our knowledgeable staff!

You can help others by authorizing your question to appear in the weekly Monitor by checking the appropriate box on the ASK IS form. Past Questions and answers will be placed into the Bridgeway Bulletin Board accessible from the ASK IS page.

JOB OPENINGS

Family Resource Developer - Galesburg
Information Systems Manager - Macomb
Therapist – 2 positions open Galesburg and Monmouth
Director of Mental Health Residential - Galesburg
Nurse Clinician - Monmouth
Rehabilitation Trainer – Keokuk, Iowa
Case Coordinator - Keokuk Workshop
Residential Coordinator - Galesburg
Employment Specialist – Kewanee
Nurse Clinician - 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