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Kudos to You

I would like to thank all the staff that has been supportive to REACH over the past 6 years. I feel grateful to have the opportunity to serve so many wonderful patients with the help of great staff. I wish everyone many blessings, with heart felt gratitude for your service to REACH. Thank you. - Suzanne Craig, DC-CAP and REACH Clinic Director

National Incident Management System

In this time of budget cuts, increasing regulations, and economic shortfalls in the communities, we are working diligently to seek additional sources of funding while continuing to provide community services in conjunction with assuring compliance with state and Federal regulations.

I am pleased to let everyone know that we have been given additional dollars to assist with our National Incident Management System training. Often referred to as NIMS, this training provides the basic methods of how disasters and events can be managed to be more effective in the community. The Federal government regulates the NIMS training and determines who needs this training among emergency responders. Public Health, while not often seen as the typical first responder such as the police and fire, does serve a vital role.

The Federal government has decided that all public health employees must have IS 100 and IS 700 training. Selected staff will be required to have additional NIMS training: IS 200 and IS 800. Many of our existing staff has completed these fundamental requirements. However, there are many who still need to complete even the basics. These are requirements and GRDHD wants to assure our compliance with Federal standards. A NIMS training log is kept on the common drive which makes it easily accessible for all staff. This log allows you to see what trainings have been recorded for you and what trainings are needed. The trainings will be coded to a special cost center that will cover your time and travel.

Angela Woosley, our Regional Training Coordinator, will be soon be sending out e-mails related to these upcoming trainings. All staff who have not had this training will be expected to attend. Should you have any questions, discuss them with your Supervisor.

In addition to NIMS training, the Federal government is concerned about high-risk and special needs populations. Many of citizens in our seven county area, fall into these categories. During the ice-storm of 2009, vulnerable populations were at significant risk of their conditions worsening - which could ultimately lead to their demise. With that knowledge, multiple staff will be brought together to brainstorm solutions to expedite this vulnerable population’s health and well-being...especially during disastrous situations. It is hoped that staff will be successful in strengthening our existing response plans and incorporate their expertise on serving this population. We must constantly strive for excellence and this is a great opportunity to include many staff in our planning efforts.

....continued on page 2
On January 12, 2011, GRDHD was notified that a listing of client information was available via the web. Upon discovery, the site was immediately shut down to protect the identities of those clients. No medical information was available. The information contained in the file was an index of names, Social Security Numbers and Dates of Birth of records digitized for archiving by the Health Department. We sincerely apologize for any inconvenience this may cause our clients and community.

If you were born between 1896 and 2004 and received vaccinations at the Daviess County Health Department, we encourage you to protect your identity by using the free credit reports available to you via the web such as annualcreditreport.com, the official government mandated site for accessing the three major credit reporting companies. Or call you can call the company at 1-877-322-8228. If you suspect your identity has been stolen, go to http://www.ftc.gov/freereports and follow the link regarding identity theft for detailed instructions. GRDHD is following appropriate HIPAA protocol for notification, including the use of the substitute individual notice which allows GRDHD to use the major media outlets, and our website along with a toll free number to reach those that may have been affected because their address information on file is out of date. GRDHD would like our clients to know that we will review protocols to ensure personal and medical information is protected for our clients. Our Information Systems Department has multiple methods in place to protect client information from inappropriate use including layered firewall protection, policy driven data access protocols and secure content management. GRDHD is reviewing current contracts for digitizing medical records and reviewing internal policies to ensure that this type of incident does not happen in the future. We have also acquired a toll free number for you to call should you need further information (1-855-723-4200).

---NIMS continued from Page 1

Certainly, these allocations of additional dollars will not solve our budget crisis, however, they will allow us to move forward in a positive direction, helping our community and providing public health leadership. This will also ensure our compliance with federally mandated regulations. Involving staff in our planning process elicits their expertise, but also an understanding and further knowledge of Public Health roles in disasters involving our community.

GRDHD cannot be remiss in these regulatory standards; therefore, your compliance in getting the NIMS requirements completed is expected. GRDHD also recognizes that more staff needs to be familiar with our response plans, understand the different plans that have been developed for our jurisdiction and help improve those plans. Your cooperation is greatly appreciated.

-Debbie
News From Ohio County Health Center

Recently, Ohio County Wellness Center had a “Fit as a Fiddle” fitness challenge. This challenge lasted for 8 weeks. Participants had full use of the Wellness Center, a structured diet plan, a personal trainer, and also had lipid profiles.

Several employees from Ohio County Health Center and some of their family members decided to take part in the challenge. Although they ended up being on 3 different teams, they enjoyed the camaraderie and, of course, the friendly rivalry. The employees had a total weight loss of 61.2 pounds! This is an awesome achievement as the challenge was during Thanksgiving and didn’t end until December 18th. Participating employees included: Kathy Maddox, Beth Farris along with her son, Gail Green along with her daughter, Angela Parker, Pam Ford along with her sister-in-law and Tina Flener along with her husband and son. The weight loss including their family members was over 113 pounds!

-Tina Flener, Ohio County Health Center

Department News - First Steps

There have been some problems with the heating system not working in the First Steps office in the district building. Debbie Fillman did bring us some portable heaters, but, with the morning temperature of 4 degrees and the afternoon high reaching 10 degrees on January 21, the First Steps staff had to be resourceful. Staff are using their emergency blankets provided by Preparedness. Thanks, Angela!

-Sue Richards, SW, PSC
Public Health Service Manager
First Steps POE Manager

Pictured: Jamie Combs, Krystal Sampson and Mary Fuqua

Department News - Daviess County

Congratulations to Linda Clark on her retirement! Linda’s last day at the Daviess County Clinic was January 26. After over 10 years of service, Linda said good bye to the Daviess County Clinic and hello to the life of leisure. We wish you happiness in all the adventures you chose to undertake. You will be sadly missed.

With Linda’s retirement and the unfortunate closing of the REACH Clinic, there have been several changes in employee positions at the Daviess County Clinic. Alana Taylor is now filling the void that Linda Clark left as Sr. Support Service Team Leader giving Cindy Fulkerson the opportunity to step into Alana’s position. Bethany Woodward and Mary Sinnett, both from the REACH Program, have joined the Daviess County Team. Bethany will be working registration and Mary has accepted a position in Medical Records. Welcome aboard Bethany and Mary.

Sarah Rice and Alecia Alvey have been out on sick leave since January. We wish them both a speedy recovery and look forward to their return. Judy Payne has also been out longer than we care to mention. We had the pleasure of her return for a few short days, only to be told that she will be out again for another couple of weeks. Judy, we welcomed you back and now we wish you well again. You will be in our thoughts during your healing time.

Judy Payne
Every March we anticipate basketball season coming to an end and an NCAA champion being named. What you may not know is March is also National Nutrition Month. It is a campaign sponsored by the American Dietetic Association to keep healthful eating in the public eye. This year’s nutrition theme is “Eat Right with Color”. While many know that healthful eating is important not all of us make a point to consume a well-balanced diet.

Healthful eating does not have to be complicated. Make the most of your meals and snacks by consuming nutrient dense foods – these foods will provide you with the nutrients you need without packing in a lot of calories. For example instead of drinking soda with lunch drink skim or one percent milk. Instead of a candy bar choose a half cup of fresh strawberries with fat free cool whip. It is all about making nutrient rich choices.

Whole grains are nutrient dense and a good source of fiber. Carbohydrates have been given a bad rap and people miss out on the benefits of them thinking they are not healthful. Whole grain breads, cereals, pastas, tortillas, oatmeal, brown rice, even popcorn are all complex carbohydrates and nutrient dense.

Fruit and vegetables should hold the biggest area of our plates. Variety is essential with this group also – different color fruits and vegetables are packed with different nutrients and benefits to our health. Add veggies to pizzas, pastas and soups. Have fruit parfaits (fat free yogurt with a mixture of berries) for dessert or a snack. Having fruits and vegetables washed and prepped in the fridge allows for easy access and a greater likelihood of consuming them over other options.

Beans are a great food item to include in meal planning. Not only are they nutrient rich but they are economical and easy to prepare. Protein is an essential for all of us – consuming eggs, beans, nuts, peanut butter and lean meats in moderation will meet our needs for this nutrient.

While healthy eating may seem challenging taking it one step at a time and making small gradual changes is the best way to go.

-Haley Fulkerson RD, LD, CLC, MNT Nutritionist 2

We have now completed the first 7 months of the grant. It has been a busy time with lots of training. We are now web-based, so much of our information is entered into the website, but the good news is reports should be easier to compile.

We currently have 23 active cases. This is more than the minimum required for the grant. Statistics: 82% of families are at the Federal Poverty Level or below. We are serving 54 children, 31 of whom are 5 years of age or less.

One case study:
When we enrolled the family, the father had just been released from in-house substance abuse treatment. His three children, who had not lived with him for several years, were placed in his care. At the beginning, the father’s main method of discipline was yelling. The children were disruptive during the early visits, with witnessed hitting, slapping and kicking toward each other. The children were also witnessed yelling at their father. By the closure of the BSF visits, the father had learned and was implementing new discipline techniques. The home was calmer, the children were not yelling at their father, and the father was using time-out, plus toy in time-out as well as other discipline methods. The open case with the Department of Protection and Permanency was closed. The father achieved his goals of better communication and discipline of his children.
The month of April is a time of new growth, spring flowers of yellow, cream and white. April is also the month of blue. The blue is for the bruises on a child’s body and the inner bruises on a child’s emotional well-being. Abuse and neglect can take many forms.

- It can be a hard slap, kick, punch, a beating.
- Medical neglect can include not taking a child to the doctor when they are very sick, not getting their vital prescriptions filled.
- Neglect can be not providing sufficient nutrition so that a child grows up healthy.
- Neglect can be a parent so “drugged up” they are not supervising their young children and the children are not safe.

It is each person’s duty to report. Each person must report if they believe a child is being abused or neglected. There are KRS laws that inform us of our duty to report as well as protect us if we report in good faith. Telling a supervisor does not relieve a person of their duty to report.

To report, call your local Department of Protection and Permanency office. They will route you to an intake worker who will ask questions. Try to have as much information as possible: name(s) of children, location, address, what the abuse or neglect witnessed was. The worker will ask lots of questions. Then they will determine if it meets the threshold of an investigation, but even if there is no investigation, your call is recorded. If many calls from different sources come in, there may be sufficient cause to investigate.

Children under 5 years of age are much more likely to receive physical abuse and are more likely to have more serious injuries or death as a result. We have GRDHD programs that work with families to prevent child abuse and neglect. These young children are targeted for services due to their vulnerability. The programs are HANDS, Building Stronger Families and Perinatal Home Visiting nurses.

Please call if you suspect abuse or neglect. You may save the life of a child.

If you believe a child is being abused or neglected, you can call the Child Protection Hot Line number below.

Child Protection Hot Line:
1-877-KYSafe1
or
1-877-597-2331

To find the number to the Protection and Permanency office in your county please visit http://chfs.ky.gov/dcbs/
GRDMRC ATTEND EARTHQUAKE TRAINING

On January 13, the GRDMRC along with Preparedness Staff and many Local Emergency Service Partners attended an Earthquake training for Regions 1, 2 and 3 in Hopkinsville, Kentucky. This workshop was preparatory for the National Level Exercise being planned among multiple states in May 2011. This also helped our regions culminate our trainings and exercise planning requirements for the HPP groups. The GRDMRC carpooled and lunch was provided. We left around 7:45am and got back around 5:00pm – it was a long day but we learned a lot and had a great chance to fellowship with others who will provide aid in the event of a disaster.

To learn more about the MRC visit www.medicalreservecorps.gov or contact Margaret Hibbs at 686-7747 ext. 3005
School Health Project:
Members of the school health project team went to two sites in Union County in late January. There is a large variation in the environment of each school site and this makes standardization difficult. In addition, approval from the school must be granted prior to most changes. The group evaluated each site and recommended adjustments to improve flow and use of space. Once school approval is granted, the team may return to assist school health staff in modifying the site(s).

Supply Deliveries:
Maintenance has been providing monthly supply deliveries to each county for several months. In January, a survey was conducted to gauge staff perception of the current set-up. Overall, the responses were positive. Based on information shared during the survey, some delivery locations within the health centers changed effective February 1. Supply orders should be retrieved from the delivery zone within 1-2 days of delivery.

<table>
<thead>
<tr>
<th>Health Center</th>
<th>Delivery Zone Location</th>
<th>Delivery Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daviess</td>
<td>1st floor mailroom</td>
<td>1st Monday of each month</td>
</tr>
<tr>
<td>Hancock</td>
<td>Hall supply closet</td>
<td>3rd Monday of each month</td>
</tr>
<tr>
<td>Henderson</td>
<td>Vital Statistics (across from Home Health)</td>
<td>1st Tuesday of each month</td>
</tr>
<tr>
<td>McLean</td>
<td>Conference Room</td>
<td>1st Thursday of each month</td>
</tr>
<tr>
<td>Ohio</td>
<td>Conference Room</td>
<td>3rd Tuesday of each month</td>
</tr>
<tr>
<td>Union</td>
<td>Conference Room</td>
<td>2nd Tuesday of each month</td>
</tr>
<tr>
<td>Webster</td>
<td>Conference Room</td>
<td>2nd Thursday of each month</td>
</tr>
</tbody>
</table>

Scanner Project:
The first scanner was installed at Ohio County Health Center January 28. Ohio County Staff received instruction on use of the scanner and the appropriate software for scanning, manipulating and handling the documents. After the initial training, staff had an opportunity to use the scanner themselves and address immediate questions. There were a few unforeseen snags in the initial setup but everyone involved came up with great ideas for dealing with those issues. The instructions will be revised to reflect these changes prior to installation and training at the next health center. The team will be installing a scanner at second health center sometime in February.
Dear friends,
Words cannot express how grateful I am for the cards, phone calls, gifts, money, donated sick time, and prayers during my long absence. I especially want to thank those who donated sick time. Without it, I would not have had the time to heal (without worry). I feel very fortunate to work with such nice people. I am much better now and am on the kidney transplant list. I thank God every day for being with me through all of this, and I ask Him to bless you, for you have truly been a blessing to me. Thank you so much!

- Becky Sebree

Congratulations to Ryan and Becca (White) Logan. They were married December 9th, 2010 at Montego Bay, Jamaica

Donations needed for the HANDS program

HANDS is a home visiting program for first time parents. Upon going into a home on the initial visit, a survey is done and clients receive a packet of vital information pertaining to pregnancy, infant health and care. This packet contains a diaper bag with samples of health care products and small infant items. At this time, we are running short of health products and small infant items to put in our packets. If you have anything laying around the house that you could donate to us, we would appreciate it. Examples would be hotel soaps/lotions/shampoos, trial size health products, baby rattlers, socks, lotions, powders or small cosmetic bags, etc. Products we can use should be new or are like new.

Please send anything you have to Vanessa Smiley with the HANDS/Perinatal Programs in Daviess County.

Congratulations to Haley Fulkerson, MNT Nutritionist, Henderson County. Haley was chosen from a random drawing of correct responses to the contest question in the last issue of the Green River Gazette.

Question: On average, what percentage of New Year’s resolutions are achieved?
Answer: 6%!

See Page 12 of this issue for your chance to win a Subway gift card!!

Saying Goodbye . . .

Frances Logsdon, Daviess County Home Health
Linda Clark, Daviess County Health Center
Nancy McClintock, Daviess County Reach Clinic

A FEW HIPAA SECURITY REMINDERS:

*Laptops MUST BE PASSWORD PROTECTED and Encrypted and are required to be brought into the office WEEKLY for virus scan and Operating System updates.

*ANY mobile device used by a GRDHD employee must be password secured. This includes any cell phones you utilize to check your Agency email.

*EPHI must not be transmitted via email unless it has been encrypted with a password. The EPHI must be sent in a separate email from the password.

The Full HIPAA Security Rules can be found on the Official Documents under the folder titled HIPAA
New Employees
Welcome to the GRDHD Team!

Stacey Satchwell
Advanced Registered Nurse Practitioner (OB-GYN)
Daviess Co. Health Center (12/27)

Alison Stanley
Local Health Nurse II
Henderson County Schools (1/10)

Ashley Hackney
Local Health Nurse II
Webster County Schools (1/24)

World Tuberculosis Day March 24, 2011

World TB Day commemorates the date that Dr. Robert Kock discovered the mycobacterium for tuberculosis.

STOP TB

You need to take your medicine to help you get better and prevent spreading the TB germs to others.

TB is spread when a person with active TB coughs, sings or speaks and you breathe the air contaminated with TB germs.

The germs reach your lungs, from there they can go to other parts of your body.

Your body fights the TB germ.

Usually the germs go to sleep in your body. This is called TB INFECTION.
- You are sick with TB in your body.
- You have active TB germs in your body.
- You may give TB to others.

You can take medicine to keep you from getting active TB.
HIPAA KNOW HOW:

By now, I think everyone has at least heard the word HIPAA. Hopefully, staff understands what HIPAA means to their position at GRDHD. Although, it is not unusual for staff to still have some confusion about what to do in situations that may fall under HIPAA regulations. PHI or Personal Health information or individually identifiable health information can include any of the following:

- The individual’s past, present, or future physical or mental health or condition;
- The provision of health care to the individual, or
- The past, present, or future payment for the provision of health care to the individual
- And that identifies the individual or for which there is a reasonable basis to believe can be used to identify the individual (e.g. name, address, birth date, SSN)

It is important that staff take precautions to ensure the confidentiality of this information. Examples of these safeguards are but not limited to:

- Keeping voice sound level down to within ear shot, being aware of where conversations are held and who is within hearing range, keeping stored PHI out of sight to minimize crime of opportunity, maintaining PHI in a supervised location or locked up when not in use, use of screen savers, making phone calls in a location where conversations are not overheard by the public, not sharing of computer users IDs or passwords, placing files in holders where names are not visible by people walking by, limiting visitors to authorized personnel in areas where PHI is routinely used, etc.

- Interviews with patients or family members where information of a personal and/or confidential nature, such as medical histories, medical treatments, family income, etc. is discussed must be conducted in areas where patient privacy can be expected and maintained.

- Computer screens with person-specific data are not to be visible to unauthorized personnel or public areas.

- When it is necessary to leave the computer for a short period of time during the workday, computer screens with person specific information shall be “minimized” or closed, or the page turned so that unauthorized personnel cannot read it. Use of screen savers is permissible.

- Computer screens with person specific data shall be logged off at the close of the workday and shut down for weekends and holidays. Employees who use the same computer must be careful to log off the machine prior to leaving for break and lunches. Permission shall be obtained from the patient/client as to how the individual wishes to be contacted if different from what is on the Notice of Privacy Practices.

- Extreme caution shall be taken when mailing identifiable information to assure that the envelopes or other mailing containers are securely sealed and the information is mailed to the correct addressee and correct location. Mitigation efforts are inclusive of but not limited to, physical retrieval, paying for return postage, steps taken to prevent such an incident from occurring, etc.

When faxing person specific data, a cover sheet is to be used and caution to assure the correct fax number has been dialed. The cover sheet shall have minimal information – disclaimer, name of receiving party, name of sending party, fax number of sending party and fax number of receiving party. Mitigation efforts are inclusive of but not limited to, physical retrieval, verification of destruction, placement of safeguards to prevent reoccurrence, etc.

HIPAA KNOW HOW continued on page 11…
Policies & Procedures

HIPAA KNOW HOW continued…

• Facsimile machines receiving health information are to be located in a supervised area. The duplicated health information is to be delivered to the recipient at the earliest possible time. In the event a recipient is not present, the health information is to be placed in a sealed envelope in the recipient’s mailbox.

• All person-specific data shall be accessible only to authorized personnel. The data shall be indexed; maintained in a secure location, and retained for only the period of time deemed necessary by the state or federal regulations.

• All person specific data shall be shredded prior to disposal. The data is to be shredded as soon as feasible. The data to be shredded is to be maintained in a secure location prior to shredding.

• Electronic media (audio tapes, video tapes, media cards, PDA’s) containing person specific data shall be erased prior to disposal.

• Person specific data shall be discussed only with authorized personnel and then only within the context of assisting with a reporting, billing, record keeping, or specific health care management problem.

• Person specific data shall never be included in site visit or other administrative reports/records. If there is a need to include person specific data, please contact the Office of Risk Management.

• Person specific data obtained through conversations or observations by employees of the Green River District Health Department is confidential and private. The data shall not be disclosed without the individual’s written authorization, except in accordance with written standards or as required by law.

You can find more about HIPAA on the Official Documents Drive in the HIPAA Manual. J:\HIPAA\HIPAA Manual. If you suspect a HIPAA violation or security breach, you should report that immediately to your supervisor and the HIPAA Compliance Officer, Angel Thompson located at the District office 270-686-7747.

Fiscal Year Budget Deadlines - Please contact Laurie or Veronica with any questions.

It is that time of year again….time to start organizing those end of fiscal year purchases. If you have a program that money has to be spent by 3/31/11, please have your products received and invoices to the Finance Department by 3/23/11. For the June 30, 2011 end of year please see the deadlines below:

April 2011—review your budget for end of year purchases
May 2011—submit your final purchase order requests for the fiscal year --remember to give plenty of notice so P.O. can be processed and approved prior to placing your order
June 23, 2011—last day for products to be received and invoices to be submitted to Finance Department for payment by June 30th

**Submit all of your cell phone and travel reimbursements for this fiscal year prior to June 23rd, 2011 and submit your June travel as early in July as possible to avoid forgetting and potentially missing out on your reimbursement.

****Also, very important to consider in scheduling your time sensitive payroll coding expense to count in this fiscal year: the last pay period ending date in this fiscal year is June 10th!! Any payroll expense after June 10th is counted in the new fiscal year.
In the News

Fox 7-AM Evansville
7:40 am. Tuesdays and 7:20 am. Thursdays

- Don Crask (Health Educator III) - Wear Red Day 2/3/2011
- Amy Brown (Health Educator II - Healthy Start) - Proper Dental Hygiene & Tips for your kids 1/27/2011
- Nancy Walker (MNT Nutritionist II) - National Thyroid Disease Month & Diabetes 1/20/2011
- Merritt Bates Thomas (Nutrition Services Supervisor) - Electronic Debit Cards for WIC 1/13/2011
- Don Crask (Health Educator III) - New Years Resolutions and Getting into Shape 1/6/2011
- Merritt Bates Thomas (Nutrition Services Supervisor) - Importance of reading labels on drinks 12/30/2010
- Ryan Christian (Health Environmentalist II) - Holiday Food Safety 12/9/2010

To view these messages and more visit our media archive link at www.healthdepartment.org

Announcements

Effective March 1, 2011, the ky.gov email accounts will no longer be available to most Green River staff. If you have not yet switched to the new grdhd.org email, please contact the IS Department immediately for assistance.

March 2011

- National Nutrition Month
  - 9 Managers Meeting 8:30 - 11:30 District Offices
  - 17 Senior Management Meeting 9:00 - 12 District Offices
  - 24 World Tuberculosis Day
  - 25 American Diabetes Alert Day

April 2011

- National Autism Awareness Month
  - 1 Supervisors Meeting 8:00-2:00 District Offices
  - 4-10 National Public Health Week
  - 13 Managers Meeting 8:30-11:30 District Offices
  - 21 Senior Management Meeting 8:30 - 12 District Offices
  - 22 Good Friday
  - 27 ARNP Meeting 8:00-11 District Offices
  - 23-30 National Infant Immunization Week

The Green River Gazette is published bimonthly. For questions, comments, suggestions or submissions, please contact a member of the committee.