

# West Central Georgia Regional Hospital REGIONAL REFLECTIONS

May 2012

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## The Respect Pledge

### I PLEDGE TO:

- commit to respect all members of our team, including staff and individuals.
- take leadership by setting an example of being respectful during all of my interactions.
- avoid using language that put others down because of such differences as race, orientation, gender or religion.
- remind team members who use negative language that "that's not okay on our team."
- treat all team members with respect.

**I believe that being respectful is a winning strategy: When each team member feels safe and respected, they can perform their best for our team.**



More pictures from the event can be found on the shared drive:  
J:\WC Events\General Staff Mtg & Cookout May 2012

# National Nurses Week 2012

Honors Day Program  
Thursday, May 10th







More pictures from the event can be found on the shared drive: J:\WC Events\Nurses Celeb May 2012

# IMPORTANT NOTICE: Mandatory Training

## C & I Incident Management Training UPDATE

DBHDD University's Leadership (State Office) has confirmed that employees pending receipt of this training can complete this mandatory assignment using the "Read & Sign" method. Our Risk Manager, Ms. Felicia Hardaway has forwarded packets to each department with information and rosters to facilitate the timely completion of this requirement. Please follow instructions as given by Ms. Hardaway. She will ensure that SD&T receive all rosters verifying your completion of this requirement.

**Deadline for completion is May 31st.** As of mid-May, only 44% have completed this mandatory requirement. Nurse Managers/Supervisors/Charge Nurses: please ensure that all of your staff completes the requirement before the deadline!

## Principles of Recovery Training Announcement

The Principles of Recovery Training is now available for our staff. Depending on which group you belong to, you will either complete this training via classroom setting or via the Learning Management System (LMS). **Target date for the completion of this training is July 16th.**

All **professional staff**, including Hospital Leadership Team, will complete the training via the Learning Management System. Staff can access LMS by going to our Intranet page and clicking on "Staff Dev. & Training" on the left side.

### This group of professionals includes:

RHA	Social Work Staff
COO	(SSP and SST)
Physicians	Behavior Specialists
Physician Assistants (PA)	Treatment Team Facilitators
APRNs/Nurse Practitioners	HR Managers
Psychologists	Discipline Mentors
Psychiatrists	Occupational Therapists
Pharmacists	Speech Therapists
Dentists	Physical Therapists
CRIPA Coordinators	Activity Therapists
Risk Managers	Service Directors/Managers
Quality Managers	(non-clinical staff)
Incident Managers	Program Directors
Clinical Dieticians	Hospital Attorneys
Nurses (RN/LPN) including Nurse Monitors	

**Direct care and support staff** are expected to complete this training via classroom setting. These are 1 hour sessions. Please call SD&T (5309) to register.

### This group of direct care and support staff includes:

FST/HST (including Transportation staff)	Medical Records Staff
Administrative Support Staff (Program Associates/ Assistants/Secretaries/ Operations Analysts/ Clerks/Finance/ Accounting/Budgeting/ Legal Support Staff)	Data Management Staff
Housekeeping Staff	HR Support Staff
Food Service Staff	Diagnostic (Lab) Staff
Engineering Staff	CPS Staff (Certified Peer Specialists)
Risk Management Staff	Patient Advocates/Client Support Workers (Hospital)
Investigators	
Security (Facility Safety Officers)	

## WCGRH Staff Development & Training Dept's Computer Lab is NOW AVAILABLE!

Our computer lab is in Bldg 12, Rm 27. We have nine computers that employees can use to complete your LMS training courses. You must reserve your seat by calling SD&T (5309). **Food and drinks are not allowed in the lab.**

**PLEASE BE REMINDED THAT DUE TO THE LIMITED NUMBER OF COMPUTERS, WE MAY NOT HAVE ONE AVAILABLE IF YOU DO NOT MAKE RESERVATIONS. PLEASE ALSO NOTE THAT THE COMPUTER LAB IS ALSO USED FOR OTHER TRAINING, THEREFORE, IT MAY NOT BE AVAILABLE IF YOU SHOW UP ON DATES NOT SPECIFIED ON THE CALENDAR.**

For the month of **JUNE**, the lab is open to employees from 7:30 AM to 11:30 AM & from 1:00 PM to 5:00 PM on the following dates: Thurs June 7th, Friday June 8th, Thurs June 21st, Fri June 22nd, Mon June 25th & Tues June 26th.

# We are in San Diego!

Congratulations, Walkers! You have walked us to San Diego, California!! We should have a lot of fun here.

Since this is a wellness initiative, we should bike or jog along Mission Bay Park's many trails. Joggers and walkers share more than 20 miles of scenic running paths that wind through sunlight and shade near the shoreline and feature workout courses at planned stations along the route. We can also take a ride on some roller coasters for fun!



Maybe we should visit downtown San Diego's Seaport Village for hours of free entertainment, leisurely strolling and window shopping. We can enjoy a laid-back day of hanging out in the grass and watching the many passing yachts and ships on picturesque San Diego Bay, or take in the sights from one of the many bay-view eateries.



A must-see in San Diego is Balboa Park! As the largest urban cultural park in North America and one of San Diego's popular tourist attractions, Balboa Park contains 16 museums, 16 gardens and eight attractions and venues. Home to the World-Famous San Diego Zoo, you can spend many days exploring the park and not see it all. For your dose of arts and culture, be inspired by the exhibitions at the San Diego Museum of Art, Museum of Photographic Arts, the Timken Museum or the Mingei Museum. For the adventurous explorer types, visit the Air and Space Museum, the Ruben H. Fleet Science Museum, or the San Diego Natural History Museum. And for the thespians, be sure to grab your tickets for the next performance at the Tony Award-Winning Old Globe Theater.



Walkers, we are about to enter onto the Pacific Ocean. We might do our walking via cruise ship. Keep in mind, we still have to walk or exercise our way to Maui, so don't forget to take advantage of the on-board amenities of the cruise ship including the fitness center, the rock-climbing wall (if you dare), snorkeling, boxing ring, and the jogging track, just to name a few.



Great job, Walkers!! Keep up the great effort and we will party in Maui before you know it!

Distance Logs:

Individual Total	1076
Team Total	817
Grand Total	1893

Goal in miles	4415
Distance remaining in miles	2522
% Goal achieved	42.88%

Submitted by Cara Ibrahim, PI  
Coordinator, QM Dept

## May 2012

# JOIN THE WCGRH FOUNDATION TODAY!

Please join today! If you enjoyed the hamburgers and hotdogs during our last General Staff Meeting, Ice Cream Socials and other events, it's only through our WCGRH Foundation, Inc. that the hospital is able to provide special events for the staff throughout the year. Please see below...

## WCGRH FOUNDATION, INC. 2012 Membership Drive



The **WCGRH Foundation, Inc.** invites all staff to help support the special needs of the hospital by joining or renewing your annual membership. It is only through the WCGRH Foundation, Inc. that the hospital is able to provide special events, recognition and functions for staff throughout the year.

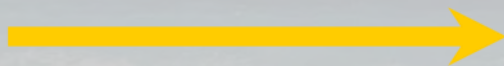
If you joined as a yearly member anytime during 2011, your membership expired on December 31st. **Please renew your 2012 annual membership today.** You may give your payment of **\$10.00** to any ERFT member (**\*see list below**), send your payment to Rebecca Pyke in Building 1, or pay at Building 1 Cashier's Window during regular business hours. Please note that all yearly memberships will expire on December 31st of the year you have joined.

It is not necessary to fill out a membership form if you note "for WCGRH Foundation Membership" on your check. For those paying cash or simply wishing to fill out the form, they can be found in the lobby of Building 1 or on the WCGRH Homepage on the Intranet. If you are unable to locate one, please call ext. 5207 and we will mail you one.

If you wish not to be reminded to renew your membership each year, the best thing would be to join as a **Life Member for only \$100.00**. This fee can be paid in four increments of \$25.00 – as long as they are all made within one year. Both categories are tax deductible, as are any donations made to the Foundation.

This is a great opportunity to support our staff and to assure that we will have on-going functions throughout the year. **Please join today!!** Thank you!

## YOUR ERFT CONTACTS



**Food Service, Procurement, and Housekeeping:** David Suggs  
**Engineering:** Carolyn Thomas  
**Unit 9:** Marsha Davisson  
**Unit 10, Bldgs 11 & 12:** Cherrie Mason/Margaret Voorhees  
**Admissions, Unit 7, & Bldg 5:** Marcus Gamble  
**Group Homes:** Tanico Jackson  
**Unit 3:** Latasha Jackson  
**Unit 2 & Bldg 6:** Monika Rivera/Tara Hamilton  
**Bldg 1 & Security:** Rebecca Pyke/Pat Altman/Cara Ibrahim

# The RESPECT Committee

## Member Spotlight

### Yulone Solomon

#### Tell us about yourself and your career here at West Central.

My name is Yulone Solomon and I began here at WCGRH as an HST on third shift in November 2008. At first, I was not really sure how I would fit into the environment. As I continued to work my empathy grew rapidly. I found a passion for the individuals we serve. The individuals we serve have taught me to value life in its entirety which gives me the desire to have the best impact in their lives during their stay at WCGRH. Shortly after starting at the hospital, I became a Safety Care Trainer. Being a trainer allowed me the opportunity to give new employees not only a chance to be safe, but to make the best out of their jobs. I also worked on the adolescent unit for about a year before it closed down and returned back to Adult Stabilization. The strongest memory I have is when I used a trade I earned in Cosmetology as a part of a group in which I took time to help our individuals improve with their personal appearance. Those moments were great—we did nail art and basic facials. Now I am on the PBS Team which allows me to utilize everything I've learned on the floor to help my fellow employees to develop better relationships with the individuals and at the same time make the units safe. Being selected for the Respect Committee is such an honor because what I have been doing comes naturally. I don't judge anyone, I simply care about people and how I would like to be treated. We all could find ourselves in another person's shoes. I just would like people to realize we are all human and acceptance, caring, empathy, sensitivity, and Respect does not cost a penny—it is an act of just being human.



#### What does RESPECT mean to you?

Respect to me is simply treating other people the way you would like to be treated regardless of if you could have been in their position or not. Respect is looking out for someone else. Respect is not selfish. Respect is an open umbrella that any and everyone can stand under. Respect will give us that little bridge to reach our hopes, visions and dreams.

#### What do you hope to accomplish as a member of the RESPECT Committee?

I hope as a member of the Respect Committee that I could be an influence to my co-workers as well as the individuals we serve to make the hospital a better place to work and for the individuals a better place to stay. I hope that through all of us that were chosen that the energy will be so great, that staff would love coming to work, show up on time, and work together. In doing this we create a healthy atmosphere for our individuals that would lead to a healthy recovery and more discharges, more success stories. Respect can take us to new horizons, and I am happy to be a part of this movement.

#### Can you tell us about any upcoming initiatives from the Committee?

The upcoming initiative for the Respect Meeting is the development of the Relationship Building Skills Curriculum to be implemented during Enrichment Hours for staff and individuals, the tentative date of its implementation is June 1, 2012 on all units. We also have a unit theme board competition that is going on as well. The Theme Board Contest will allow the units to come up with an idea that supports, and displays their meaning of respect. The unit that wins will receive an reward. We are moving forward in Respect!!!!!!



# IMPORTANT INFORMATION FROM DBHDD

## *2012 Wellness Promise Update*

### **TIME IS ALMOST OUT!!**

There are less than 60 days until the June 30th deadline for members to complete their 2012 Wellness Promise requirements. Employees and covered spouses in one of the Wellness Plans (HRA, HMO or HDHP) only have until June 30th to complete their health care vendor's online Health Assessment and have their four Biometric Screenings (BMI, Blood Pressure, Cholesterol and Glucose) completed by either their physician or at one of the SHBP sponsored screening events.

Online Health Assessments and Biometric screenings must be completed and the results received by the healthcare vendors no later than June 30th. The member's spouse (if covered) must also be compliant with the Wellness Promise. As you know, if either the member or the spouse (if covered) does not complete all of the requirements of the 2012 Wellness Promise, the member will not be eligible to enroll in a Wellness Option for 2013.

Cigna and UnitedHealthcare members may confirm that their information has been received by calling the number on the back of their member identification card. UnitedHealthcare members may also go to [www.myuhc.com](http://www.myuhc.com) and click on UnitedHealth Personal Rewards.

If a physician flatly refuses to fax the Physician Screening form, the member is allowed to fax the form to their healthcare vendor's number on the form. Remember the form needs to be filled out completely. All required biometric screening results must be completed by the physician and the physician and the patient must also sign the form before faxing it to the healthcare vendor.

## *KRONOS Go Live Update*

As of today, all of our hospitals and associated regions are consistently meeting and sustaining a manager approval rate of 98% or better on time cards. We continue to find and address business process and system enhancements which will ultimately improve the effectiveness and efficiency of our time keeping. And we're making significant progress in developing e-learning tools which will aid managers and employees alike in getting up to speed quickly with KRONOS as they join DBHDD or assume a new role within our organization.

I want to again thank you for your hard work and diligence in utilizing KRONOS and insuring that we'll be prepared for our eventual Go Live.

While we'd hope to Go Live May 1st, additional system enhancements and testing are required before doing so. These efforts continue to be focused on reducing administrative burden on staff, improving the accuracy of timekeeping and making certain that we maintain the integrity of leave and payroll administration and resulting employee leave accruals and paychecks. This has and continues to be priority #1; anything less is unacceptable.

We anticipate being able to share further information regarding KRONOS' Go Live date and approach very soon. Until then we'll continue to utilize Kronos and the current paper system to record time and request leave. It's also vitally important that we remain focused on our respective KRONOS responsibilities and enhance skills and savvy in using the system. Accountability and ownership are critical to our ultimate success.

Thank you in advance for your continued support toward a successful KRONOS implementation!

## *Employee Appreciation*

As you may be aware Governor Deal has proclaimed May 7-11 State Employees Appreciation Week. In light of confusion with the notification process and with sensitivity to our upcoming 3rd year anniversary DBHDD will officially observe Employee Appreciation Week July 9-13, 2012.

We realize that a number of our state-office based managers are ahead of the curve and have and/or are planning events for this week. If so, please move forward with those plans. Likewise, several of our hospitals have events planned for this week, while others choose to observe employee appreciation through separately scheduled events or discipline/functional area employee celebrations (i.e., Nursing, Direct Care, Social Work, Facilities Support, etc.) throughout the year.

When doing so—ENJOY—and know that your hard work, dedication and contributions are most appreciated!

Further information will be forthcoming regarding festivities for the week of July 9th.

Again, thank you for all you do in support of the individuals we serve and your many contributions to DBHDD!

## *PeachCare Update*

The time period for employees of the State of Georgia, the public school system (including teachers, bus drivers, administrative staff, etc.) or the Board of Regents, to apply for PeachCare for Kids without a six month break in coverage has been extended through December 31, 2012. For additional information, please go to [www.peachcare.org](http://www.peachcare.org).

## DBHDD Travel-Related Policy Updates

Below are three important travel related policy updates:

1. Changes to Mileage Reimbursement Rates - The GSA recently announced revised rates for the calendar year 2012. The following rates are applicable to travel that occurs on or after April 17, 2012:

Tier 1 Rates:	Automobile	\$ 0.555 per mile
	Motorcycle	\$ 0.525 per mile
	Aircraft	\$ 1.31 per mile
Tier 2 Rate:		\$ 0.23 per mile

The new Travel Expense Form has been updated for this change and should now be used for submitting travel reimbursements.

2. Direct Billing Hotels - Due to increased travel, for the limited hotels with direct billing, effective immediately DBHDD Accounts Payable will require employees to complete a "Direct Bill for Hotel Expense Form". Upon check out of the hotel, it is the employees responsibility to obtain a copy of the hotel invoice, which should be submitted with the Direct Bill for Hotel Expense Form for processing. Failure to do so will result in the employee paying for the charges directly and submitting reimbursement via the Travel Expense Form.

3. Employee Reimbursements - DBHDD is converting employee reimbursements from check payments to ACH. If you currently receive your expense reimbursements via check, please complete the "Vendor Management Form". Once completed, submit it, along with a copy of a voided check, to AP's departmental mailbox, DBHDDAccountsPayable@dhr.state.ga.us.

**\*\*All forms mentioned above can be found on the J: shared drive under BUSOFF, then the *Travel Forms* folder. \*\***

## Travel Reimbursements

We are in the final quarter of FY 2012, with that, please submit your Employee Travel Expense Statement for any mileage/expense reimbursements associated with any FY 2012 travel timely, including the Enterprise Car Rental Expense Form.

In order to avoid a rush of processing statements/payments in June, DBHDD-Accounts Payable Department is asking employees to submit travel expense statement within 10 days of incurring their travel (this deadline is currently for FY 2012 year-end processing only).

Also as a reminder, expense statements can be mailed to or delivered to the following address:

DBHDD - Accounts Payable  
2 Peachtree Street NW  
Suite 25-479  
Atlanta, GA 30303

## Important Notices from WCGRH

### TRAVEL APPLICATIONS

All travel applications need to be submitted to the RHA office for final approval even for State Vehicle Use only.

### PURCHASE REQUESTS

In order to meet FY12 purchasing deadlines set by DBHDD, WCGRH will close all FY12 purchase requests on June 5th. Please submit all FY12 requisitions to Procurement Services by June 5th. All requisitions received after this date will be issued using the FY13 budget.

### HOSPITAL T-SHIRTS

T-shirts can be ordered after every pay period and money is due at that time. The t-shirts come in all colors and sizes: small to a 5x. You can email Sabrina Baker at [smbaker@dhr.state.ga.us](mailto:smbaker@dhr.state.ga.us) with your order, but please provide a contact number. The prices for the t-shirts are \$10 for short sleeves, \$12 for long sleeves, and zipper hoodies are \$25 which includes your name and title. Ms. Baker is on Unit 2, coed side—ext. 5158.

# Reviewing Schedule for Hospital Policies

## May

SME: **Felicia Hardaway**  
200-07 "Leave Without Consent/Escape/Elopement of Clients"

SME: **Dr. Nargis Fakhri**  
200-09 "Observations of Clients"

SME: **John Robertson**  
100-26 "Responsibility and Authority for Overall Hospital Operations"

SME: **Jim Sanregret**  
100-50 "Compensation for Damaged/Destroyed Wearing Apparel"

SME: **Gerri Brooks**  
511-02 "New Employee Orientation and Training"  
511-08 "Required Training for Direct Care Clinical Staff on Medical/Psychiatric Emergencies"

## June

SME: **Cara Ibrahim**  
100-04 "Client Rights and Organizational Ethics"

SME: **Dr. Nargis Fakhri**  
100-15 "Research"  
Plan 1 "Plan of Care"

SME: **Jim Sanregret**  
100-13 "Campus & Building Imminent Threat"  
121-08 "Inventory"

SME: **Garrett Vance**  
100-40 "Entertainment Video Cassettes/DVDs"

SME: **Felicia Hardaway**  
100-14 "Opinions from the State of Georgia Attorney General"  
100-42 "Incident/Sentinel Event Reporting"  
288-02 "Suspected Alleged Abuse Occurring Prior to Admission or During Trial Visit/Temporary Leave"

SME: **Sid Harden**  
124-04 "Printing Program"  
124-05 "Purchasing and Ordering Supplies/Materials/Services"  
124-06 "State Property Management"  
124-07 "Requesting Operating Materials/Supplies from General Whse Asset Acct"  
124-08 "Purchasing Card"

SME: **Peri Johnson**  
130-02 "Competency Assessment Plan"

SME: **Cathyann Vaughn**  
283-01 "Food Service Hospital Policy"

SME: **Dr. Thuy Dougherty**  
286-03 "Use of Antipsychotic Medications"  
286-05 "Physician's Orders & Administration of Medications"  
286-06 "High Risk/High Alert Meds Look Alike Sound Alike"

SME: **Sheri Nicholson**  
303-04 "Development Individualized Client Plans for Diagnosis, Treatment & Aftercare"

*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.

May 2012

# EMPLOYEE NEWS

## *Welcome New Employees*



Left to Right: Kayla Russell, Pharmacy Technician; Tharnell Buckner, Food Service; Stacy Hammock Jr, HST; Darius Howard, FST; Sherif Raji, HST; Shauntra Holmes, HST



Left to Right: Crystal Kent, RN; Vincent Wilson, FST; Terry Mays, Team Facilitator

# CONGRATULATIONS!



**Gloria Brown  
Procurement**

Gloria recently received the designation of Georgia Certified Purchasing Associate (GCPA). She is now part of a distinguished group of professionals who understand, have the ability to apply leading practices, and perform procurement duties in accordance with the State of Georgia's established administrative rules and procedures. The Department of Administrative Services issues this certification after an employee takes many hours of purchasing/procurement training in Atlanta and passes all the tests. Join us in congratulating Gloria on her achievement!

Submitted by Sid Harden, Procurement Officer

# News From Human Resources

## FAITHFUL SERVICE AWARDS

5 Years of Service

Latashia Jackson  
Alice Dean  
Linda Weaver  
Alan Averett

15 Years of Service

Ronald Tubbs

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

## New Employees

Tharnell Buckner  
Stacey Hammock Jr.  
Shauntra Holmes  
Darius Howard  
Crystal Kent  
Terry Mays

Sherif Raji  
Lauren Reba-Harrelson  
Kayla Russell  
Jermaine Sims  
Vincent Wilson

### HR Monthly Reminders

- June 4th Overtime and hourly timesheets
- June 5th Nurse shift differential due
- June 11th Leave grids due
- June 15th Pay Day
- June 18th Overtime and hourly timesheets
- June 19th Unit/dept shift differential
- June 29th Pay Day

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

### KRONOS DATES

June 4th and 19th  
Manager approval in Kronos by noon (fix all problems in Kronos and approve timecards)

### Farewell and Best Wishes

Sonnette Aigbekaen	Kristina Keck
Allison Richardson	Linette Leslie-Fondon
Robin Beaudin	Eric Morris
Carrie Blanton	Donnie Pope
Silvia Enriquez	Eric Price
Curvie Griggs	Ray Robinson
Torrie Hughley	

*"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](mailto: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.

June Birthdays

- |                           |                          |
|---------------------------|--------------------------|
| 1 Gloria Richardson-Smith | 20 Willie Bell Jr.       |
| 1 Dorothy Payton          | 21 Wendy Leonard         |
| 1 Tanico Jackson          | 21 Brenda Cherrone       |
| 2 Angela Miles            | 21 KuWonna Ingram        |
| 2 Chong Lee               | 24 Curtis Riley          |
| 2 Shenitra Carter         | 25 Jamal Vaughn          |
| 2 Patricia Kirby          | 26 Andez Jones           |
| 3 Catherine Story         | 26 Lauren Reba-Harrelson |
| 3 Lorena Thomas           | 26 David Oludimimu       |
| 4 Christopher Black       | 26 Linda Culley          |
| 4 Alice Dean              | 27 Lefreda Riley         |
| 5 Felecia Hardin          | 27 Maritza Carvajal      |
| 7 Michael Steele          | 28 Corey Deas            |
| 7 Jennifer Brown          | 28 Regina Porch          |
| 7 Yvonne Sherrell         | 28 Shirley Johnson       |
| 8 James Battle            | 28 Shabreka Owens        |
| 8 Sharon West             | 28 Shamika Carlos        |
| 10 Sonya Cochran          | 28 Ahkelia Wynn          |
| 11 Cjourziae Weaver       | 28 Julian Walker, Jr.    |
| 11 Jared Thomas           | 28 Priscilla Gardner     |
| 11 Mary Ferguson          | 29 Sylvia Carpenter      |
| 12 Betty Richardson       |                          |
| 12 Linda Weaver           |                          |
| 13 Elma Flowers           |                          |
| 13 Carrie Ann Bowers      |                          |
| 15 Shirley Anderson       |                          |
| 17 Byron Burton           |                          |
| 18 Roger Enfield          |                          |
| 19 Jeffrey Fiveash        |                          |
| 19 Dominic Rome           |                          |
| 19 Earnestine Crowell     |                          |
| 20 Brian Holloway         |                          |
| 20 Glenda Boyd            |                          |
| 20 Georgeann Richards     |                          |
| 20 Sid Harden             |                          |



*"The secret of staying young is to live honestly, eat slowly, and lie about your age."  
~ Lucille Ball*

**Attention All Employees**  
*Reminder!*  
**Annual Tuberculosis Screening**

All WGRH 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 three months of their birthday are not required to complete Tuberculosis screening until their next birthday.

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

# From our KRONOS Consultant....

## LEAVE REQUESTS

Please ensure that when you complete a Request for Leave that you complete the form in its entirety including the number of days as well as the number of hours you are requesting. In addition, leave keepers please ensure that you are providing requests for leave, sick time, etc. to the approving manager each day. This will ensure that the managers are not overwhelmed with having to enter the information and approve. Also, please double check to ensure that all requests have been entered.

## TIMEKEEPING

Please look under *Timekeeping* then select *Pay Period Close* card in Kronos. This will show if you have approved the entire time card or only partial, this will also show the miss punches for each employee that has not been corrected. If you double click the word "Assigned Manager" all the way to the right it will group all your employees together and make it very easy to locate just the ones you need.

## TIME STAMPING

If you are a time stamping employee (clock in/out directly in KRONOS), please ensure that you do this each day that you work, even if you write your times on a time sheet. This is especially important if you are working extended shifts. It is also very important if you are working over 24 hours. We must ensure that KRONOS is accepting the times and there are not problems once KRONOS goes live. If you have any questions or concerns please contact me directly.

## TIME CLOCK REQUESTS

When you want to request time off from work and your request is done at the KRONOS time clock itself, once you hit that option a menu will appear of different types of leave. Pay close attention to this menu and notice the numbering starts with 0, not 1. Be sure to select the correct number indicated to ensure that the correct type of leave is deducted.

Any Questions? Contact Al Jenkins

706-562-1448—aljenkins@dhr.state.ga.us

**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 communities 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 newsletter is to provide a forum to educate and inform its readership on issues in behavioral health, strengthen teamwork, and archive hospital 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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