Southwestern Virginia Mental Health Institute

DECEMBER 2015

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Hidden

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There are holiday bells on every page in this edition, just like the one pictured here. Can you find all 19 of them?



From the Director

Employees of the Quarter

I am pleased to showcase the following mendations as to how we can interemployees who have been selected as Employees of the Quarter for this past quarter. The following is taken from the nominations for each nominee:

Gerry Moore, Team Nurse, Extended Rehab Services Unit

Gerry is the team nurse on Ward H and does an excellent job in that role.

She is very dedicated and dependable and always ensures that her assignments are done on time and thoroughly. She rarely ever calls in and she is always willing to take on any task. She not only does team, but very frequently, in addition to team nurse duties, will do medication administration and will also provide assistance in the mornings in the Central Rehab area. She gets along excellently with her team members and her other coworkers as well. She knows what is going on in her assigned ward and she provides the leadership the ward needs to run successfully. She is a great psychiatric nurse, utilizing and role modeling good crisis intervention skills. She has an excellent rapport with all of her patients, and is well respected by them. She really takes time with them when they need to speak with her about any concerns that they might have. She is a staff during commitment hearings, member of the Falls Prevention Committee and does a good job in giving feedback so that we can look at new interventions regarding fall prevention. She does a good job when patients are having any kind of issue, whether it is medical or psychiatric. She researches

the patient's history to see what has helped in the past, and makes recomvene in order to get the patient's condition to stabilize.

Recently a nurse from the community job shadowed with her to see what a day in the life of a psychiatric nurse is like. Gerry did a very good job with the shadowing nurse.

She is always willing to be flexible to adjust her schedule in order to provide coverage for the unit She does this without complaints. She is an employee who consistently role models the facility values in her day to day interactions with others. She is a valuable employee to our facility and to the ERS unit as well. She also consistently goes above and beyond her job expectations.



Jim Lundy, Unit Nurse Coordinator, Admissions Ward A/B

example of the Facility's values of Team-

work and Leadership on many occasions. Whenever a Team is meeting with a potentially violent individual, Jim is always more than willing to assist, sometimes by simply being present. This carries over to support when he is often present with individuals who are at higher risk for escape or violence. He has also been effective in promoting the safety of staff and patients by being willing to temporarily move patients between Wards A/B and C/D. Jim has also

been consistent in facilitating communication between the different shifts of nursing staff, particularly when patient and/or staff safety issues arise (illustrating and modeling the facility value of communication). In the same vein, Jim has served as a liaison between treatment teams and the Forensic/Special Management Committee, often relating questions/concerns and asking for clarification of behalf of one party or the other. The staff of Ward A/B are fortunate to have Mr. Lundy as such a leader and role model. (Editor's note: the nomination was signed by each of the B Treatment Team members).



Betty Hash, Head Nurse, Admissions Ward C/D Second Shift

Betty has dedicated 14 years of

Mr. Lundy has been an service to SWVMHI, having been promoted from RNCA to Head Nurse in June of 2007. She goes above and beyond on a daily basis to provide excellent patient care.

> Over the past year, Betty has dealt with difficult staffing issues on Ward C/D evening shift. She spends a great deal of time orienting and training new RNs. Betty has worked to orient and train five additional RN and Baylor nurses to Ward C/D. She has also worked to train newly

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Pilot Project for Alternative Transportation

The Pilot Project

On Monday November 16, 2015, an historic Pilot Project began in Southwestern Virginia. This is a project designed to pay a certified and trained private Transportation Provider to bring individuals from the point of the prescreening to the inpatient psychiatric hospital that is listed on the TDO. The private vendor, Steadfast Investigations & Security, LLC, was awarded the contract to provide this service. SWVMHI, DBHDS, and Mt. Rogers CSB staff provided four days of training to the drivers, dispatch, and Vice President of the organization. The drivers are required to be certified by DCJS.



Pictured above are those that took part in the four day training from SWVMHI, Mt. Rogers, and the staff from Steadfast Investigations.

The Pilot is for individuals age 18 and up who are to be transported on TDO How this will affect SWVMHI: status and will begin with individuals who are prescreened in the five counties of the Mt. Rogers Community Services Board (Smyth, Wythe, Carroll, Grayson, and Bland).

The individuals can be transported to SWVMHI, another state facility if we are full, or to a private facility in our region or across the state.

Background:

For the last many decades, individuals on TDO have been transported by one or more law enforcement officers, in the back of a law enforcement vehicle, and often handcuffed. This level of security is not necessary in the majority of instances and is criminalizing to and not experienced as recovery-oriented or trauma-informed by the individual. It staff who might receive such a call, also takes officers off the roads of their home jurisdiction for long periods of time.

The Virginia Code permits Alternative Transportation options. The Code was revised in the last legislative session to permit the magistrates broader discretion in determining eligibility for the use of alternative transportation. (See Virginia Code section 37.2-810 http:// law.lis.virginia.gov/vacode/title37.2% 20/chapter8/section37.2-810/)

Although Virginia has operated with law enforcement transportation in the vast majority of cases for many decades, other states provide the majority of their transports by private companies (Illinois and North Carolina are two examples).

This will not change the other decision making processes that are well established, such as determination of need for TDO, search for alternatives to state hospitalization, medical assessment and screening, and communication with SWVMHL

However, because the alternative transportation providers are not allowed to have hands-on with individuals, SWVMHI staff will need to be prepared to go out to the vehicle and assist the individual into our facility. It is my understanding that the drivers will call into the facility as they pull up, but as this is a new process, we can expect some adjustments to the process as we go along. I ask that SWVMHI nursing be ready, and alert Security staff to assist the Alternative Transportation drivers.

Future Rollout of the Project:

Weekly Quality Assurance meetings will be held through the foreseeable future to discuss how the project is going, the use of the Alternative Transportation providers, and any issues/problems that come up. More frequent meetings will be held if needed. It is anticipated that as soon as possible, the Pilot will roll out to the next CSB, which at this time is scheduled to be Highlands Community Services.

Let me know if you have any questions. If any problems arise as we get used to the new process, please let me know about them by the next working day.

Our goal is a safe and successful implementation of a project that has the opportunity to make a difference in many lives.

~ Cynthia L. McClaskey, Ph.D. Director

'Christmas Market



With the cooler days upon us, it's beginning to feel a lot like Christmas. This time of the year brings decorations, holiday music, and cheer to the facility throughout the month of December.

Each year around the first of December, the season is kicked off with the **Annual SWVMHI Christmas Market**. This event provided staff throughout the facility an opportunity to not only shop for gifts and décor, but also enjoy an array of holiday treats, music, and edible items

that can only be found in one place one day per year

This year the SWVMHI Christmas Market took place on Thursday, December 3, 2015, from 1330 to 1600 hours in the gymnasium. We

hope you took the time to see how talented some of the individuals we serve are with an array of items including ceramics, woodcrafts, crafts, and horticulture items all produced within the Rehab Department. The items will be on display and available for purchase. If you have ever visited a Fundraiser Friday sale held throughout the year, then you haven't experienced anything yet!

The **SWVMHI Christmas Market** also offered a variety of seasonal food items including homemade cakes, breads, candies, and more donated by facility staff. Are sweets are too sweet

for your taste? No worries, because there was popcorn popped on the spot. We hope that you stopped by to grab a bag for your afternoon snack.

The SWVMHI Christmas Mar-

ket gives staff an opportunity to enjoy many of the things that make the holiday season so special. Food, fun, and shopping all for a great cause. All proceeds from the SWVMHI Christmas Market go directly towards funding programs for the individuals we serve, including fun activities and Operation Santa Claus.

We hope that you stopped by the gymnasium on Thursday, December 3, 2015, and kicked off the season with some holiday fun.

~ Brittany Phillips, Vocational Rehab Coordinator

Congratulations

Congratulations to the following staff who are receiving a bonus for completing the College of Direct Support, Direct Support Professional Program:

Level I Recipients

Kayla Brooks Penny Gilley Sheila Gregory Angela Lamie Denise Rashad Anna Michelle Smith Jennifer Stamper

Level II Recipients

Ellen Boothe Donna Crockett Kathy Church Jennette Hurd Amanda Jennings Cindy Osborne Drusilla Parks

Level III Recipients

Glenda Hart Philda Holman

The Direct Support Professional (DSP) Career Pathway includes partnerships involving DBHDS, community colleges, the College of Direct Support, and others that promote a rich learning and work environment for DSPs within the facilities. The career pathway supports a more motivated, experienced, and competent direct-care work staff providing higher quality care and service. The experience, training, and development opportunities are structured in three tiers that provide increasing advancement opportunities based on attaining increased experience and competencies as a DSP. The career pathway's three tiers represent career growth opportunities for all participating DPSs.

Congratulations to each of these employees for their hard work and dedication to their education, the facility, and the individuals we serve every day.



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,' Chaplain's Corner

Editor's Note: The following is the presentation given by Dr. Graham at the Veteran's Day Celebration here at SWVMHI on November 10, 2015. This event honored current SWVMHI staff who are veterans (see page 5).



We have gathered here today to honor the military veterans of our hospital family.

Veterans Day has its origins in the Armistice (stoppage of weapons) agreement that resulted in the cessation of hostilities on the Western front of WWI. The time was designated as "the eleventh hour of the eleventh day of the eleventh

claimed a holiday in 1919 by President Woodrow Wilson. Over the decades to follow, this day of remembering and honoring all veterans of military service evolved into our current Veterans Day in 1954.

While our gathering is a local observance of a national holiday, it is most appropriate that we recognize our own men and women who have served our country with distinction. The value we place on service, the love we have for America, the appreciation we have for the people who have proudly served our nation, merit our heartfelt gratitude. In times of war, as well as times of maintaining a just peace, our military try's call, served with honor, and personnel serving in the Army, Navy, Marine Corps, Air Force, and Coast Guard have guarded our shores and defended our land against "all enemies foreign and domestic" for generations.

Today my honored friends, on bemonth" of 1918. The day was pro- half of your colleagues at SWVMHI,

I extend a heartfelt Thank You for your service to our country. Thank You for your service to our institution. You are in inspiration to all of us. President Ronald Reagan once reminded us that

"The dustbin of history is littered with the remains of those countries that relied on diplomacy alone to secure freedom. We must never forget in the final analysis... that it is our military, industrial and economic strength that offers the best guarantee of peace for America in times of danger."

Each of you answered your Counreturned to civilian life to contribute to the well being of your family, your community, and our institution. Thank you for your dedication. It is a privilege to work with each of you.

> ~ Timothy Graham, D. Min. Chaplain

SWVMHI Nurse Graduates from First SystemLEAD Program

During 2015, 23 participants from state facilities and the central office participated in the first ever SystemLEAD cohort. SystemLEAD was developed to increase the knowledge, skills, abilities, and behaviors for participants aspiring to a leadership role. SystemLEAD gives participants broad exposure to the competencies necessary to be a successful leader in our system. Participants were selected using a competitive process requiring an application and two recommendations.

During the nine month program, key competencies for leadership were used as they participated in the week-long Virginia Public Sector Leadership Program developed by Virginia Tech; a series of eight highly focused workshops that explored the specific work of DBHDS; developed a professional portfolio; and completed a team capstone project. The focus of these projects are to identify key challenges in the BHDS system and develop a plan for ameliorating it.

On November 18, 2015, a graduation ceremony was held in Richmond whereby the 23 participants, divided into seven teams, presented their capstone projects and were then recognized for their efforts in a graduation ceremony and celebration.



This year's representative from SWVMHI was Josie Wade, RN, JD, Coordinator for Nursing Staff Development. She was a member of the Team whose capstone project was Debrief After

Seclusion and Restraint: The Case for a Uniform Standard in Virginia State Behavioral Health Facilities.

SWVMHI recognizes and thanks Josie on her participation in SystemLEAD and for a job well done. Congratulations losie!



SWVMHI Celebrates its Veterans



Left to right: Augusta Saucer, Don Bonham, Kayla Brooks, Dr. Everett Jones; Vivian Lotts, and Richard Pasco.

On November 10, 2015, SWVMHI held a ceremony to recognize the many veterans that are employed at our facility. Dr. Tim Graham gave a moving speech (featured on page 4), and each veteran received a token of appreciation, followed by a reception. Individuals we serve at SWVMHI made a flag for the occasion, and service members and family members of employees who are vet-

erans or active duty service members were featured on a board displayed in the Henderson Lobby. The list of known veterans that are currently on staff at SWVMHI include the following: Don Bonham, Accountant; Kayla Brooks, Psychiatric Aide; Brian Combs, Information Technologist; Robert Farmer (Retired Psychiatric Aide and current volunteer) Keith Hart, Security Officer; Edwina Lambert, Transcriptionist; Vivian Lotts, Psychologist; Mike Martin, Carpenter Supervisor; Shaun May, Electrician Supervisor; Alan McGhee, Grounds Worker; Ken Miller, Head Nurse: Richard Pasco, RNCA: Steve Perry, Electrician; Augusta Saucer, Clinical Social Worker; Jennifer Snow, Psychiatric Aide; and Mike Stockburger, RNCA.

If you know of anyone missing from the list above, please contact Human Resources. If you would like to include your family member's photo on our recognition wall, please take your photo to HR so they can scan it for you. We will celebrate and honor our veterans again!



Flag made by individuals served at SWVMHI



Rehab Department News



Winter is fast approaching, and the holidays are quickly upon us. The Rehab Department is gearing up for some festive events in the coming

weeks to showcase our excitement for this holiday season.

The Rehab Department's annual Christmas Market was on Thursday, December 3, 2015, from 1330 until 1600 hours in the gym (staff only). The market houses crafts made by individuals we serve, donated items, and baked goods. This facility tradition continues this year with more goodies and fun. Funds from this event go directly toward patient programs, activities, and Operation Santa Claus.

Operation Santa Claus (OSC) will be held in the gym on Thursday, December 17, 2015, from 1000 until 1515 hours as a chance for the individuals we serve to take part in the season of giving. This event is made possible through the generosity of donors from the community, both individual and organizations, who recognize the need to bring the Christmas spirit of giving to those who we serve. OSC remains one of the most anticipated events of the year for the individuals we serve and we are excited to once again be able to provide this for them.

The New Day Café continues to offer vocational learning opportunities for the individuals involved in its operations. It serves the entire SWVMHI population staff and individuals we serve, alike through weekday morning sales. The hours of operation are posted at the café's entrance.

For November's special event, the Rehab Department and the facility, as a whole, warmly welcomed the Bristol Senior Show Choir. On Thursday, November 19, 2015, from 1330 until 1500 hours in the auditorium gym, these individuals put on a fantastic and theatrical show of Christmas magic! Both individuals we serve and staff were singing along, dancing, and getting into the holiday spirit.

November's RCERC meeting took place at Hungry Mother State Park on Wednesday, November 18, 2015, with three individuals participating.

The Rehab Department also has some staffing changes to announce. Sheila Thomas has moved into the role of Rehab Resource Coordinator. Sheila has worked as an Educational Rehab Specialist for the past three years and will ultimately work as an RRC on I team. Mollie Bellows also joins us a parttime Wellness Rehabilitation Specialist to help out with groups, events, and evening game room activities. We are thrilled to have her and excited to see Sheila and Mollie thrive in their new roles.

> ~ Emily Lockhart Wellness Rehab Coordinator

Virginia is

for Civers!

CVC Silent Basket Auction

Commonwealth of Virginia Campaign

Thanks so much to everyone who donated baskets and participated in the 2015 CVC Silent Basket Auction! You really outdid yourselves. In 2015, we had 27 baskets and raised \$1,205.00. In 2015, we had 24 offerings, and raised \$1,301.00. This is outstanding — way to make a difference!

~ Ginny Moorer-Shields, M.Ed. And Becky Sparger, RN,BSN SWVMHI CVC Co-Chairs



Library Corner

Christmas Cards



December 9 is Christmas Card Day. We have Christmas cards available here in the library so I thought it might be

interesting to look into the history of the Christmas card. Sir Henry Cole (1818 -1874), a civil servant in England, designed the books we have in our library: first commercial Christmas card in 1843 to see how the new post office could be used by ordinary citizens. The first post office that people who weren't very rich could use was set up in 1840. He and his artist friend, John Horsley, designed the card that featured pictures of a family eating dinner and people helping the poor. They sold approximately 1000 copies of the card for one shilling each. At the time, the cards were controversial because the dinner scene included a child drinking wine. By the early 1900s sending Christmas cards were a must-do throughout Europe.

Today, many people send e-cards but there is something very special about getting a hand-signed card. We have many holiday resources in our library including Christmas books, craft magazines, Creative Forecasting magazine, as well as many Christmas cards. We also have lots of cookbooks and craft

books. It's not too late to pick up a card to send to an individual's family and friends.



Following is a list of some new large print

Handle with Care by Jodi Picoult

Sammy's House by Kristin Gore

Carolina Isle by Jude Deveraux

Bulls Island by Dorothea Benton Frank

Sing You Home by Jodi Picoult

The Lost Hours by Karen White

Promise Canyon by Robyn Carr

Christmas Treasures by Thomas Kinkade

Off Season by Anne Rivers Siddons

A Winter Dream by Richard Paul Evans

House Rules by Jodi Picoult

A Wish for Christmas by Thomas Kinkade

Hearts Afire and Restless Hearts by Marta Perry

Hidden Summit by Robyn Carr

Embers of Love by Tracie Peterson

Almost Innocent by Jane Feather



The library would like to thank the following people for donating items:

> Jan Barrom Lesu Cole Gaynelle Davis **Robert Farmer** Sheila Thomas Sharon Winebarger

We are also very thankful for the many anonymous cards, magazines, and books and anyone who may have accidentally been left off the list.

> ~ Christina Quillen Librarian

Safety: Housekeeping



The word "housekeeping" calls to mind cleaning floors and surfaces, removing dust, and organizing clutter.

But in a work setting, it means much more. Housekeeping is crucial to safe workplaces. It can help prevent injuries and improve productivity and morale, as well as make a good first impression on visitors. If the sight of paper, debris, clutter, and spills is accepted as normal, then other more serious health and safety hazards may be taken for granted.

Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly; maintaining halls and floors free of slip and

trip hazards; and removing waste materials (e.g., paper, cardboard) and other fire hazards from work areas. It also requires paying attention to important details such as the layout of the whole workplace, egress, the adequacy of storage facilities, and maintenance. Good housekeeping is also a basic part of accident and fire prevention. Effective housekeeping is an ongoing operation: it is not a hit-and-miss cleanup done occasionally. Periodic "panic" cleanups are costly and ineffective in reducing accidents.

Experts agree that all workplace safety programs should incorporate housekeeping, and every worker should play a part. In addition, a clean workplace, but a safe one as well. housekeeping should have management's commitment so workers realize its importance. There's a responsibility to keep your

work area in order and return items to where they belong. Storage space, if readily useable, should be designed in such a way where it can be used without stretching too far or lifting heavy loads. All workers should participate in housekeeping, especially in terms of keeping their own work areas tidy, reporting safety hazards, cleaning up spills, dust and clutter, and keeping information confidential (i.e. not leaving items with patient names laying around on your desk unattended) by putting sensitive material away.

With everyone's help, we can have not only

~ Safety Committee

Kronos Workforce Questions and Answers

Years of Service

Under 5 years

5-9 years



Maximum Payou

192 hours

240 hours

We have received lots of requests lately for forgotten passwords. Before you call, you should first try the "forgot password" link, located below the user name and password fields.



Forgot your password?

When you click on this link, you will be asked the security questions you set when you first logged onto Kronos oh so long ago. If you see questions that you don't recall setting, or you can't remember the answers, then you can send an email to cheryl.veselik@ dbhds.virginia.gov who can then reset your password. When she resets your password, you will be required to chose another one and to also reset all three of your security questions.

10-14 years 288 hours 6 hours 288 hours 15-19 years 7 hours 336 hours 288 hours 20-24 years 8 hours 384 hours 336 hours 25 years or more 9 hours 432 hours 336 hours Another question we hear, especially at again. If in doubt, contact your

Pay Period Accrual

4 hours

5 hours

this time of year, is, how much annual leave am I going to lose? To find out, you will need two things:

First, look at the chart above and find out what your maximum carryover is based on your years of service.

Second, go to your timecard and for the time period field just under your name, click on the down arrow button and chose specific date. You'll get a pop up calendar. Change the date to January 9, 2016 (the last day of the leave year).

Now, find out how many hours of annual leave you have and subtract from it the maximum hours you can carry over. This is the number of hours you will lose at midnight on January 9, 2016, Do you have specific questions if you do not use them between now and then. Please note that the hours your EARN for the period ending January 9 will be credited to your balances on January 10, 2016. You can see this by changing the time period to January 10 and reviewing your leave balance

timekeeper who can assist you.

Maximum Carryover

192 hours

240 hours

Don't forget, if you are eligible for Family/Personal or Sick Leave under the VSDP program, these new balances will be loaded on lanuary 10. Any balances remaining at midnight on January 9, 2016, will be lost — these balances do not carry forward like annual leave balances.

Other leave categories that are reset on January 10 include FML, Military, and Community Services — just remember that you must be eligible to use these balances and must receive approval through Human Resources before you can use these balances.

about Kronos you are just itching to find the answers to? Send them to Cheryl Veselik so she can add them to a future edition of the newsletter.

~ Kronos Implementation Team

Timekeeping Forms

By now, everyone should be aware that we have new timekeeping forms in use, and available on the forms directory, for both leave requests and missed punches. The missed punch form (actually called Kronos Maintenance Form) can also be used when working through lunch or working/ attending training off site to be sure that your timekeeper has a record and can document your in and out punches in Kronos Workforce Central.

Please ensure that your timekeeper has all leave requests and maintenance forms as soon as possible. You can send them electronically or fill them out by hand. In the case of leave, reguests should be routed to the timekeeper before the leave is taken, except in case of last minute leave.

Please do not hold them until the end of the pay period when timekeepers

are trying to close out the pay period for everyone.

If you aren't sure if your timekeeper has what they need, please ask them. Most timekeepers have other primary duties, so if you ensure they have what they need from you, it will save them time, and they will be most appreciative!



Employee Survey Results

The good news is that a big majority of those staff who responded to the survey are satisfied and enjoy their jobs, feel good about their direct supervisors, feel their work is fair and their responsibilities clear, that they are respected by their peers and that their job is important to the hospital's success. Training is rated highly as well. Just over half of our employee responded to our survey and of those, just over half (57%) were completed by Direct Care (nursing, clinical, medical) staff, 31% by non-direct care staff (everyone else), with 12% who did not answer. This is a great response rate.

Morale, pay, safety, and communication with administration are areas that the staff seems to feel there is some room for improvement.

We would like to change and improve the way the executive committee and department heads/nurse managers work with employees. From the survey we have developed several areas that might help us all work in a more integrated way. These include:

1) Improved communications between administration and all staff.

a) We need to learn more about the

issues raised so we will have round table meetings with staff at regular and frequent intervals. The first meetings will be held in January.

ties clear, that they are respected by b) Regular Nursing Forums will be held their peers and that their job is important to the hospital's success. Training is include Human Resources.

c) Executive Team members are tasked to transmit information via face to face discussions about upcoming changes or challenges to staff.

How would you as members of this hospital like information to be communicated?

2) Morale was reported as low, perhaps tied to pay, safety, and many other things. •

a) One thing that seems to come up often is the work attendance policy. The Manager of Human Resources has been tasked to gather comprehensive input and revise the policy. All aspects of the policy are up for review and revision.

b) Human Resource staff, Executive Team members, and Department Heads/ Nurse Managers are working hard to increase pay where we have the most issues with turnover and recruitment. Nursing has already achieved several in-

creases in weekend, shift, and holiday pay for staff. We continue to look at recruitment and retention for needed improvements.

- Regarding safety, even though staff believe that administration and departments work to eliminate safety hazards, there are still safety concerns that we need to address:
- The physical plant services department is making a variety of changes to the facility to enhance safety for staff as well as patients, such as the safety light fixtures in all patient rooms.
- A new improvement project to make the Admission Suite safer will begin soon with the goal to improve safety, enhance the patient flow, and ensure a more recovery-oriented initial impression.
- There is also work to improve the panic alarm system to make it more user friendly.
- Completed and planned safety

~ Continued on page 10

Clinician's Corner

Focus on CRAFT for Substance Use Intervention



Community Reinforcement and Family Training (CRAFT) teaches family and friends effective

strategies for helping their loved one to change and for feeling better themselves. CRAFT works to affect the loved one's behavior by changing the way the family interacts with him or her. It is designed to accomplish three goals:

- When a loved one is abusing substances and refusing to get help, CRAFT helps families move their loved one toward treatment.
- On its own, CRAFT helps reduce the loved one's alcohol and drug use, whether or not the loved one has engaged in treatment yet.
- 3. CRAFT improves the lives of the concerned family and friends.

Drs. Robert J. Meyers and Jane Ellen Smith of the University of New Mexico developed the CRAFT program to teach families how to impact their loved one while avoiding both detachment and confrontation, the respective strategies of Al -Anon (a 12-Step based approach), and traditional (Johnson Institute-style) interventions in which the substance user is confronted by family members and friends during a surprise meeting. While all three approaches have been found to improve family members' functioning and relationship satisfaction, CRAFT has proven to be significantly more effective in engaging loved ones in comparison to

Staff Development

Take advantage of **Training Opportuni**ties in December



When: What:

12/01, 1515 to 1615 Where: Dogwood Classroom Staying Strong and Resilient

12/15, 1515 to 1615 When: Where: Dogwood Classroom What: Stress Management for Managers

There are no CAIs due during the month of December.

Ouestions should be directed to any member of the Training Department.

Did You Know?

The Christmas candy cane, shaped as a shepherd's crook, represents the humble shepherds who were first to worship the new-born Christ.

Legend has it that the candy cane was invented in 1670 by a choirmaster at the Cologne Cathedral who handed out the bent sugar sticks among children to keep them quiet during the long Living Crèche ceremony.



Survey Continued from page 9

enhancements will be detailed in an upcoming newsletter article and we will also address safety in our forums with staff.

- The Accident Review Committee is being re-vamped to assure that the committee has the right information and the authority to recommend immediate improvements. A revised, electronic incident form is being developed.
- The minutes to the Safety Committee will be published on the facility Intranet.

3) There were also departmentspecific issues and issues regarding interdepartmental cooperation. The Executive Team and the Department Heads/Nurse Managers will be meeting to discuss these issues. Dept. Heads/ Nurse Managers will be asked to seek out additional information and work to enhance these areas.

What would you like to see done to improve morale in our facility?

We're Listening!





December Lunar Phases

December 3 Last Quarter Moon

December II New Moon

December 18 First Quarter Moon

December 25

Full Moon, also called "Cold Moon" by Native Americans of New England and the Great Lakes because at this time of year the nights are long, the days are short, and so less sunlight means more cold days.



Clinician's Corner, continued

the Johnson Institute Intervention or Al-Anon/Nar-Anon facilitation therapy.

CRAFT is a skills-based program that impacts families in multiple areas of their lives, including self-care, pleasurable activities, problem solving, and goal setting. At the same time, CRAFT addresses their loved one's resistance to change. CRAFT teaches families behavioral and motivational strategies for interacting with their loved one. Participants learn, for example, the power of positive reinforcement for positive behavior (and of withdrawing it for unwanted behavior), and how to use positive communication skills to improve interactions and maximize their influence.

Specifically, CRAFT teaches several skills, including:

- Understanding a loved one's triggers to use substances
- Positive communication strategies
- Positive reinforcement strategies rewarding non-using behavior
- Problem-solving
- Self-care
- Domestic violence precautions
- Getting a loved one to accept help

Many of these skills are valuable for the family even if their loved one does not enter treatment or has already begun the treatment process. Additionally, the skills remain essential over the long run for families in navigating and maintaining a positive trajectory for themselves as well as for their loved one. CRAFT is not a quick fix, but rather an approach that can benefit both the substance user and the family in the short and long terms with a holistic plan of action and a more optimistic view. to use the phrase from Alcoholics Anonymous — and declare themselves addicts an get clean. For family members, that's a hea breaking prognosis. For the United States, it's breathtakingly expensive. As these people spiral downward, they run up hospital

http://motivationandchange.com/outpatienttreatment/for-families/craft-overview/

HBO profiled CRAFT in its ADDICTION series. For a closer look at CRAFT and the ways it can help families struggling with substance abuse, please follow this Link: http://www.hbo.com/addiction/ treatment/371_alternative_to_interven tion.html

CRAFT takes aim at one of the most puzzling problems in addiction treatment: Of the 20 million people in the United States who suffer from a substance abuse disorder, 19 million of them — 95 percent — say they don't need help, according to the 2013 National Survey on Drug Use and Health. That is remarkably high regardless of symptoms or their severity. Even 90 percent of the over 8 million people who experience substance-related withdrawal symptoms trembling hands, seizures, hallucinations don't believe they need addiction care. In the popular understanding of addiction, these treatment-resistant people are "in denial." No one can help them get sober, the prevailing wisdom says, until they experience profound personal loss — hit rock bottom,

mous — and declare themselves addicts and get clean. For family members, that's a heartbreaking prognosis. For the United States, it's breathtakingly expensive. As these people spiral downward, they run up hospital bills, damage property, and get arrested -2009 Columbia University study estimated the damage of alcohol, drug, and tobacco costs the government \$468 billion a year. One young addict stayed angry at her parents as they tried to 'police' her and confront her behavior. After her mother determined to use the CRAFT procedures, she stated: "... when they started treating me with compassion, trying to understand what I was going through. . ." She paused again, and then turned to Susan. "I feel like you're the best-prepared person for me to talk to about my addiction. You've been here, seeing what I've been through, and you've learned how to communicate with me. It's such a help," Caroline said. "Thank God you care about me enough. That you had the time to do that."

https://www.bostonglobe.com/ ideas/2015/12/06/the-end-hitting-rockbottom/nE4SAicvgaZ9KulMypd3PL/ story.html

For additional information, see also <u>http://www.recovery.org/forums/</u> <u>discussion/347/why-craft-is-an-important-part-of-recovery</u>

Grieving During the Holidays

The pressures around the holidays can be even more challenging after the death of a family member. Here are some tips to consider that may help as you navigate the challenges:

1. Plan ahead. Anxiety and anticipation leading up to the season can be more intense than the actual holidays. Planning ahead can help lower anxiety, especially for children.

2. Accept limitations. You may not be able to do all the things you've always done. Consider scaling back or changing things you may have done in the past, and consider what might be especially enjoyable or meaningful to your family. 3. Celebrate different feelings and preferences. You and your family may decide to keep everything the same or change everything – or you may fall somewhere inbetween.

4. Ask for help, even when it's hard to do.

5. Find time for rest. The holidays can be physically and emotionally draining, especially if you're grieving.

Find ways to remember and honor the person who died.

Excerpted from Getting Through the Holidays from The Dougy Center, www.dougy.org. For other suggestions, please see:

http://www.dougy.org/newsletters/2015-newsletters/ november-2015-newsletter/1702/





Welcome Aboard!

Please welcome the newest additions to the SWVMHI team!



Left to right: Mollie Bellows, Crystal Maddow, Carly Estep, Whitney Funk, Jane Hester, Kim Yarborough, Brittany Griffith

Mollie Bellows is originally from North Carolina but now lives in Glade Spring, VA. Mollie is engaged and is working on her Master's degree in Special Education at ETSU. She will graduate in May of 2016. Previously she worked at ETSU and River's Way Outdoor Adventure Center in Bluff City, TN. Mollie will be working in Rehab Services.

Crystal Maddow has moved back to her hometown of Marion, VA, after living in Bluefield, WVA. She is the mother of two girls, 15 and 10 years old. In 2010, Crystal received her ADN from Wytheville Community College (WCC) and has been an RN for 5 years. Previously she worked at Bristol Regional Medical Center, Bristol, TN; Behavioral Health Pavilion (BHP) in Bluefield, VA/WVA; and, HealthSouth. Crystal will be working third shift on Ward E/F.

Carly Danielle Estep is a licensed cosmetologist and graduated from Marion Senior High School (MSHS) in 2014. Currently, Carly lives in Rural Retreat, VA and still works some at Tangles Salon in Marion. She will be working on Ward A/B nights as a psychiatric aide.

Whitney Funk was married on September 12th, 2015! She has three young daughters, 5, 4 and 1. Whitney and her family live in Chilhowie where Whitney graduated from Chilhowie High School in 2011. She has worked in home health and will be working on Ward E/F on night shift. Mary-Alice Cregger in Food Services is her grandmother and Tanya Owens who works as a nurse on ERS is her aunt.

Juanita "Jane" Hester has been a RN for nearly 17 years, having graduated from WCC in 1999 and from MSHS. Additionally, Jane graduated from Virginia Intermont College in 2003 with a BA in Organizational Management. She has four children, one son and three daughters along with three granddaughters. Jane has worked in a variety of healthcare organizations including Smyth County Community Hospital, Francis Marion Manor, Abingdon Health and Rehab, Pulaski Rehab and Family Physicians of Marion. She will be working on Ward E/F on evening shift.

Kim Yarborough states she is "very easy to get along with and loves to be with her family." She has been married for 21 years and has two boys, 17 and 11. Kim and her family live in Glade Spring, VA. Kim uses to work at Francis Marion Manor in Marion in the housekeeping department. She will be working here also in the Housekeeping Department.

Brittany Griffith loves animals. She was married in May of 2015 and lives in Abingdon, VA. She received two Associates Degrees from Virginia Highlands Community College, one in Health Information Management and one in Medical Health Administration. Brittany worked in Home Health for 3 years before joining SWVMHI. She will be working as a psychiatric aide on Ward A/B on evening

Recovery Hero

A Spotlight on Our Employees Using TOVA Skills and Assisting People with Their Recovery A Spotlight on Our Employees was very instrumental during the month of October to make preparations for the individual's safety and recovery following a special



This month's Recovery Hero is Jim Lundy, Wards A/B Admission Unit Nurse Coordinator. Wards A/B have had a very challenging individ-

ual for the past several months. Jim

was very instrumental during the month of October to make preparations for the individual's safety and recovery following a special hospitalization surgical procedure. He coordinated with administration and other disciplines to develop an effective plan of return over a weekend/holiday period, which would be least restrictive, and in-line with the individual's recovery services plan. Jim included safety aspects for the individual and staff and he provided clear communication to staff involved.

Jim's commitment to recovery, ensuring teamwork, communication, and safety of both individuals and staff make him a recovery hero.

Thanks, Jim!

~ Ellen Bear, RN, BSN Unit Nurse Coordinator, Geriatrics



MONTHLY PATIENT CENSUS October 2015 Admissions 91 Discharges 79 Passes 12 Average Daily Census 162

* As of the time the newsletter was printed for distribution

PERSONNEL CHANGES*

New Employees

Mollie Bellows, P14 Wellness Rehab SpecialistNov IRyan Thomas, P14 Food Service TechnicianNov ICrystal Maddow, Registered Nurse Clinician ANov ICarly Estep, Psychiatric AideNov I	0
Crystal Maddow, Registered Nurse Clinician A Nov I	0
	-
Contre Estas Developmin Aida	0
Carly Estep, Psychiatric Aide Nov I	U
Whitney Cregger, Psychiatric Aide Nov I	0
Brittany Griffith, Psychiatric Aide Nov I	0
Kimberly Yarborough, Housekeeping Worker Nov I	0
Juanita "Jane" Hester, Registered Nurse Clinician A Nov	10
Norma Brickey, PI4 RN Manager Nov I	9
Jordon Olinger, P14 Food Service Technician Nov 3	0

Promotions/Role Changes

Kari Roberts, full time to PI4 Psychiatric Aide	Nov 10
Rhonda "Annette" Mitchum, P14 to full time LPN	Nov 10
Crystal Kroening, PI4 to full time Psychiatric Aide	Nov 10
Connie Blizzard, full time to P14 LPN	Nov 10





Christmas Around the World

In the United States, a typical Christmas meal consists of turkey, ham, or even roast beef with all the traditional side dishes like mashed potatoes, gravy, green bean casserole, rolls, and pie. But have you even wondered what is served for Christmas dinner in other parts of the world? Prepare to have your taste buds wanting to try some of these traditional dishes from around the world, and watch out — most are on the sweet side, so you might not want to try them all at once:

France

Buche de Noel: A French classic, this chocolate Yule Log is an iconic image of Christmas in France. It resembles a pumpkin roll, only made Risgrynsgrot: This is a classic rice pudding with chocolate.

Germany

Pfeffernusse Cookies: Covered in powdered sugar and full of a mix of warm spices that give this cookie a traditional licorice taste, these cookies are a Christmas tradition must have in Germany.

Fruchtebrot: This fruitcake is a German staple made with the sweetness of honey and a mixture of dried fruit that is delicious on Christmas morning.

Italy

Struffoli: Lemon zest gives these little hazelnut nuggets of fried dough the perfect kick. Finished off with a dash of powdered sugar and

sprinkles and it is one of the prettiest bite sized treats you'll see on Christmas Eve.

Amaretti: The slight almond taste in these cookies really capture that warm essence perfect for the holiday season. With only a few ingredients, these are a quick and easy recipe for the Christmas table.

Sweden

Swedish Meatballs: This Swedish Christmas must-have is packed with flavors from onion to espresso and is a great addition to any Christmas table.

with just the right amount of cinnamon spice.

Greece

Baklava: This is a classic Greek dish that takes on even more importance during the holiday season, made with sweet flavors and fillo dough. This dessert is just right for Christmas dinner.

Poland

Chrusciki: These little pieces of heaven are bow ties of fried dough made with orange zest, sour cream, and covered in powdered sugar.

Makowiek: This is a moist, yeast bread with a cake-like consistency. It has a sweet honey and poppy seed filling and goes great with a cup of hot coffee.

Russia

Russian Tea Cakes: This is a butter cookie but with added walnuts and a sugary coating on the outside.

Canada

Shortbread Cookies: These cookies are melt-in-your-mouth delicious. And they are quick and easy to make too.

Australia

Sugar Plum Pudding This fruity, bundtshaped pudding has a caramel glaze and is full of flavor to top any Christmas meal.

Great Britain

Christmas Mince Pies: These are bite sized treats made with any fruit you want to use and are perfect for the pie lover in you.

Mexico

Bacalao: This is a salt cod recipe full of flavors from spices and vegetables that capture the essence of Mexico, and looks a little like a taco salad.

~ http://noshon.it/blog/2013/12/25christmas-food-traditions-around-world/

You are invited to our

December Holiday Meal

Please join us to celebrate another successful year!

Meal Times:

Night Shift: Tuesday, December 1st, midnight - 1:30 a.m.

Day Shift: Wednesday, December 2nd, 10:30 a.m. - 1:00 p.m.

Long lines are expected between 11:30-12:30, if you have flexibility in your schedule, please come earlier or later to accommodate

Evening Shift: Wednesday, December 2nd, 4:30 p.m. - 6:00 p.m.

We look forward to seeing you!

Happy Holidays!

Мепи

Beef tenderloin or vegetarian pasta dish

- Baked potato
- Green beans
- Tossed salad
- Roll
- Dessert
- Beverage

Special Gym/Game Room Activities



as well.



I heard the bells on Christmas Day Their old, familiar carols play, And wild and sweet The words repeat Of peace on earth, good-will to men!

~ Henry Wadsworth Longfellow

December Days to Celebrate

"Off the cuff" December holidays to celebrate:

December I

Bifocals at the Monitor Liberation Day <u>December 2</u> Rockefeller Center Tree Lighting Day <u>December 12</u> Gingerbread House Day <u>December 16</u> National Chocolate-covered Anything Day December 18 Underdog Day December 21 National Flashlight Day December 23 Festivus December 30

Falling Needles Family Fest Day





From the Director, continued

hired psychiatric aides. Over the past several months, we have added five new psychiatric aides to evening shift. Betty has worked hard to boost morale and encourage staff to retain employees. Currently the evening shift staff schedule is covered. We only have one vacancy for an RN on evening shift as well. There were many times over the past year that Betty was the only regular nurse on C/D and she was tasked with working with pulled nurses, P14 nurses, or nurses covering from other units. Through it all, Betty remained a calm and dedicated leader for C/D. She has completed her supervisory assignments in a timely manner. Through all the stress, she has still ensured that EWPs, interim evaluations, and probationary evaluations have been completed on time. Betty has willingly worked extra weekends, changed days off, and cancelled time off when needed to ensure coverage. Betty has worked over when needed for staffing emergencies as well. Betty is very reliable and has no attendance issues.

On the Admissions Unit, we continuously deal with difficult patient behaviors. Betty works daily to de-escalate situations and address issues. Due to her diligence, we have avoided codes and seclusion/restraint episodes. Betty takes self-initiative going above and beyond on a daily basis to provide exemplary care to our patients. Betty is very caring. She takes time with the patients to talk to them, using de-escalation techniques and MI skills to avoid behavioral crises, thus decreasing seclusion/restraint events.

Betty displays a calm demeanor. Even in the event of crisis she is calm and collected. Despite all the challenges, Betty has not given up, but worked hard to turn the staffing issues around on CD and provide a positive work environment.

Earlier this year, Betty worked one on one with an individual who was terminal with cancer. She gave back massages, prayed, and spent one-on-one time with the individual. She handled the situation well and advocated for his care and pain control. Betty fully supports the facility's mission, vision, and values. Betty is reliable and trustworthy. She is a true leader and role model for all staff. We can always count on Betty!



Terry Richards, P14 Security Officer

Officer Richards is a full-time employee at MCTC with a rank of Major and works P14

at SWVMHI. Officer Richards frequently brings his knowledge from MCTC to bear when working at SWVMHI, and in many situations, is invaluable. His knowledge of the various gang insignia and associated violence, his knowledge of visitors to the facility, etc. has proved to be very helpful over the years.

Recently, he assisted with an individual who attempted self-harm. SWVMHI had used all the resources available and the individual was still able to create items for self-harm. Officer Richards told staff of a product used at MCTC and brought samples for SWVMHI's review and approval. The product was well received by staff, individuals, and the patient advocate, and immediately put into use. Additional items were also purchased.

Officer Richards used his knowledge base to increase the safety of SWVMHI individuals. In addition, he made products immediately available to staff until SWVMHI could purchase the items.

In his ongoing work, Officer Richards demonstrats many facility values including communication, teamwork, self-initiative, and leadership.



Cindy Jones, Infection Control Nurse Coordinator

For 2014 Flu Prevention Program, groundwork began in August with contest to name

the theme for the year's flu prevention program. "Get a Clue for a Healthier You" won and Cindy used the logo of a detective "looking for clues" to make the program easily identifiable and fun. The fact that no patients were diagnosed with having the flu last season, although a number of employees had symptoms, is a testimony to the effectiveness of the infection prevention plan that prevented patients from coming down with the disease. Ninety-seven percent of employees received the flu vaccination, and of those who declined, 100 percent were education on the risks/benefits and signed informed declinations. This is an outstanding rate of compliance for any healthcare facility in the nation. Cindy obtained micro-needles to use for those employees who were afraid of needles. She make it easy for employees on any shift, any day of the week to obtain the vaccination. That year there was a low supply of vaccinations and Cindy encouraged those who wanted to get vaccination from outside sources to do so. All patients were offered the vaccination and patients who were admitted through March were encouraged to get one if they hadn't already. Sixty-two percent of our patients received the flu vaccination.

Additionally, in response to the world-wide events and national CDS standards (which were evolving by the week for a while), Cindy developed a facility Ebola Plan that was approved by the Infection Control Committee and implemented during the first quarter of 2015. This included an Ebola Infection Control Preparedness Plan, Ebola Plan Emergency Phone Numbers, developing and training in High Risk Doffing and Donning procedures, Ebola Plan Environmental Infection Control in Hospitals, revisions to forms for Brief Admission Assessment, and the Admission Cover Sheet, and assisted in developing the protocol for the Transportation of Ebola waste.

The 2015 Flu Prevention Program is off to a good start, with the them, Kicking the Flu begins with you. Cindy continues to use exceptional resolve to ensure the facility has the best practices in place to promote health and well being for the patients, staff, and anyone who enters the facility. Her knowledge and drive to search out and gain new information has offered assurance that the facility is proactive with infection prevention. Cindy's personal flexibility with her time and availability is a valuable factor in the engagement of staff with infection control practices.

Congratulations to each of our Employees of the Quarter!

~ Cynthia McClaskey, Ph.D. Director



'Tis the Season

December is typically known as the season of giving and of course, for **Christmas**. We are bombarded at this time of year with commercials and advertisements for the latest video game or doll or that perfect Christmas tree for our living rooms. But Christmas is not the only holiday observed during the month of December.

Hanukkah, this year celebrated December 7 through 14, 2015, commemorates the lewish people's successful rebellion against the Greeks in the Maccabean War in 162 BCE. A ritual cleansing and re-dedication of the Temple occurred after the Jewish people's victory. It is believed that there was only enough consecrated oil to keep the lamp burning for one day but the small bottle of oil miraculously lasted for eight days. Hanukkah, also known as Chanukah, is referred as the Feast of Lights or Festival of Lights for this reason. Moreover, the survival of Judaism over the many years is also celebrated during this period. The last day of Hanukkah, which marks the end of Hanukkah, falls on the eighth day of this period.

Kwanzaa is a week-long holiday honoring African culture and traditions. It falls between December 26 and January I each year. Maulana Karenga, an African-American leader, proposed this observance and it was first celebrated between December 1966 and January 1967. It is celebrated by people from a range of African countries and their descendants. Kwanzaa consists of a week of celebrations, which ends with a feast and the exchange of gifts. During the celebrations, candles are lit and libations are poured. A libation is the name given to a ritual pouring of a drink as an offering to a god. During Kwanzaa, a wooden unity cup is used to pour the libations.

A Kwanzaa ceremony often also includes performance of music and drumming, a reflection on the Pan-African colors of red, green, and black, and a discussion of some aspect of African history. Women often wear brightly colored traditional clothing. Some cultural organizations hold special exhibitions of African influenced art or performances during the period of the celebrations.

Originally the people observing Kwanzaa did not mix any elements of other festivals into their celebrations. However, in recent years, it has become increasingly common for people to mix elements of Kwanzaa with Christmas or New Year celebrations. For instance, a family may have both a Christmas tree and a Kwanzaa candle stick on display in their home. This enables them to include both Christian and African inspired traditions in their lives at this time of year.

Las Posadas (Spanish for "the inns") is a nine-day celebration with origins in Spain beginning December 16 and ending December 24. It is a yearly tradition for many Catholic Mexicans and some other Latin Americans. Itsymbolizes the trials which Mary and Joseph endured before finding a place to stay where Jesus could be born, based on the passage in the New Testament, the Gospel of Luke (2:1-9).

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Typically, each family in a neighborhood will schedule a night for the Posada to be held at their home. Every home has a nativity scene and the hosts of the Posada act as the innkeepers. The neighborhood children and adults are the pilgrims (peregrinos), who have to request lodging by going house to house singing a traditional song about the pilgrims. All the pilgrims carry small lit candles in their hands, and four people carry small statues of Joseph leading a donkey, on which Mary is riding. The head of the procession will have a candle inside a paper lamp shade. At each house, the resident responds by refusing lodging (also in song), until the weary travelers reach the designated site for the party, where Mary and Joseph are finally recognized and allowed to enter. Once the "innkeepers" let them in, the group of guests come into the home and kneel around the Nativity scene to pray (typically, the Rosary). At the end of the long journey, there will be Christmas carols (villancicos), children will break open piñatas by striking these colorful papiermaché objects with wooden bats while blindfolded to obtain candy hidden inside, and there will be a feast. Traditionally, it is expected to meet all the invitees in a previous procession.

http://www.timeanddate.com/holidays/us/; http://holidaysofyear.com/posadas-days/;

Pearl Harbor Remembrance

On Sunday morning, December 7, 1941, the American Army and Navy base in Pearl Harbor, Hawaii, was attacked by the Imperial Japanese Navy. The attack came as a surprise to the American Army and Navy and lead to great losses of life and equipment. More than 2000 American citizens were killed and more than 1000 were injured. The Americans also lost a large proportion of their battle ships and nearly 200 aircraft that were stationed in the Pacific region. More than 60 Japanese servicemen were killed, injured or captured. The Japanese Navy also lost five midget submarines and 29 aircraft.

The Japanese military had hoped that the

attack on Pearl Harbor would prevent the United States of America from increasing her influence in the Pacific. However, the events in Pearl Harbor actually led to the escalation of World War II. The day after the attack, the United States declared war on Japan and so entered World War II. President Franklin Roosevelt, in a speech to Congress, stated that the bombing of Pearl Harbor was "a date which will live in infamy." Shortly afterwards, Germany also declared war on the United States. In the months that followed the attack, the slogan "Remember Pearl Harbor" swept the United States and radio stations repeatedly played a song of the same name.

Memorials have been built to remember or to symbolize the day. For example, the USS Arizona Memorial in Pearl Harbor is a marble memorial built over the sunken USS Arizona, and was dedicated in 1962. The memorial remembers all military personnel who were killed in the Pearl Harbor attack. The memorial was designed by architect Alfred Preis, an Austrian-born resident who lived in Honolulu and was placed at a detainment camp after the Pearl Harbor attack as part of the internment policy of Japanese and German Americans at the time.

~ <u>http://www.timeanddate.com/holidays/us/</u> <u>pearl-harbor-remembrance-day</u>



Word Search

Just for fun, how many of the following words can you find related to December?

																	-
Q	W	Н	Е	R	Т	Y	U	Ι	Е	С	А	L	Ρ	Е	R	Ι	F
0	Ρ	0	А	S	D	F	G	Н	Н	J	Κ	L	Ζ	Х	С	V	В
Н	Ν	Т	Μ	L	Κ	J	С	Н	G	F	D	Н	G	Ι	Е	L	S
А	D	С	Υ	L	T	Μ	А	F	S	А	Ρ	0	Ι	U	Y	Т	R
Ν	Е	Н	W	Ι	Q	Μ	Ν	Ν	В	V	С	Х	Ζ	S	D	F	G
U	С	0	V	G	В	Ν	D	R	А	А	Ζ	Ν	А	W	К	R	Т
К	S	С	F	Н	Е	R	L	Т	Y	U	Ι	Μ	0	J	Н	G	F
К	Ν	0	V	Т	В	L	Е	S	Ν	Ι	Т	Ζ	Х	С	Н	G	V
А	0	L	R	S	R	Т	S	Y	U	S	Ι	R	0	Ρ	0	F	G
Н	Ι	А	Ζ	Х	С	Е	V	В	Ι	Ν	Е	Μ	Т	Ν	L	D	R
Н	Т	Т	L	К	J	Н	Е	R	G	Т	F	D	G	S	Ι	А	Е
Μ	А	Е	Ν	В	S	С	Н	Х	Ν	Ζ	Q	G	W	Е	D	R	В
т	R	Y	U	Ι	Т	С	Н	Ι	Μ	Ν	Е	Y	0	Ρ	А	А	Μ
А	0	S	D	F	F	G	W	Н	J	Κ	L	Ζ	Х	С	Y	V	Е
В	С	Ν	Μ	L	Ι	Κ	J	Н	Ν	А	Μ	W	0	Ν	S	F	С
F	Е	V	Е	R	G	R	Е	Е	Ν	Q	W	Е	R	R	Т	Υ	Е
G	D	J	Н	G	F	D	S	А	Х	С	V	В	Ν	Μ	Н	F	D
R	F	G	Н	Y	0	R	Ν	А	Μ	Е	Ν	Т	S	F	G	Н	R

candles

decorations

hot chocolate

ornaments

fireplace

chimney

egg nog

Jack Frost

sleigh

winter

gifts

Christmas

December

family

holidays

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evergreen

Hanukkah

Kwanzaa

snowman

tinsel

lights



tree

VOLUME XXXVII, ISSUE



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Comments, Suggestions or Ideas? SHARE THEM!

Please send any comments, suggestions, or ideas you have regarding the newsletter to the Office of the Director.



This Month's Word Search Answer Key

		Н							Е	С	А	L	Ρ	Е	R	Ι	F
		0															
Н		Т					С					Н	G	Ι	Е	L	S
А		С	Y	L	Ι	Μ	А	F									
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А	0	L		S	R		S			S		R			0		
Н	Ι	А				Е			Ι		Е			Ν	L		R
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	O C	V	E	R	F I		W		Ν				0	Ν	Y		E C

Please submit articles for the next newsletter to Cheryl Veselik by December 18, 2015. The next newsletter will be published January 2, 2016