

West Central Georgia Regional Hospital REGIONAL REFLECTIONS

January 2012

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2012 State Holidays

Mark Your Calendars!



STATE OF GEORGIA
OFFICE OF THE GOVERNOR
ATLANTA 30334-0900



Nathan Deal
GOVERNOR

June 27, 2011

TO: State Department Heads and Other Officials
FROM: Governor Nathan Deal *Nathan Deal*
RE: 2012 State Holidays

The following is the list of state holidays when the Capitol and all state agencies will be closed in 2012:

| | |
|------------------------------------|---|
| New Year's Day | Monday, January 2 |
| Robert E. Lee's Birthday | January 19 – will be observed on Friday, November 23 |
| Martin Luther King, Jr.'s Birthday | Monday, January 16 |
| Washington's Birthday | February 20 - will be observed on Monday, December 24 |
| Confederate Memorial Day | April 26 – will be observed on Monday, April 23 |
| Memorial Day | Monday, May 28 |
| Independence Day | Wednesday, July 4 |
| Labor Day | Monday, September 3 |
| Columbus Day | Monday, October 8 |
| Veterans Day | Monday, November 12 |
| Thanksgiving Day | Thursday, November 22 |
| Christmas Day | Tuesday, December 25 |

Reviewing Schedule for Hospital Policies

January

SME: **Nannette Byars**

220-03 "Psychiatric Emergency Code Stress

SME: **John Parmer**

210-12 "Criteria for Admissions to Secure Units"

287-02 "Guilty But Mentally Ill/Mentally Retarded Evaluations"

287-03 "Pretrial Evaluations of Criminal Defendants"

287-05 "Treatment and Release of Persons Committed to Hospitals by Virtue of a Finding of Incompetence to Stand Trial"

287-06 "Management and Release of Patients Acquitted NGRI"

SME: **John Robertson**

WC-100-01 "Mission, Vision, Guiding Principles"

SME: **Felicia Hardaway**

WC-100-06 "Relationship with Georgia Advocacy Office"

WC-110-15 "Hospital Office of Inspector General (OIG) Compliance Program"

SME: **Ken Akerman**

WC-100-72 "Tuberculosis Screening"

SME: **Gerri Brooks**

WC-511-09 "Educational Assignment"

SME: **Caren Nuetzel**

WC-Plan 3 "Utilization Management Plan"

WC-Plan 5 "Information Management Plan"

February

SME: **Rebecca Pyke**

WC-100-02 "WCGRH Policy and Procedures Manual"

SME: **Sheri Nicholson**

WC-100-10 "Continuing Hospitalization/Habilitation"

SME: **Caren Nuetzel**

WC-100-18 "Medical Record Forms Development and Approval"

SME: **John Robertson**

WC-100-24 "News Releases"

SME: **Jim Sanregret**

WC-121-01 "Patient Trust Fund"

WC-121-02 "Travel Requests and Expense Statements"

SME: **Sid Harden**

WC-124-03 "Use of State-Owned Vehicles"

SME: **Gerri Brooks**

WC-511-10 "Employee Training"

**If you need a WORD document
to use as you update your policy,
please call Tammy Dimsdale, x5202
or Rebecca Pyke, x5207**

Nominate a deserving co-worker today for Employee of the Month

The Employee Recognition Focus Team is requesting nominations for Employee of the Month.

**Please nominate a deserving
co-worker today!**

Submit nominations to **Cara Ibrahim**
or any other ERFT member. Thank you.

ERFT Members:

Cara Ibrahim, Chairperson
David Suggs, Co-Chairperson

Monika Rivera

Pat Altman

Marsha Davisson

Marcus Gamble

Tara Hamilton

Latasha Jackson

Tamica Jackson

Cherrie Mason

Rebecca Pyke

Carolyn Thomas

Margaret Voorhees



WCGRH recognizes special employees who make a difference in the lives of our consumers, co-workers and others. These employees consistently demonstrate:

- ☼ Teamwork by encouraging and facilitating cooperation, pride, trust and group identity, as well as working well with others
- ☼ Customer Service by working and communicating with the general public, internal and external customers to provide information and quality services.
- ☼ Organizational Commitment by displaying a high level of effort and commitment to performing work; operating effectively within the organizational structure; and demonstrating trustworthiness and responsible behavior.

Employees of the Month are nominated by their peers. Nominations are submitted to unit managers and/or department supervisors for approval. If approved, the nomination is submitted to a panel of employees on the unit or area of care. This panel will vote and select the Employee of the Month for their unit or area of care.

January 2012

EMPLOYEE NEWS

Welcome New Employees



Left to Right: Steven Jenkins, HCW; Kimberley Scott, HCW; Stacy Minor, Charge Nurse; Ronald Reed, SSP; Frances Uneanya, LPN; Domingo Puckett, Housekeeper



Left to Right: April Glover, Housekeeper; Lisa Davis, Food Service; April Taylor, Housekeeper; Carlos Reese, Housekeeper

CONGRATULATIONS!

It's a Boy!

Grant Powell Holguin
born Dec 20th
at 10:32 PM
5 lbs 5 oz
18 ½ inches

Please join us
in congratulating
Laci & Jeff
on the new addition
to their family.



News From Human Resources

FAITHFUL SERVICE AWARDS



Angela Smith
John Daniels

New Employees

Carrie L. Blanton
Samuel K. Cherai
Lisa Davis
April J. Glover
Steven L. Jenkins
Lisa J. McLendon
Carol Minefee

Stacey A. Minor
DoMingo L. Puckett, Sr.
Ronald W. Reed
Carlos T. Reese
Kimberley C. Scott
April L. Taylor
Frances N. Uneanya

THANK YOU FOR YOUR CONTINUED SERVICE TO
OUR HOSPITAL AND THE STATE OF GEORGIA

HR Monthly Reminders

- Feb 2nd Overtime and hourly timesheets
- Feb 3rd Nurse shift differential due
- Feb 9th Leave grids due
- Feb 15th Pay Day
- Feb 17th Unit/dept shift differential
- Feb 17th Overtime and hourly timesheets
- Feb 29th Pay Day

Recruit to fill requests are due in the HR Dept every Wednesday by NOON

KRONOS DATES

Feb 2nd and 16th
Manager approval in Kronos (fix all problems in Kronos and approve timecards)

Farewell and Best Wishes

- Emily Adejube
- Christie M. Bell
- Dezmon J. Bellamy
- Brenda D. Capps
- Ida Mae Day
- Jude Diassana
- Kenneth C. Hampel
- Glenda Huskins
- Song C. Lin
- Fernandez D. Mabry
- Pollyanna Moore
- Sara Moran
- Michael D. Randle
- Shereika L. Reese
- Peggy S. Robertson
- Keisha A. Simmons
- Donna D. Smith
- Julia E. Stanley
- Beverly Sue Thomas
- Jeffery S. Todd
- Samuel E. Williams

“Don't be dismayed at good-byes. A farewell is necessary before you can meet again. And meeting again, after moments or lifetimes, is certain for those who are friends.”

Please email all Kronos issues to WCGRHKronos@dhr.state.ga.us.
All emails will be answered within 24 to 48 hours depending on the nature of the issues.

Human Resources Department

HR Representatives:

- Peri Johnson, Human Resources Manager
- Carolyn Mitchell, Employee Relations Specialist
- Vonceil Plump, Personnel Tech II
- Angela Smith, Recruiting Tech
- Pat Altman, Benefits and Worker's Comp
- Michele Trowers, Leave/Payroll Specialist

Suggestions or Questions:

Any questions? Please contact HR at (706) 568-2260

If you have any ideas or topics you would like to see featured in the Human Resources section, please submit them to the Human Resources Department.

February Birthdays

- | | |
|---------------------------|--------------------------|
| 1 Aisha S. Moye | 18 Anthony Collier |
| 2 Shavon Armstrong | 19 Lucy M. Jones |
| 2 Denine Jackson | 19 Christine Liberto |
| 2 Robin S. Beaudin | 19 Tonya M. Howard |
| 4 Laura S. Couture | 20 Keston Brison |
| 4 Marilyn B. Howard | 20 Curvie D. Griggs |
| 5 David M. McQueeney | 20 Priscilla Blount |
| 5 Joseph A. Garcia | 20 Tangela Temple |
| 5 Umo N. Bassey | 20 Cherrie Mason |
| 5 Fred N. Nickerson | 21 Linda Carter |
| 6 Sally D. Hicks | 21 Alison Brooks |
| 6 Alice Mae Deloatch | 21 Oscar Gonzalez |
| 6 Gwendolyn Caulton-Dixon | 22 Iya Joshua |
| 6 Evelyn C. Haines | 22 Ronald Johnson |
| 6 Nestor Pizarro | 22 Eda A. Wheeler |
| 8 Dominic H. Mack | 22 Frederick N. Pope Jr. |
| 8 Blanche Mae Lakes | 23 Christa D. Stephen |
| 10 Kimberly P. Luttrell | 23 Tiawanna Ford |
| 11 Stephen F. Bettes | 23 Faith Stephen |
| 12 Geraldine E. Malone | 23 Elizabeth M. Hurlbut |
| 12 Christopher Argo | 23 Monique R. Chatman |
| 12 David Anthony Ray | 23 Eva Williams |
| 13 Opeyemi O. Ibiwoye | 24 Ashley N. Turner |
| 13 Kingsley Ezema | 25 Vernell Welch |
| 13 Steven Fleming | 25 Daphena L. Buckner |
| 14 Valencia N. Stonewall | 25 Russell E. Hasson |
| 14 Brandi L. Penick | 26 Jasmine I. Robinson |
| 14 Gwendolyn M. Price | 26 Dallas E. Adkins |
| 15 Patricia A. Bynam | 27 Linda Bronan |
| 15 Ladaryl J. Barker | 27 George M. Sanders |
| 15 Rebecca Jannergren | 28 Alvin E. Hill |
| 15 Robert Wright | 28 Delores A. Allen |
| 17 Lisa Davis | 28 Christine D. Dozier |
| 17 Samuel E. Williams | 28 Jeremy B. Thomas |
| 18 Mary L. Baker | |



Attention All Employees
Reminder!
Annual Tuberculosis Screening

All WCGRH employees must complete the Georgia State Hospital Employee Health Screening Form **during the month of their birthday.**

TB screening is **required** during each employee's birthday month.

Tuberculosis screening is conducted in Nursing Services, Building 1, Room 25.

Skin Tests are given on Monday, Tuesday and Wednesday.

Please follow these guidelines for completing the Annual Employee Health Screening:

- ☛ If you have the skin test performed off campus, you still must return the results to Nursing Services and complete the Employee Health Screening Form.
- ☛ If you have another job also requiring PPD Testing, we will provide you will a copy of your results.
- ☛ If you have had a positive skins test in the past, you are still required to complete the Employee Health Screening Form.
- ☛ New employees hired within six months of their birthday are not required to complete Tuberculosis screening until their next birthday.

Questions?
 Please contact Nursing Services at (706) 568-5109

KRONO'S LIVE DATE IS COMING IN 2012

Live date is set for March 1, 2012

(THIS DATE IS SUBJECT TO CHANGE)

If you need assistance or have questions about KRONOS,
contact Wallietra Lynch via email at
WCGRHKronos@dhr.state.ga.us

She is available Monday thru Friday
8 AM to 5 PM to assist you with Kronos.

MORE TRAINING WILL BE AVAILABLE BEFORE LIVE DATE

WEST CENTRAL GEORGIA REGIONAL HOSPITAL &
Department of Behavioral Health
and Developmental Disabilities



Values: Dedication, Integrity, Excellence, Knowledge,
Accountability, Collaboration, Safety, Innovation,
Respect

Mission Statement: "Provide and promote local accessibility and
choice of services and programs for individuals, families and commu-
nities through partnership, in order to create a sustainable, self-
sufficient and resilient life in the community."

Vision Statement: "Every person who participates in our services
leads a satisfying, independent life with dignity and respect."

Regional Reflections is published monthly. The mission of the news-
letter is to provide a forum to educate and inform its readership on
issues in behavioral health, strengthen teamwork, and archive hospi-
tal events and activities.

Regional Reflections staff welcomes items including articles, article
ideas, news items, letters and photos submitted for publication.
However, all items are subject to editorial discretion and will be
printed on a 'space available' basis. Please contact the editor if you
have any questions or concerns regarding the newsletter. Thank you
for your support.

Visit us on the internet: <http://www.wcgrh.org>

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Internal Revenue Code 501(c)(3), 509(a), and
170(b)(1)(A)(vi) by individuals interesting in
enhancing the services and
programs provided for the
clients and staff of WCGRH.

Your tax-deductible gift supports the hospi-
tal's mission as stated above. Website: [http://
www.wcgrh.org/wcfoundation.htm](http://www.wcgrh.org/wcfoundation.htm)

Fraud and Abuse Hotline: To report concerns
regarding fraud and/or abuse, call the
WCGRH Compliance Hotline at (706) 569-
3082 or the Office of Inspector General Cor-
porate Compliance Hotline at 1-800-447-8477.
You may email questions or concerns to
WCGRHComplianceOffice@dhr.state.ga.us or
call the WCGRH Compliance Officer, **Felicia
Hardaway** at (706) 568-2471.



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Joint Commission



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and Medicaid Services