Southwestern Virginia Mental Health Institute



In this Issue

Public Service Recognition Week	3
Healthcare Open Enrollment	4
Stop the Spread of Germs	5
lt's a Mystery - notes from our Librarian	6
Monthly Census	8
New Hires & Google Tips & Tricks	11
Mental Health Awareness Month	13

Hidden There is a sun hidden on every page in this edition, just like the one pictured here. Can you find all of them?



From the Director Recognizing the Employees of the Quarter



Cathy Huff was nominated for Employee of the Quarter due to her unwavering commitment to the hospital that she has demonstrated over the past year. She has consistently been a true team player and exemplary employee. Some may say this is just her job, but her actions go way beyond what is expected and demonstrated from a float PCT. She is quick to offer suggestions to better meet the needs of the individuals we serve, and is often requested by them to accompany them on trips. Without those we serve, there would be no jobs for any of us, and our priority is to provide quality care. Attendance and flexibility is excellent. In the current nursing shortage, she is quick to offer to change days off when there is a full trip, court schedule, even volunteering to come in on off days, and rearrange/cancel vacation days.

Although driving is not part of her EWP, she drives frequently. It is common for her to call and offer to come in while scheduled off to better meet the staffing requirements and needs of the facility. Her volunteerism allows ward staff to work on their assigned wards rather than filling in as drivers. Cathy is pleasant, and never complains about her assignment or the frequent last minute changes. Overall, Cathy clearly and consistently demonstrates self-initiative, teamwork, honoring day to day tasks, and leadership. Congratulations Cathy!



Chad Funk was nominated for Employee of the Quarter by his supervisor for many reasons. For example, he came in afterhours on New Year's Eve for a water leak on ward C/D, where he had to cut out water pipe that had a hole in it and then replace it. The ceiling tiles had already become saturated and were falling down with water leaking continuously onto the floor. The next day (New Year's), he came back in afterhours for an emergency call to fix another leak in the Ward H dayroom. Water was coming quickly from the ceiling, where staff had buckets and towels to prevent worse flooding. His prompt response to these leaks prevented the hospital from incurring even more costs for damages. What was so significant about this, Chad was not even a plumber, but still came in and assisted the facility. This showed his team work qualities, and how getting the job done was the main priority.

Another situation Chad handled was staff complaining that the new doors were too heavy and difficult to open. Chad went around and made adjustments to the doors so they would be easier for us to open. This helped housekeeping tremendously when they needed to get or push their carts in and out the doors. On another day, Chad came in after hours and assisted in fixing a ceiling light that had fallen down in a patient's bedroom.

Continued on page 2

From the Director, continued

(con't from page 1)

This helped without inconveniencing the patients in the room, and avoided them having to change rooms. This showed his compassion by ensuring the patient's safety and comfort.

There were many more examples; however, ultimately Chad goes the extra mile to assist staff, and helps find out what the problems are. He can fix anything, and seems to be a jack of all trades. We greatly enjoy working with him and appreciate all the service he provides daily. He has truly gone beyond his job expectations, while also honoring the facility's mission, vision, and values. He is a very reliable, knowledgeable, and hard-working employee who I would like to see recognized as employee of the quarter. Thank you for all your hard work **Chad**!



Kayla Winebarger Rebeco

Rebecca Sexton

The Physical Therapy Department may be small, but it is mighty! Everyday Kayla Winebarger and Rebecca Sexton go over and beyond expectations. They know the patients as well as any team member does, and perhaps better. They meet the requirements of the practitioners' orders, and after evaluating patients, make suggestions for treatment plans. They also pay attention when on the wards, and if they see a patient they think could benefit from PT services, they discuss it with the team, and receive a referral if warranted. While it is not part of the expectations for the positions, both Kayla and Rebecca respond to all codes. The wards call Kayla and Rebecca

to ask for their assistance when a patient is being "difficult," and somehow the patient will respond to Kayla or Rebecca better than ward staff. I observed Kayla painting a patient's toenails, and I thought to myself, "what a waste of a PT." However, as I continued to observe, I noticed Kayla was having the patient lift her leg to "make it easier" for Kayla to reach her nails. She would then have her bend her knee to "get a better position," etc. Turns out, the patient was getting lots of ROM exercising, which she had previously refused, but thought she was getting her toenails done! Rebecca has been seen doing the same activities. They have "games" for the patients to play, that in actuality, are exercises; however, the patients think they are games and eagerly participate.

Whenever there is a ward activity, Kayla and Rebecca are there to assist staff, and to help the patients participate. They always find a creative way to give a resistive patient physical therapy without the patient realizing it. Kayla and Rebecca decorate their treatment area for every occasion, and the patients eagerly anticipate seeing what is next.

Recently, it was necessary to complete a bed inventory on the Geriatric Unit. Kayla accompanied Don Chisler and Nathan Shelton, and made it possible for them to complete the survey in one visit in that she was able to talk with the patients and gain their cooperation. She knew their positioning, she knew how to talk with each patient, and knew each patient's physical needs.

Whenever there is a patient whose medical condition requires treatment on a weekend, Kayla and Rebecca willingly do the treatment with no complaints. I have never heard Kayla or Rebecca complain about workload, or about a patient. They are AL-WAYS positive in their outlook, in the conversation, and in everything they do. In addition to the extraordinary patient care, Kayla and Rebecca complete their documentation in the required timeframe. They submit their statistics on time, and their

statistics exceed the benchmark for their profession. Congratulations Kayla and Rebecca!



Charlene Grizzle serves as the Head Nurse for Geriatrics third shift. She has been in this role for only 20 months; however, has made great strides in teambuilding, respect among the third shift nursing staff, and retention and morale efforts. Charlene routinely portrays professionalism in her duties as the head nurse, thus gaining respect from those under her supervision. She effectively problem solves issues as they arise, keeping both the UNC and SNC appropriately informed. Charlene's critical thinking skills are exceptional, especially on a high acuity Geriatric Unit, and on third shift when management is not present. She ensures a complete and balanced schedule is submitted by deadlines. Charlene often changes her own personal schedule to meet the needs of the unit. She serves in the role of charge nurse, medication nurse, takes Geriatric Admission calls, and other capacities to ensure direct care is provided to each of the individuals served.

Although there are currently vacancies on third shift, leadership is not the reason. Charlene assists the UNC in recruitment and retention of staff by ensuring newly hired staff have the education, training, and orientation needs met. For example, recently Charlene coordinated with the SNC to allow the PCT's additional training without counting in coverage

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VOLUME XL, ISSUE From the Director, *continued*

(cont. from page 2)

numbers. The PCT was very appreciative of this.

Charlene, along with the 3rd shift SNC, planned teambuilding training for the Geriatric third shift staff, and included key float staff as well. Due to an unplanned issue, the SNC was unable to participate; however, Charlene proceeded as planned. In December, Charlene conducted a Team building skills presentation to 18 nursing staff. She appropriately created objectives, and provided material to each attendee. The nursing staff voiced positive comments about the identified topic and Charlene's interactive presentation.

Charlene's leadership is a breath of fresh air for the UNC and SNC on duty. Charlene effectively serves as Relief House Supervisor for the facility. She is dependable, accountable, and an asset to the Geriatric Unit and the facility. Congratulations **Charlene!**





Reba Bise has pulled the C/D evening shift together as a team! She has supported and promoted a positive work environment daily. She encourages staff and maintains a positive attitude no mater what the situation. On at least two occasions. Reba came in to work early and assisted with the processing of code events on C/D evening shift. Reba is respectful to the individuals, and This was very much appreciated. Reba also provides valuable input into making the meetings productive, and identifying solutions to any issues discussed.

Reba attended the train-the-trainer course on Stress First Aid, and ensured that each of the staff members on C/D evening shift received training. She has been a resource for the staff members when needed, providing guidance, and encouraging them to make positive, sound decisions.

Reba goes above and beyond coming in early and working over to meet staffing needs on the unit. She is available to work

over on short notice. She has been very flexible with her days off, and is willing to trade with her co-workers when needed. She has excellent attendance, and is extremely reliable. Most recently, Reba assisted as needed on night shift due to vacancies. This has been extremely helpful. During Christmas, Reba led the Christmas Meal and activities for evening shift staff. We had a very good turn out, and staff enjoyed the meal very much.

Reba goes above and beyond to ensure the medication policies and procedures are properly followed. She provides thorough medication education, and is an advocate for the individuals we serve. ensures they are offered the least restrictive choices to avoid S/R episodes. She has no problems helping others and working as a team with her co-workers. She often offers her assistance to others.

Reba has maintained an open communication with her supervisor, UNC, SNC, and CNE when needed to discuss any issues or concerns that she has. Reba demonstrates and supports the facilities Mission, Vision, and Values daily! We appreciate her dedication to the staff and the individuals we serve at SWVMHI Thanks Reba for all you do and congratulations!

PUBLIC SERVICE

RECOGNITION WEEK

MAY 6-12, 2018

On behalf of the Recognition Committee and Executive Team, we would like to **thank you** for your service to the Commonwealth of Virginia, the Department of Behavioral Health and Developmental Services, Southwestern Virginia Mental Health Institute, and to the individuals and families who we serve.

It is with sincere appreciation that we recognize the outstanding efforts made by all employees throughout the year to accomplish our facility mission and goals.

To recognize each employee during this week, SWVMHI will distribute t-shirts to each employee on Wednesday, May 9, 2018. Thanks for all you do, every day!!!!



2018 Health & Flexible Spending Open Enrollment

Open Enrollment is May 1 – 15, 2018. This is the time each year to make decisions about your health benefits and flexible spending accounts (FSAs). You may enroll in a plan, change plans, add or remove family members, or waive state health coverage. You may also enroll in an FSA. Talk to <u>ALEX</u> (www.myalex.com/cova/20:) before you make your elections to be sure you make the right decisions for you, or call the Human Resource Department at x204 or x363.

REVIVE

Opioid Overdose and Naloxone Education (OONE)

REVIVE! is the Opioid Overdose and Naloxone Education (OONE) program for the Commonwealth of Virginia. REVIVE! provides training to professionals, stakeholders, and others on how to recognize and respond to an opioid overdose emergency with the administration of naloxone (Narcan ®). REVIVE! is a collaborative effort led by the Virginia Department of Behavioral Health and Developmental Services (DBHDS) working alongside the Virginia Department of Health, the Virginia Department of Health Professions, recovery community organizations such as the McShin Foundation, OneCare of Southwest Virginia, the Substance Abuse and Addiction Recovery Alliance of Virginia (SAARA), and other stakeholders.

We are happy to be able to offer this training on the following dates, times, and locations:

- May 1 1530 1630 in the Dogwood Room of the B Building
- May 15 1530-1630 in the Dogwood Room of the B Building

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You may also register by contacting Patricia Evans at x854 or at <u>patricia.evans@dbdhs.virginia.gov</u>.

"Suicide: The Ripple Effect" at Marion's Lincoln Theatre

On Tuesday, May 8, 2018, Marion's Lincoln Theatre offered a rare showing of a movie with a message of hope to those in despair. The film, "Suicide: The Ripple Effect," which was shown to a large local crowd, told the story of Kevin Hines, who at 19, tried to kill himself by jumping from the Golden Gate Bridge. The jump from that landmark is usually fatal. Since it opened in 1937, only 36 people (less than one percent) out of about 2,000 who have jumped, have survived the fall. Several factors helped Hines survive. Coast Guard personnel were nearby and witnesses reported observing a manatee help keep the teenager afloat. In the 17 years since his failed suicide attempt, Hines has become internationally known for his work to prevent other people from taking such desperate action.

According to Ginny Moorer-Shields, SWVMHI Training Coordinator, a social worker at SWVMHI heard Hines speak and returned to work saying that his message was so important that they had to try to show the film in Marion. A team began working with the Lincoln Theatre to host a screening. However, the movie company preferred to screen the movie in a larger venue. Several months later, other SWVMHI staff members attended a conference, which happened to be attended by one of the documentary's producers. They sought and received his help in bringing the film to Marion.

The team wanted to show the movie in May – Mental Health Awareness Month -- because they hoped to bolster awareness of mental health, including the suicide crisis in this region, state, and country. Following the movie's screening, a panel of local mental health experts hosted a panel discussion with a question and answer segment. One of those expert panel members was our very own Dr. Jim Moon, Psychology Supervisor on ERS.

Dr. Cynthia McClaskey, SWVMHI Director, welcomed everyone on Tuesday, with the message that

mental illness is treatable, but first, we must cure stigma surrounding mental illness.

Tuesday's screening was presented through a partnership of SWVMHI, Mt. Rogers Community Services Board, the Office of Behavioral Health Wellness, and the Department of Behavioral Health and Developmental Services. To learn more, please visit:

http://suicidetherippleeffect.com.

#CureStigma #BeHereTomorrow #MentalHealthMonth #BeKindBeTheDifference



Mental Health Awareness Day

The fifteenth annual Mental Health Awareness Day event will be held this year on May 17, 2018, beginning at 1000 hours at the Higher Education Center in Abingdon, Virginia. The keynote speaker for this year's event will be Moe Armstrong, who was also the keynote speaker for the very first Mental Health Awareness Day held in 2004 at Emory and Henry College, with special guest Barry Jones.

The theme this year is "Our Recovery Journey," and is sponsored by the Southwest Virginia Behavioral Health Board, Regional Consumer Empowerment and Recovery Council, and the Southwest Virginia Consumer Support Services. Activities planned include lunch, a Mental Health Awareness walk for all who wish to participate, door prizes, other fun activities, as well as the presentation of the "Going the Extra Mile" (GEM) Award. The GEM award is given to the person who best exemplifies the meaning of



hope and recovery for the individuals we serve. Over 400 are expected to attend this annual event.



Celebration of Nursing Department Employees for Delivery of Care to Those We Serve. Beginning on May 12, 2018, a weeklong celebration kicks off with birthday cake and ice cream provided by the Nurse Managers to the nursing staff. This not only commemorates Florence Nightingale and her contributions to the nursing profession, but more personally significant, it recognizes another year of dedicated service by SWVMHI Registered Nurses, Licensed Practical Nurses, Psychiatric Care Technicians, Ward Clerks, Timekeepers, Schedulers, and Secretaries.

Unit Nurse Coordinators Angie Routh and Julie Stoots chaired a committee that creatively developed daily activities that recognize the Nursing Department, teams, workgroups, and individuals while also reaching out to be a blessing in the community. The American Nursing Association theme for this year was "Nurses Inspire, Innovate, and Influence"; these words come to life through our nursing staff members.

"Star for the Day" bulletin boards are being displayed on each unit as a way to recognize those nursing employees who were selected by their co-workers for the following: "Most Helpful," "Best Sense of Humor," "Greatest Cheerleader," "The Calm before the Storm," and "Most Likely to Have Something Nice to Say." Other fun activities include a creative writing contest, clothing themes for each day, display of historical nursing caps and graduation pictures of Nurses, Blessing of the Hands Ceremony, and Hospital Cemetery Tours ("Forget-me-nots, Known Only to God"). Throughout the week various shifts, units, and work teams are hosting their own potlucks and meals for camaraderie and recipe tasting! May 18, the last day of SWVMHI celebration for Nursing Week, culminates the community project for which teams of nursing staff members have been preparing handmade fleece blankets and collecting new stuffed animals. This year the committee chose "Project Linus" which has a mission to "provide love, a sense of security, warmth and comfort to children who are seriously ill, traumatized, or otherwise in need through the gifts of new handmade blankets and afghans lovingly created by volunteer *blanketeers*. The blankets and stuffed animals will be distributed to local organizations that intervene with children during some of the most difficult situations in their lives.

<u>Note of appreciation from the Chief Nurse Executive</u>: As a values-driven organization, we celebrate our skilled and dedicated nursing staff whose presence helps SWVMHI to be a center of excellence for the promotion of mental health recovery for individuals in southwestern Virginia. There is a scripture in Philippians 4:8, 9 that says "If there is any excellence, and if anything worthy of praise, let your mind dwell on these things...and the God of peace shall be with you." Thank you to each member of the nursing department; I am grateful for you individually, and for you as a team. You touch lives. You change lives. Think on these things! You are worthy of





It's a Mystery

Easy Rawlins, Jack Reacher, Sherlock Holmes, Miss Marple, Kinsey Millhone, V. I. Warshawski, Alex Cross, even Sneaky Pie Brown are featured in books here in our library this month to celebrate Mystery Month this May.

Who wrote the first mystery is kind of mystery itself. Who done it? No one knows for sure because caught, and that can be very commany stories from the earliest times have included elements of the mystery novel including murders, other crimes, and bringing the perpetrators to justice. The Bible, Shakespeare and even oral stories that have been told for, no one knows how long, include these themes. As far as modern mysteries go, however, the first detective story was "The Murder in the Rue Morgue" by Edgar Allen Poe, and the first novel in the mystery genre is said to be "The Notting Hill Mystery" by Charles Felix.

What we do know for sure about mystery novels is what amazing benefits come from reading them. Studies have shown that reading mysteries gives our brains a serious workout, because we have to try to put together clues to solve a problem. It takes skill to write a mystery that the reader won't be able to guess the outcome until the end. A good mystery will keep us on our mental toes, which leads to

close reading and comprehension skills because we have to pay such close attention. Getting so engrossed in a book can lower stress, and caring about characters who are facing dangerous situations improves empathy. Also, by reading about how a character handles such hair-raising situations, we can learn how to better solve our own sticky problems. Another great thing about mysteries is the worst thing has happened before the book starts and mysteries usually have a satisfying resolution at the end where the bad guy gets forting. Also, mysteries almost always come in a series, so you can get to know a character very well, over time, and really care about what happens to him or her.

Notes from SWVMHI's Librarian, Christina Quillen

Mysteries come in many forms, but whether you like hard-boiled, cozies, historical, amateur, private detective, or police procedurals, our library has something for you.



Mystery authors

Listed are some mystery authors we have in our library:

Agatha Christie, Sue Grafton, Mary Higgins Clark, Michael Connelly, Jeffrey Deaver, Lee Child, James Patterson, P. D. James, Dashiell Hammett, Arthur Conan Doyle, Rex Stout, Sara Paretsky, Janet Evanovich, John Grisham, Patricia Cornwell, David Baldacci, Jo Nesbo, John Sandford, Tony Hillerman, Robert B. Parker, Susan Wittig Albert, Lisa Scottoline, Jonathan Kellerman, Harlan Coben, Elmore Leonard, and many, many more.

Donations

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

Jan Barrom Judy Britt Lesu Cole Jill McKinnon Caroline Norris Ashley Privett Melanie Smith Sheila Thomas Sharon Winebarger

Also a big thank you for the many anonymous cards, magazines, and books and anyone I may have accidentally left off the list.

~Submitted by Christina Quillen, Librarian

Chic' Penne

Something simple and healthy for the whole family! Enjoy!



Makes: 6 Servings

Ingredients

- 3 cups penne pasta, whole-wheat, dry (12 oz)
- 1 teaspoon granulated garlic (1/2 tsp Garlic Pow-
- der)
- 2 cups fresh broccoli florets
- 1 cup cooked diced chicken, 1/2" pieces (4 oz)
- 1 1/2 cups fat-free half and half
- 1 tablespoon enriched all-purpose flour
- 1/8 cup low-sodium chicken broth
- 1 teaspoon salt
- 1/2 teaspoon ground black pepper
- 1/2 cup reduced-fat cheddar cheese, shredded (2 oz)
- 1/2 cup low-fat mozzarella cheese, low-moisture, part-skim, shredded (2 oz)

Directions

1. Preheat oven to 350 °F.

2. In a large pot, bring 2 quarts water to a boil. Gradually stir in pasta and return to a boil. Cook uncovered for 8-10 minutes or until tender. Do not overcook. Drain well. Toss pasta

with 1/2 teaspoon garlic.

3. Fill a medium pot with water and bring to a boil. Add broccoli florets and cook for 5 minutes. Drain well. Sprinkle with remaining garlic.

4. Transfer pasta and broccoli to a medium casserole dish (about 8" x 11") coated with nonstick cooking spray. Add chicken. Mix well.

5. In a small mixing bowl, mix $\frac{1}{2}$ cup half and half with flour. Whisk to remove lumps.

6. In a medium skillet, heat chicken broth, salt, pepper, and remaining half and half. Stir constantly. Stir in half and half/flour mixture. Stir constantly and bring to a boil.

7. Reduce heat to low. Stir frequently for 5 minutes. Sauce will thicken. Add cheese and stir until cheese melts. Remove from heat. Pour sauce over broccoli/pasta mixture.

8. Cover casserole dish with lid or with foil. Bake at 350 °F for 8 minutes. Heat to an internal temperature of 165 °F or higher (use a food thermometer to check the internal temperature for at least 15 seconds). Remove from oven. Serve hot.

Source: Recipes for Healthy Kids Cookbook for Homes

HISTORY IN THE MONTH OF MAY

May 4, 1494 - During his second journey of exploration in the New World, Christopher Columbus discovered Jamaica.



May 5, 1893 - The Wall Street Crash of 1893 began as stock prices fell dramatically. By the end of the year, 600 banks closed, and several big railroads were in receivership. Another 15,000 businesses went bankrupt amid 20 percent unemployment. It was the worst economic crisis in U.S. history up to that time.

May 6, 1937 - The German airship Hindenburg burst into flames at 7:20 p.m. as it neared the mooring mast at Lakehurst, New Jersey, following a trans-Atlantic voyage. Thirty-six of the 97 passengers and crew were killed.

May 11, 1862 - To prevent its capture by Union forces advancing in Virginia, the Confederate Ironclad *Merrimac* was destroyed by the Confederate Navy. In March, the *Merrimac* had fought the Union Ironclad <u>Monitor</u> to draw. Naval warfare was thus changed forever, making wooden ships obsolete.

May 12, 1820 - British nurse and public health activist Florence Nightingale was born in Florence, Italy. May 14, 1607 - The first permanent English settlement in America was established at Jamestown, Virginia, by a group of royally chartered Virginia Company settlers from Plymouth, England.

May 17, 1875 - The first Kentucky Derby horse race took place at

Churchill Downs in Louisville.. May 18, 1804 - Mount St. Helens volcano erupted in southwestern Washington State spewing steam and ash over 11 miles into the sky. This was the first major eruption since 1857.

May 27, 1937 - In San Francisco, 200,000 people celebrated the grand opening of the Golden Gate Bridge by strolling across it.







May Day is the 1st day in May, regardless of what day of the week it falls on. But unlike April 1st, which has to do with tricks, May 1st has to do with the celebration of Springtime, and is an ancient pagan holiday going back to the time of the May Day's origin is Celts. purely pagan. The Celts observed a festival called "Beltane" by the lighting of bonfires to honor their sun god and welcome back Spring again.

However, the Celts weren't the only ones who were glad winter was over. The Romans celebrated "Floralia" (Festival of Flowers) for 6 days at the end of April and the beginning of May. Many of the customs of May Day today originate from the Roman celebrations and Greek, such as gathering flowers and weaving them into wreaths or head garlands.

Many European communities started celebrating Spring by decorating their homes with the first-blooming flowers, selecting a Queen of the May, and then dancing around what is known today as the May Pole.

The custom was to have women first wash their faces in the early morning with the dew on May1. They believed that by complexions and bring them eternal youthfulness. Throughout the Middle Ages, into the Renaissance, and even into the 19th Century, May Day was widely observed throughout Europe and America.

However, the Puritans were an exception to the rule. They persecuted anyone who participated in May Day celebrations claiming it was a heathen custom, and preferred their children spend the day reading the bible.

Although May Day began to wel- holiday in the United States: come in Spring, it later gained political significance in some countries. May Day is celebrated in America, Europe, (especially England), and in some areas that were once the former Soviet Union. Socialists in 1889 decided to make May Day their Labor Day and renamed it, turning it into a day to honor the working man.

Countries whose governments are socialistic or communistic

still celebrate May 1 with speeches and displays of their military strength. The May Day parade in Moscow's Red Square doing this, it would improve their is one of the better known examples of this. However, since the Soviet Union has dissolved, it's been somewhat toned down.

> Since the United States has Labor Day in September, it keeps May Day as a day to celebrate Spring, young love, and romance. Ironically, May 1st marks the anniversary of the 1886 Chicago labor rally that resulted in the Haymarket Riot and the subsequent labor anarchy movement.

May Day is not a national however, the state of Hawaii does observe it as Lei Day by exchanging the traditional Hawaiian flower necklaces as symbols of good luck and friendship.







Please welcome the newest additions to the SWVMHI Team!

New Hires for 4/10/18



L to R: Denis Rono, RNCA, Ward C/D, third shift; Robin Linder, RN, Ward C/D, third shift; Thomas Martin, Treatment Team Care Specialist; Heather Haga, PCT, Ward E/F, first shift; Jessica Surber, Food Service Tech; Crystal Gertz, Housekeeping

TIPS AND TRICKS FOR GOOGLE

Did you know you can undo a Gmail message? Here's how: Open your Gmail settings (do this by clicking on the icon that looks like a wheel); Click on "Undo Send" and click the box to enable. You can then click the box with the dropdown of how many seconds google will allow you to be able to pull your email back. This could save you from some embarrassing moments or allow you

to edit, or add other material needed to your email

Undo	Send:	
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Enable Undo Send Send cancellation period: 30 V seconds

Have you learned how to make "labels" with your emails? This can actually save you time when looking for emails that are specifically related to a topic or subject, person, or basically anything! There are multiple ways of applying labels, but I have found the easiest way is, as you read an email and decide it needs to be in a specific category, assign it a name and from there moving forward, you will have a "label" set up for that specific topic. For example: someone sends me an email that contains information that specifically pertains to a committee on which I serve. I would (with the email open) click on the word "label" at the top of the screen and either create a new name or choose a label that I already made. At a later date, you can do a search in your

email by typing in "Label Committee," and everything you have saved with that label will pull up. Easy Peasy!

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Safety Committee Apply	
"Committee" (create	new)

Committee Committee Information - Attached you will find the info

Look for more tips and tricks next month!

May is Hand Hygiene Month

When & How to Wash Your Hands

Keeping hands clean through improved hand hygiene is one of the most important steps we can take to avoid getting sick and spreading germs to others. Many diseases and conditions are spread by not washing hands with soap and clean, running water. If clean, running water is not accessible, use soap and available water. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60 percent alcohol to clean hands.

When should you wash your hands?

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

How should you wash your hands?

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from be ginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.

What should you do if you don't have soap and clean, running water?

Washing hands with soap and water is the best way to reduce the number of germs on them in most situations. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60 percent alcohol. Alcohol-based hand sanitizers can quickly reduce the number of germs on hands in some situations, but sanitizers do not eliminate all types of germs and might not remove harmful chemicals. Hand sanitizers are not as effective when hands are visibly dirty or greasy.

How do you use hand sanitizers?

- Apply the product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the product over all surfaces of your hands and fingers until your hands are dry.



Mental Health Awareness Month

Each year, millions of Americans face the reality of living with a mental illness. During May, the National Alliance on Mental Health (NAMI) and the rest of the country are raising awareness of mental health. Each year NAMI fights stigma, provides support, educates the public, and advocates for policies that support people with mental illness and their families.

In 2018, NAMI will promote the theme of "CureStigma" throughout all awareness events, including Mental Health Month.

Why this cause is important: One in five Americans is affected by mental health conditions. Stigma is toxic to their mental health because it creates an environment of shame, fear, and silence that prevents many people from seeking help and treatment. The perception of mental illness won't change unless we act to change it. But there is good news. Stigma is 100 percent curable. Compassion, empathy, and understanding are the antidote. Your voice can spread the cure. Join NAMI, the National Alliance on Mental Illness. Together we can #CureStigma.



PAGE 16

Word Search

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

																	-
D	С	С	А	L	L	А	L	Ι	L	Y	Т	Y	U	Ι	0	Ρ	L
Ζ	G	Н	А	S	D	F	G	Н	J	D	0	0	W	G	0	D	К
Х	А	Y	R	Е	Н	Т	А	Е	н	С	V	В	Ν	Μ	L	Н	К
А	R	А	S	S	W	Е	Е	Т	Ρ	Е	А	D	F	G	Н	0	J
Q	D	С	W	С	L	Е	Μ	А	Т	Ι	S	Е	С	R	Т	L	Y
К	Е	Ι	L	Н	Ρ	0	Ι	U	D	А	F	F	0	D	Ι	L	S
Μ	Ν	Ν	J	Е	Н	D	G	F	D	S	А	Ζ	R	Х	С	Y	V
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AMARYLLIS	FORSYTHIA
APPLE BLOSSOM	GARDENIA
BIRD OF PARADISE	HEATHER
CALLA LILY	HOLLYHOCK
CHERRY BLOSSOM	HYACINTH
CLEMATIS	LILAC
CORNFLOWER	MAGNOLIA
DAFFODILS	PEONY
DAHLIA	POPPY
DOGWOOD	SWEET PEA

Staff Development

Take advantage of upcoming Training Opportunities

- 5/15 REVIVE (Opioid Overdose & Naloxon Education (OONE Program) 1530 - 1630 in the Dogwood classroom.
- 5/16 Intro to ID/DD 1300-1500
- 5/24 EAP Presentations: Women's Health 101 1100
- 5/24 EAP Presentations: Men's Health 101 1300

CAI Reminder for May

Human Rights/DI 201- Will be available soon!

Sign up in advance with Patricia Evans Call ext. 854 or send an email!

Log onto the new Virginia Learning Center (VLC) by going to: <u>https://covlc.virginia.gov</u>. Use your Employee ID (minus the proceeding zeros) and your Knowledge Center password.

April Lunar Phases

May 7—Last Quarter

May 15—New Moon

May 21—First Quarter Moon

May 29—Full Moon





Patient Activity Council Schedule

May !	2018
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Sun	Mon	Tue	Wed	Thu	Fri 4	Sat
A.		1 NDC 6-6 30pm Movie Night 6 30- Spm (War for the Planet of the Apes)	2 NDC 6-6 30pm Gameroam 6: 30-3pm	3 NDC 6-6 30pm Chapel 6: 30-8pm	+ NDC 6-6:30pm Gameroam 6:30-3pm	
6	7 NDC 6-6 30pm Movie Night 6 30- Spm (The Greatest Showm an)	8 NDC 6-6 30pm Movie Night 6 30- 8pm (The Greatest Showm 20)	9 NDC 6-6 30pm Gameroam 6: 30 3pm	10 NDC 6-6: 30pm Chapel 6: 30-3pm	11 NDC 6-6:30pm Gameroom 6:30.3pm	12
13 Happy Mother's Day!	14 NDC 6-6:30pm Movie Night 6:30- Spm (Rush Hour)	15 NDC 6-6 30pm Movie Night 6 30- Spm (Rush Hour)	16 NDC 6-6:30pm Gameroam 6:30-3pm	17 No PM Groups Special Event 1: 30- 3pm NDC 6-6: 30pm Chapel 6: 30-8pm	18 NDC 6-6:30pm Gameroam 6:30.3pm	19 1
20	21 NDC 6-6 30pm Movie Night 6 30- 8pm (Star Wars: The Last Jedi)	22 NDC 6-6 30pm Movie Night 6 30- 3pm (Star Wars: The Last Jedi)	23 No NDC Birthday Party 6: 30- Spm	24 NDC 6-6:30pm Chapel 6:30-3pm	25 NDC 6-6 30pm Gameroom 6:30 5pm	26
27 3 9 9 9 9	28 No CRS Groups No NDC/ Gameroam Happy Memorial Day!	29 NDC 6-6 30pm Movie Night 6 30- 8pm (Rush Hour 2)	30 NDC 6-6 30pm Movie Night 6 30- 8pm (Rush Hour, 2)	31 NDC 6-6 30pm Chapel 6: 30-3pm	Server Server	

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Please submit articles for the next newsletter to Teri Townsend by May 23, 2018.