



DBHDD

Georgia Department of
Behavioral Health & Developmental Disabilities

ECRH Bulletin

VOLUME 11, ISSUE 3

AUGUST 15, 2014

East Central Regional Hospital

Special points of interest:

- *Computer Help*
- *Retirement Celebration*
- *Chapel Schedule*
- *Job Fair Pics*
- *Dog Gone*
- *Jobs List*

"Dream as if you'll live forever. Live as if you'll die today."

James Dean

EOQ's Named for 4th Quarter FY 2014

ECRH proudly named three employees Employee of the Quarter for the 4th Quarter of FY 2014 at the August Leadership Team meeting. They are Grace Yrizarry, Josh Littleton, and Pamela Nelson.



There comes a time to sing for the unsung hero. Although we have many unsung heroes at ECRH, Grace Yrizarry, Physician's Assistant, has consistently performed her job with excellence for 25 years. Anyone who comes in contact with Grace knows she is all about what is fair, good, and right. She is quick to try to set things straight, follows up with care and compassion, and encourages others to strive for excellence. Not only does she perform a diverse variety of medical/psychiatric assessments, treatment planning, treatment implementation, and documentation skills, she has also been called upon to perform numerous organizational duties for our hospital through the years. Her unwavering support of and commitment to ECRH individuals and staff have contributed greatly to the foundation and continued growth of our facility. A special "Thank You" is extended to Grace for all that she has done.

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Tidbits of ECRH History

The HOSPITAL LABORATORY functions as a busy and important part of patient care and it is interesting to note the "doings" of the lab at Georgia Regional/Augusta in the 1976 Annual Report.

The lab consisted of six major sections: Hematology, Urinalysis, Chemistry, Serology, Toxicology, and Microbiology.

A total of 127,006 tests were performed by a staff of two medical technologists, four lab technicians, one secretary, and one Licensed Laboratory Director.

Some of the tests were for Gracewood and other agencies under the Department of Human Resources.

Physician Assistant students from MCG were rotated thru the lab for training and the Laboratory Director was placed on the faculty of the MCG Department of Physicians' Assistants.

GOOD WORK back then, is now, and ever shall be! Thanks and congratulations to all the lab folks!

Contributed by Brian Mulherin

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New Employees



Front Row(L-R): Tiffanie Kirksey, HST 2; Krystal Fairfax, HST; Shanikkis Davis, HST; Courtney Burton, HST

Back Row(L-R): Robin Harris, HST; Ericka Lowery, HST; Alisha Harley, HST; Angela Cunningham, CNA

Front Row(L-R): Johnson Alechendem, Patient Care Tech; Laci Schreiber, RN; Judy King, Associate Nurse Executive; Amara Ogbuka, RN

Back Row(L-R): Nathaniel Wright, Activity Therapist; Tamara Noel, Social Worker; Kenneth Morris, Houseparent; Chileno Valdez, Groundskeeper



(L-R): Ladearia Carter, LPN; Cynthia Warren, LPN; Charla Davis, RN; Dennis Marshburn, LPN

Not Pictured: Tammy Bell, CNA 2; Cashandra Blash, LPN; Shirley Chatman, CNA; Beatrice Dixon, RN; Jennifer Doherty, LPN; Curritious Havior, LPN; Linda Hill, CNA; Joann Madden, Physician Extender 3; Jacqueline McCormick, LPN; Chris McDade, LPN; Tomela Roberson, LPN; Ether Lene Scott, CNA; Cynthia Warren, LPN; Kathleen Wellman, Personnel Tech

Welcome New Employees!

Human Resource Development - Training Alerts



Employees will receive a mass text notification of upcoming training announcements. Sign up by completing the information below. Please note text message rates will apply.

Phone Number:	
Carrier:	

To stop receiving text messages initial the following statement:

____ I wish to opt out of receiving Training text message notifications.

Send completed form to HRD in Building 103, Gracewood Campus.

HR Partners



WHERE'S MY LUNCHBOX

FAMILY
READINESS FOR
THE START OF
THE SCHOOL YEAR



Summer is ending and that means the start of a new school year. Time for new clothes, school supplies, and to get the whole family organized to help your child succeed. Your Employee Assistance Program can help with tips and resources for school success.

TOLL-FREE: **800-293-0851**

WEBSITE:

www.apshelplink.com

Available anytime, any day, your Employee Assistance Program is a free, confidential program to help you balance your work, family, and personal life.

WEBINAR

Getting Involved with Your Child's School

Aug 19 — 12 pm, 2 pm ET

Along with the notebooks, pens, and a new backpack, your kids need parental involvement to succeed in school. Learn effective ways to be a part of your child's school experience.



APS Healthcare

AUG 2014 LIFE WORK
EMPLOYEE ASSISTANCE PROGRAM

HR Partners



An Organized Life

Every family has its struggles with getting—and staying—organized. There is no single right way to do it: The trick lies in finding the daily strategies that work best for you. Consider the following to get you and your family on your way to a more organized way of living.

What You Can Do

Time

If you constantly feel like there's not enough time in the day, be selective with the tasks you choose to participate in. Sometimes it is necessary to say, "No," which can feel difficult, but you will ultimately have more time to spend with those who need it most, including yourself. To make the most of the time you have, try:

- Planning your day the night before.
- Starting your day early—many people tend to be most productive in the mornings.
- Prioritize daily tasks like a personal negotiation. For example, can you spend 15 fewer minutes on household chores in order to spend more time talking with your child or spouse about the day?

Finances

The payoff to organizing your finances is just that—more money in your pocket or savings account. To get started:

- Make a list of all monthly expenses, including regularly occurring and occasional bills, food and entertainment costs, housing expenses, and so forth.
- As a family, identify a budget or how much money should be allotted to each expense and stick with it
- Consider putting aside cash for certain items such as food and clothing on a weekly basis so you have a visible reminder of how much money is available.

Home

Does it feel like your home often reflects your mental state? Or perhaps vice versa? To help you feel more organized inside and out, try to:

- Make it a ritual to have every household member go through their room on a weekly or monthly basis and clear out unwanted items. To avoid storing them in a different area of your home, immediately donate or sell the items.
- Use a rotating chore chart.
- Put your daily essentials, i.e. keys, wallet or purse, phone, and sunglasses, in the same spot every day.

Work

Most people develop their own organizational habits over time, especially when it comes to work. However, sometimes it is necessary to reassess how effective those habits are.

Consider the following:

- Make a schedule for the upcoming month. This will allow you to anticipate what is coming rather than being caught off guard.
- Sort emails immediately upon receiving rather than waiting until you have 100 emails sitting in your inbox to sort.
- Make it a habit to identify, write down and prioritize daily tasks at the start of every day. Not only is it a satisfying feeling to check items off, but you will have an archive of your day which can serve as a useful tool later.

For more tips on work and life balance, visit the website below.



www.apsheplink.com



1-800-293-0851



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Hospital Security - Back to School

As we all know, it's back to school time. Please follow these simple suggestions to help make school zones safer for everyone:

- ◆ Slow down and obey all traffic laws and speed limits.
- ◆ Always stop for a school bus that has stopped to load/unload children. In Georgia, this applies to all lanes of traffic.
- ◆ Be alert and ready to stop.
- ◆ Watch for children, especially where there are no sidewalks.
- ◆ Don't impede traffic by dropping children off in the middle of the street.
- ◆ Don't double park.
- ◆ Don't block intersections or driveways if you park your vehicle.
- ◆ Don't make U-turns.
- ◆ Always make sure that you and your children are wearing seatbelts.

Watch out for our neighbors at Gracewood Elementary School!



Watch for Children

Pharmacy Update



Controlled Drugs and Par Levels:



Please submit all floor-stock orders (controlled and non-controlled) before 11:00 am on Monday through Friday. Any floor-stock orders received after 11:00 am on Friday will be filled the following Monday. No floor-stock orders should be expected to be filled on the weekends.

Each controlled drug has been given a "par level" for each living area based on current orders for the medications. The "par level" has been set for approximately a 14 day supply. If significant changes in orders for controlled drugs occur, please notify the Pharmacy and request an adjustment of the drug's "par level".



Single Dose Packets of Neosporin are not available from the manufacturer at this time. The Pharmacy has ordered the generic triple antibiotic ointment in a 30 gm tube until the packets become available. When dispensed as floor stock, the Pharmacy will place a sticker on the tube so that the Nurse can label each tube with the individual's name and living area.



"Pharmacy for Nurses" Class



All nurses are encouraged to attend the "Pharmacy for Nurses" class:

Gracewood Campus - Building 103B:

during Nursing Orientation

September 2, 2014

September 16, 2014

September 30, 2014

1:30pm – 2:30pm

Please contact Sopheap Pin or Casandra Roberts
in the Pharmacy for more information (ext. 2496).

EOQ's Named for 4th Quarter FY 2014

(Continued from page 1)



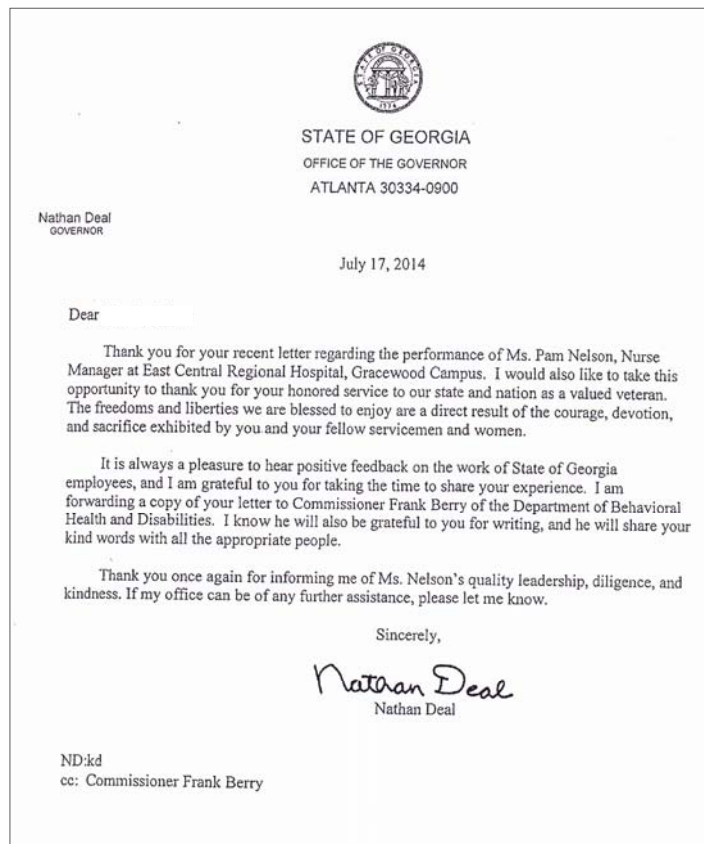
Josh Littleton Is a Client Support Worker at the Community Integration Home. He has a wide variety of job duties, from keeping the homes stocked and furnished with all of the necessary food, cleaning, and household supplies. He also works with the residents on planning well-balanced and yummy meals, refilling and organizing their medications, and lots of other stuff in between.

A team of Forensic staff came from Atlanta to our CIH for a surprise inspection/audit. Shannon Lariscy, CIH Director, was out-of-town helping to move a recent graduate of the program which left Josh front and center for the audit. Shannon received OUTSTANDING feedback from the inspectors about Josh's knowledge and enthusiasm for the CIH program and individuals. He gave them a thorough tour of the facilities, explaining the program services, staff oversight, resident programs, and overall recovery goals. He answered all of their questions accurately and professionally. As a result, we impressed the state office and were deemed an exemplary example for the other Community Integration Homes.



Pamela Nelson is a Nurse Manager in the Redbud Unit at ECRH. One of her co-workers wrote a glowing letter regarding Pam and sent it to Governor Deal. In it, he cited her compassion for individuals and staff alike. He further stated that her standards are high and complimented her caring and treatment of our individuals. He talked of her treatment involving kindness, understanding, dignity and respect.

The Governor responded to this letter:



Out & About



JOB FAIR



Infection Prevention & Control Training.



August Leadership Team meeting.

Training at a Glance - August

CLASS	DATE	TIME	PLACE
Updated Safety Care Level #2 (Weekend)	8/16/2014 8/17/2014	8:00 a.m.-4:30 p.m. 8:00 a.m.-12:00 p.m.	BLDG 99L
NEO Principles of Recovery	8/18/2014	9:30 a.m.-10:30 a.m.	BLDG 103-D E&R
NEO PBS	8/18/2014	8:00 a.m.-4:30 p.m.	BLDG 20 Gracewood Campus
First Aid	8/18/2014	8:00 a.m.-12:00 p.m.	BLDG 103-C Room C-23
CPRA	8/18/2014	1:00 p.m.-4:30 p.m.	BLDG 103-C Room C-23
Updated Safety Care Level #2	8/18/2014 8/19/2014	8:00 a.m.-4:30 p.m. 8:00 a.m.-12:00 p.m.	BLDG 99L
NEO Infection Control and Pre- vention+Handwashing	8/19/2014	9:00 a.m.-10:30 a.m.	BLDG 103-D E&R
Updated Seizure Management	8/19/2014	1:00 a.m.-2:30 p.m. 3:00 p.m.-4:30 p.m.	BLDG 103-C Room C-23
NEO Incident Management	8/19/2014	2:30 p.m.-4:30 p.m.	BLDG 103-D E&R
Updated PNS Professional	8/20/2014	1:00 p.m.-3:00 p.m.	BLDG 103-D E&R
CPRC	8/20/2014	8:00 a.m.-12:00 p.m.	BLDG 103-C Room C-23
NEO Safety Care Level #1	8/20/2014 8/21/2014	8:30 a.m.-4:30 p.m. 8:00 a.m.-12:00 pm.	BLDG 99F
NEO Safety Care Level #2	8/20/2014 8/21/2014 8/22/2014	8:30 a.m.-4:30 p.m. 8:00 a.m.-4:30 pm. 8:00 a.m.-12:00 p.m.	BLDG 99L
Updated PNS End User	8/21/2014	1:00 p.m.-2:00 p.m. 2:00 pm.-3:00 p.m. 3:00 p.m.-4:00 p.m.	BLDG 103-C Room C-23
Updated Incident Management	8/22/2014	8:00 a.m.-9:30 a.m. 10:00 a.m.-11:30 a.m.	BLDG 103-C Room C-23
NEO CPRA	8/22/2014	12:30 p.m.-4:00 p.m.	BLDG 103-C Room C-23
NEO CPRC	8/22/2014	12:30 p.m.-4:30 p.m.	BLDG 99F
Updated Incident Management	8/25/2014	8:00 a.m.-9:30 a.m. 10:00 a.m.-11:30 a.m.	BLDG 103-D E&R
NEO First Aid	8/25/2014	8:00 a.m.-12:00 p.m.	BLDG 103-C Room C-23
Updated Seizure Management	8/25/2014	1:00 a.m.-2:30 p.m. 3:00 p.m.-4:30 p.m.	BLDG 103-C Room C-23
NEO Medical Emergency Response System	8/25/2014	12:30 p.m.-4:30 p.m.	BLDG 103-D E&R
Updated Safety Care Level #2	8/25/2014 8/26/2014	8:00 a.m.-4:30 p.m. 8:00 a.m.-12:00 p.m.	BLDG 99L
NEO Infection Control and Pre- vention+Handwashing	8/26/2014	9:00 a.m.-10:30 a.m.	BLDG 103-C Room C-23
Updated PNS End User	8/26/2014	1:00 p.m.-2:00 p.m. 2:00 pm.-3:00 p.m. 3:00 p.m.-4:00 p.m.	BLDG 103-C Room C-23

Training at a Glance - August

CLASS	DATE	TIME	PLACE
NEO Observation of Individual to Ensure Safety	8/26/2014	10:30 a.m.-1:30 p.m.	BLDG 103-D E&R
NEO Seclusion and Restraint	8/26/2014	1:30 p.m.-4:30 p.m.	BLDG 103-D E&R
Updated Safety Care Level #2	8/26/2014 8/27/2014	12:30 p.m.-4:30 p.m. 8:00 a.m.-4:30 p.m.	BLDG 99L
CPRA	8/27/2014	8:00 a.m.-11:30 a.m.	BLDG 103-C Room C-23
CPRC	8/27/2014	12:30 p.m.-4:30 p.m.	BLDG 103-C Room C-23
NEO Therapeutic Incentive Program	8/27/2014	8:30 a.m.-10:00 a.m.	BLDG 103-D E&R
NEO Seizure Management	8/27/2014	10:00 a.m.-12:00 p.m.	BLDG 103-D E&R
Updated PNS Professional	8/27/2014	9:00 a.m.-11:00 a.m.	BLDG 103-C Lab
First Aid	8/28/2014	8:00 a.m.-12:00 pm.	BLDG 99F
NEO PNS Professional	8/28/2014	8:00 a.m.-12:00 p.m.	BLDG 103-C Room C-23
NEO PNS End User	8/28/2014	12:30 p.m.-4:30 p.m.	BLDG 103-D E&R
Safety Care Level #1	8/28/2014	8:00 a.m.-4:30 p.m.	VIP Dining Room Gracewood
Updated Safety Care Level #2	8/28/2014 8/29/2014	8:00 a.m.-4:30 p.m. 8:00 a.m.-12:00 p.m.	BLDG 99L

Unit designated scheduler, please e-mail all CPR/First Aid request to Jackie Huff. All other class requests to Runtha Giddens.

Come to Thursday Night Worship!



August 21st: Evangelist Judy Lawson

August 28th: Mr. Bill & Roland

All programs begin at 7:00 PM.

Location: Chapel of All Faiths

Infection Control - Questions & Answers on Ebola

The current Ebola outbreak is centered on three countries in West Africa: Liberia, Guinea, Sierra Leone, although there is the potential for further spread to neighboring African countries. Ebola does not pose a significant risk to the U.S. public. The CDC is surging resources by sending 50 more workers to the area to help bring the outbreak under control.

What is Ebola?

Ebola virus is the cause of a viral hemorrhagic fever disease. Symptoms include: fever, headache, joint and muscle aches, weakness, diarrhea, vomiting, stomach pain, lack of appetite, and abnormal bleeding. Symptoms may appear anywhere from 2 to 21 days after exposure to ebolavirus though 8-10 days is most common.

How is Ebola transmitted?

Ebola is transmitted through direct contact with the blood or bodily fluids of an infected symptomatic person or through exposure to objects (such as needles) that have been contaminated with infected secretions.

Can Ebola be transmitted through the air?

No. Ebola is not a respiratory disease like the flu, so it is not transmitted through the air.

Can I get Ebola from contaminated food or water?

No. Ebola is not a food-borne illness. It is not a water-borne illness.

Can I get Ebola from a person who is infected but doesn't have any symptoms?

No. Individuals who are not symptomatic are not contagious. In order for the virus to be transmitted, an individual would have to have direct contact with an individual who is experiencing symptoms.

Are there any cases of individuals contracting Ebola in the U.S.?

No.

What is being done to prevent ill passengers in West Africa from getting on a plane?

CDC is assisting with active screening and education efforts on the ground in West Africa to prevent sick travelers from getting on planes. In addition, airports in Liberia, Sierra Leone and Guinea are screening all outbound passengers for Ebola symptoms, including fever, and passengers are required to respond to a healthcare questionnaire. CDC is also surging support in the region by deploying 50 additional workers to help build capacity on the ground.

What is CDC doing in the U.S.?

On the remote possibility that an ill passenger enters the U.S., CDC has protocols in place to protect against further spread of disease. These include notification to CDC of ill passengers on a plane before arrival, investigation of ill travelers, and, if necessary, isolation. CDC has also provided guidance to airlines for managing ill passengers and crew and for disinfecting aircraft. CDC has issued a Health Alert Notice re-

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Infection Control - Questions & Answers on Ebola

(Continued from page 11)

mind U.S. healthcare workers of the importance of taking steps to prevent the spread of this virus, how to test and isolate suspected patients and how they can protect themselves from infection.

What about ill Americans with Ebola who are being brought to the U.S. for treatment? How is CDC protecting the American public?






CDC has very well-established protocols in place to ensure the safe transport and care of patients with infectious diseases back to the United States. These procedures cover the entire process -- from patients leaving their bedside in a foreign country to their transport to an airport and boarding a non-commercial airplane equipped with a special transport isolation unit, to their arrival at a medical facility in the United States that is appropriately equipped and staffed to handle such cases. CDC's role is to ensure that travel and hospitalization is done to minimize risk of spread of infection and to ensure that the American public is protected. Patients were evacuated in similar ways during SARS.

What does the CDC's Travel Alert Level 3 mean to U.S. travelers?

On July 31, the CDC elevated their warning to U.S. citizens encouraging them to defer unnecessary travel to Guinea, Liberia, and Sierra Leone over concerns that travelers may not have access to health care facilities and personnel should they need them in country.


From CDC.gov

August 2014









24 Hour Computer Help Desk Number: 1-877-482-3233

Use this number to report any computer issues such as with computers, network printers, monitors, mice, keyboards, laptops, GroupWise, Avatar, Worx, Sunquest Down and Network down. Helpdesk covers items that were previously working and are not working or not working properly. Always keep ticket number and the name of the person you speak with for necessary follow up. NOTE: **Broken Mice & Keyboards** are replaced by helpdesk. Please keep info and report any issues with this process to Service Delivery Staff. Desktop printer issues may be phoned into Service Delivery at **2444** but will not be serviced. Replacement or alternative printing options will be reviewed.





Phone issues: Contact Switchboard at **2011** or e-mail **Tomica Willingham** (Use this number for repairs, problems, requesting new lines or jacks) Include the following: Telephone # with trouble, Building #, Type of phone (name on the phone), Room #, Station # if phone has one, problem with phone, & contact person. When requesting LAN jack please place work order with Plant Operations to run the cable prior to requesting the jack be installed. Always request 2x2 when having new voice (phone) & data (LAN) jacks added.







Avatar Password Resets: Contact Unit Nurse Manager between 7:30 am & 5 pm or e-mail dbhdditappsupport@dhr.state.ga.us. After normal business hours, clinical staff may contact Admission Office at 7006 for Avatar password resets. **Note: Novell passwords** should be reset using the Password Change Icon located on your desktop or go to <https://password.dhr.state.ga.us>. **You may also contact Help Desk.**
*Additional Avatar issues should e-mail dbhdditappsupport@dhr.state.ga.us







New User Request or Computer Access Changes: Continue to fill out Access form and mail signed form to Service Delivery. Call **2444** with questions. Access changes include access to new software of specific folders and drives on our network.







Computer Equipment Moves: Fill out Computer Move request and submit to Service Delivery Staff. Call **2444** or e-mail EC_ServiceDelivery with questions. This takes approximately 30 days so allow time in planning.







Computer/Software Request: Continue to fill out Request for new Technology form and submit completed signed form to Service Delivery. Call **2444** or e-mail EC_ServiceDelivery with questions.





Avatar Reporting Needs: If you are in need of specific data for reporting from Avatar please contact Hospital Reporting staff at **2568**.





Gracewood Post Office

Window Hours

M-F 9:00 am-12:00 noon
1:30 pm-4:30 pm
Sat 9:00 am-10:45 am



Visit the Gracewood Post Office today and ask Frank Deas about renting a Post Office Box!



Janis Joplin (1943–1970) was a groundbreaking singer whose powerful, bluesy voice propelled her to the pinnacle of rock stardom. An icon of the 1960s, she was known for her uninhibited and soulful performances. Joplin is now recognized as one of the greatest rock singers of all time, as well as a pioneer who paved the way for other women in rock music.

Name, image and likeness of Janis Joplin used under license.

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RCFCU Newsletter

August 2014

2048 Tobacco Rd.
Augusta, Ga. 30906

www.richmondcommunityfcu.org



Leap-N-Lower

April 1, 2014 - August 31, 2014

Want to save some money on your current **AUTO LOAN**?

LEAP on over to RCFCU!

Refinance your current auto loan with us and we will

LOWER your current interest rate at least 2% APR*!

This could possibly save you hundreds of dollars over the life of your auto loan!

See a loan officer for details!

**RATES AS LOW AS
1.9% APR***



*APR=Annual Percentage Rate. Loans currently held at Richmond Community are not eligible. Must be 18 years of age. Some credit and policy restrictions may apply. All loans are subject to credit approval.

School Shopping Nightmares? Try Our Back-to-School Special

Amount: \$1,000.00

Term: 10 Months

Interest: 10% APR*

August 1st—September 30th

*APR=Annual Percentage Rate. **Interest rate will drop at least 2% APR to as low as 1.9% APR. Loans currently held with Richmond Community are not eligible for refinancing. Some credit and policy restrictions may apply.

Computer Help

Please remember that your need to re-set your Outlook address book to the DBHDD Address Book. When you migrate to Outlook, the address book is set to default to the "Global" list which contains all employees of the state of Georgia. If you don't re-set it to the DBHDD Address Book, you run the risk of accidentally adding non-DBHDD employees to distribution lists and group lists or e-mails, and possibly disclosing protected health information (PHI) about individuals we serve, to people who are not authorized to receive it. Please follow the attached instructions (Acrobat file attached to this Bulletin distribution) all the way through to the end of instructions. You will still be able to look up employees in other agencies when you need to do so.



THIS IS IMPORTANT FOR ALL DBHDD OUTLOOK USERS, to prevent HIPAA violations. Administrative staff, it would be great for you to check with staff in your area to see whether anyone needs help with this.

Changing Your Outlook Password

All users must change their Outlook password through the web. Please go to this link ([HowToChangeYourPasswordInOWA-v2.pdf](#)) and it will direct you on how to change your password for Outlook.

Mailbox is Full Message

Regarding Outlook's "mailbox is full" message, all users excluding VIP's and RHA's have to maintain their mailboxes to a minimum of 512 mg. This means each user will need to get into the habit of deleting/archiving on a daily basis since Outlook does not archive automatically. Please see the How to Archive Outlook Email attachment to this Bulletin distribution.

Changing Your Novell Password

Click on the **Password Change Website** icon on your computer desktop. Enter Username (your full work email address) and password. Go to Password Management → Change Password.

Computer-Related Training

There are some very good computer-related training resources available to us through DBHDD University. To access this training, you simply need to login to my learning portal with your ID and Password. At the top of the screen are options (across the top of the page). Click on the one that is labeled **Training Catalog**. The Training Catalog Screen has a Search field (showing under the heading of **Browse Training Catalog**). You can simply type in a word such as Outlook, Word, Excel and get a list of quite a few helpful training options.

Other IT Issues

There is currently a lot going on in OIT. I would like to make you aware of a few of these issues that impact you directly.

1. Windows 7 Migration is currently going on at the Augusta Campus. It is important to have your current programs you use written down **PRIOR** to the technician arriving. Ensure that any software you have on your machine is available. If you are not sure about specialized software you may have contact Service Delivery (2444) to determine if software is available. Also, need to make sure you know the printer you are connected to (when you print something it gives you the information just jot it down with your software list). Unauthorized software that may have been downloaded or brought from home **WILL NOT** be placed back on your computer!!! Users using authorized software must ensure that it will be compatible with Windows 7. If it is not, you will need to go through the process of ordering the compat-

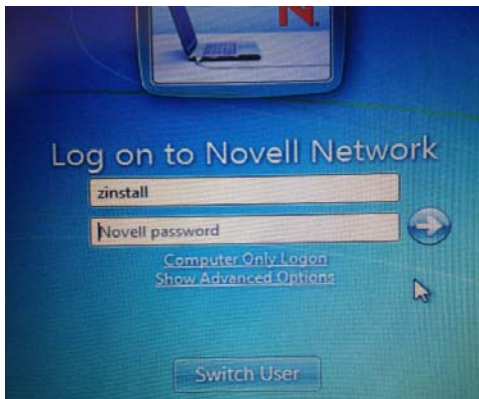
(Continued on page 16)

Computer Help

ible software. Contact Service Delivery for more details.

2. Make sure your applications work. If you use Avatar, make sure you can get in and make sure you can run your reports!!! Check to make sure all your applications have been put back on your machine. Make sure you have your files/documents. Make sure you can print! This needs to be done prior to the technician leaving your work area. Check to verify you can get into Outlook and you have e-mails you had prior to migration. If you notice a problem prior to them leaving your area find them and get them to return to your machine immediately! If you discover an issue after the technician leaves your area, there are manila folders in main area hallways marked Windows 7 Migration Issues. Grab a form from the folder, fill it out and contact Service Delivery at 2444 to report your issue. Please make sure you have written down your Green Asset Tag number on your computer. (The computer is the black box **NOT** the monitor)

3. Each user will still have an individual Novell login and password. The initial screen will look like this:



Users will also have an additional Windows login as well that indicates Login on to this computer which will look like this (to the right):

Individual users will use their same Novell password and id to log onto the computer.

However, computers in shared areas (such as chart rooms) will have a generic password posted on the machine. The Generic Password will be used for the 2nd log in. As shown to the right.



If you need your Novell password reset please contact the help desk at 1-877-482-3233. If you do have issues getting into the computer login for the 2nd window, you will need to contact the Service Delivery staff at 2444.



Hobo at the vet.

ECRH Stray Dog Finds a Home

Many of you have probably seen the little gray dog who took up residence on the Gracewood Campus some time prior to the ice storm earlier this year. I am happy to report that Brenda Cain was finally able to catch the dog and has decided to give her a forever home. She named the dog Hobo for her propensity to run for the railroad tracks whenever someone tried to catch her. She is in good health and now, in good hands.

Bulletin Editor



Hobo after grooming.

Published Twice Monthly



Nan M. Lewis Regional Hospital Administrator
Dr. Vicky Spratlin Clinical Director
Mickie Collins Chief Operating Officer
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Gracewood Campus 100 Myrtle Boulevard Gracewood, Georgia 30812
Teresa Crouch Publisher
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<p>NOTICE</p> <p>Items for publication must be submitted in written form. The upcoming issue's deadline is August 22, 2014. All articles and notices submitted for publication in the East Central Regional Hospital Bulletin are subject to editorial discretion. Please contact the Bulletin editor if you have questions regarding editorial decisions.</p>

Our Mission

The mission of East Central Regional Hospital is to provide safe, competent and compassionate services to persons with mental illness and/or developmental disabilities.

Our Vision

The vision of our Facility is to be a center of excellence in the provision of comprehensive, responsive and compassionate care for consumers and their families.

Our Values

East Central Regional Hospital is caring and therefore, responsive to our consumers, their families, stakeholders and our employees through commitment to our core values:

Integrity

Communication & Collaboration

Accountability

Recognition through Relationships

Empowerment through Excellence



Accredited
by
The Joint Commission

Campus Marquees

Deadline for submission of

SEPTEMBER MESSAGES

August 22, 2014

Submit information to Teresa Crouch

Gracewood Campus

Extension 2030

(Information must be submitted on or before the indicated date to be placed on Marquees for the following month.)

ECRH Jobs List

This is a list of job openings currently available at East Central Regional Hospital. For further information regarding these positions, please go to the DBHDD webpage at www.dbhddjobs.com.

[Activity Therapist - Forensic Unit](#)

[Activity Therapist - Gracewood Campus](#)

[Activity Therapy Leader - Gracewood Campus](#)

[Assistant Housekeeping Director](#)

[Associate Nurse Executive - Gracewood Campus](#)

[Associate Regional Hospital Administrator - Developmental Disabilities](#)

[Behavior Analyst - Augusta, GA](#)

[Behavioral Health Counselor - Forensics/General Mental Health](#)

[Behavioral Health Social Worker \(MSW\) - Redbud](#)

[Certified Nursing Assistant 1 \(multiple shifts available\)](#)

[Clinical Dietitian](#)

[CNA - Skilled Nursing Facility](#)

[Craftsman Foreman](#)

[DD Shift Supervisor - Gracewood Campus](#)

[DD Team Leader](#)

[Facility Safety Officer - Corporal](#)

[Food Service Operation Worker - part time](#)

[Food Service Supervisor](#)

[Food Service Worker \(WL\)](#)

[General Trades Craftsman](#)

[Health Care Worker - Gracewood Campus](#)

[HST 1 - Augusta Mental Health Campus](#)

[HST 1 - Gracewood Campus](#)

[HST 2 - Gracewood Campus](#)

[HST 2 / Lead - Augusta Mental Health Campus](#)

[Housekeeper](#)

[Housekeeper - Hourly](#)

[HVAC Repair Technician](#)

[Institutional Locksmith](#)

[Laundry Supervisor](#)

[Laundry Worker \(Part time weekends\)](#)

[LPN - 1st Shift- Augusta Campus](#)

[LPN - 1st Shift- Gracewood Campus](#)

[LPN - 2nd Shift- Augusta Campus](#)

[LPN - 2nd Shift- Gracewood Campus](#)

[LPN - 3rd Shift- Augusta Campus](#)

[LPN - 3rd Shift- Gracewood Campus](#)

[LPN - Skilled Nursing Facility](#)

[Mechanic](#)

[Medical Records Technician](#)

[MH Shift Supervisor - Augusta Mental Health Campus](#)

[Nurse Administrator - \(E/N\) Gracewood and Augusta Campus](#)

[Nurse Investigator](#)

[Nurse Practitioner - Skilled Nursing Facility](#)

[Occupational Therapist](#)

[Program Assistant - Dietary Services](#)

[Program Assistant - GMH - Augusta Mental Health Campus](#)

[Quality Operations Analyst](#)

[Recovery Team Facilitator - GMH](#)

[Recruiting Associate](#)

[RN - Augusta Campus](#)

[RN - Charge Nurse - Augusta Campus](#)

[RN - Charge Nurse - Gracewood Campus](#)

[RN - Forensic Mall](#)

[RN - Gracewood Campus](#)

[RN - Skilled Nursing Facility](#)

[Service Director 2 - Gracewood](#)

[Shift Training Supervisor - Augusta Mental Health Campus](#)

[Storekeeper](#)

BOBBIE JEAN GARRETT

FINALLY RETIRING

COME ONE COME ALL TO CELEBRATE BOBBIE JEAN'S 34 YEARS OF FAITHFUL SERVICE.

WHEN: AUGUST 29, 2014 FROM 2:00 TO 4:00

WHERE: CAMELLIA IN THE KITCHEN/DINING ROOM

THERE WILL BE FOOD, FUN, DRINKS AND REMEMBRANCES OF BOBBIE JEANS CAREER

