



# New Name Newsletter

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## Still Waiting on a Name For Our Newsletter

We have not chosen a name for our newsletter yet. Please send your suggestion in to Elaine.

## SOCP Web Site

<http://www.dhs.state.or.us/spd/tools/dd/socp/>

We are beginning to have quite a few forms on our website, check it out! Our website has each of our newsletters posted to view, as well as our forms, safety news and other important information regarding SOCP.

## House Keeping

Regarding "Petty Cash", vendors need to be listed on the description line, all pages need to be signed and submitted to SOCP Administration office at half the maximum balance, per SOCP policy.

All payroll faxes need to be go to **Brenda Murray, DHS Payroll: (503) 378-8404.**

**Stamped mail** coming from our homes need to go to post office, **do not bring them to SOCP Administration office to be mailed.**

If you have IR's to enter, contact Elaine at 503-945-7719. We have modified employees to help enter into CORE system.



## Kudos!

Sue Vittone, Site Manager Shoreline/Milton, would like to say **"Thank You"** to **Pam Lovejoy** for covering 2 homes and doing my job and hers while I was off for 21 days enjoying my cruise to the Panama Canal. She did an excellent job at keeping things up and organized. The yards at both Shoreline and Milton look great! Pam is always willing to help me out and take on more than her share of responsibility. **Again, "Thank you" so much Pam, for all you do everyday.**



**"A BIG Thank You"** to **John Prather** for helping out at Madison.

**Fred Eldredge** gets our **SINCERE APPRECIATION** for his tireless and endless work in connection with SOCP placements. While Fred is only scheduled to work half time, you'd never know it by the amount of time he puts in toward the goal of relocating SOCP clients. Fred's work ethic and expertise are greatly appreciated and we never want to hear him utter the words "I'm gonna retire for real".

## State Service

Following is a list of SOCP employees who have reached significant milestones in state service.

### 30 years of service:

Toni Hatch, David Halvorsen, Catherine Bourson, Penny Wylie, Arlene Worden.

### 25 years of service:

Deanna Ziemer, Jeanette McCarroll

### 20 years of service:

Robin Campbell, Shawnee Topping, Paula Granner, Deborah Orr, Teresa Underwood, Maria Altamirano, Christina Rose, Dennis Dixon, Jesse Earll



### 15 years of service:

Peggy Blair, Patricia Bowman, Christine Fleming, Linda Havlinek, William Stephens, Keith Jeskey, Lester Jackson, Dianna Schroeder, Boutros (Peter) Rizk,

### 10 years of service:

Melissa Prevett, Ricardo Guillen, William Nazaroff, Christopher Templin, Denise Flores Lopez, John Tat, Teresa Fuentes, Juanita Fuentes, Shawn Christensen, Kimberly Greger, Hiedi Lee Hogue

### 5 years of service:

Iva Moravek, Saihou Suwaneh, Thana Martin, Mark Westphal, Yashuwb Yisrael, Peter Ngaida, Jamie Russell, Leslie Morris, Tara Witherspoon

Each month, we will recognize those who have attained these milestones.

## Training

We are no longer doing the monthly collection to buy treats to offer during



trainings. We will offer coffee and trainees can get snacks from either the Sip n' Safari cart that comes to the building twice a day, Sip n' Safari if they want more of a selection or the vending machine in the Bittern break room.

**OIS oversight** - Are you interested in becoming an OIS Oversight instructor? If you are, please contact Anne Augsburger for additional information.

### Social Security -

Social Security has made the request that State Op only has one contact person for any Social Security issues for all of the people that we serve. If you have any issues around rep payee, address change, social security notices, SSI wage reporting or direct deposit of social security checks, etc. Please call Anne Augsburger - Do not call or go to the local social security office.

### ISP-

Remember to change your security settings to Medium before you start using the Macros. Open Word, go to Tools - click on Macro - click on Security and make sure that you click Medium in the Security Settings tab and click OK. You should get a dialog box that asks if you want to enable Macros (yes, enable macros) each time you open an ISP document or the new SOCP forms. As the forms are added to the web site, we will send out a notice of what is available and you need to save the form to your computer before you start using it.

We have eliminated the SOCP Financial plan attachment, however you still need to include that information in the Additional

Information section of the financial plan. This includes information on the burial plan, what monetary value items will have when they are included on the personal property record, how much money this person will pay towards their medical expenses, etc.

### **Instructions to set security level in MSWord.**

1. Open MSWord
2. Choose "Tools" in the tool bar
3. Go to "Macro"
4. Choose "Security"
5. Choose the "Security Level" tab
6. Make sure your security level is checked on "Medium"
7. Click O.K.
8. Close out and reopen.
9. When you reopen, a box will pop up with choices to click on:
  - A. choose "Enable Macros"

**Also on a side note**, MSword does not play nice with other applications, so don't open via a browser (Internet Explorer) or an email (in GroupWise). Most times when opened via these applications, the macros will not work properly.

**Documents of Support** - The ISP manual is clear that we can no longer use a single Safety Plan for multiple locations. See page 49 of the ISP Manual. Carefully review your instructions for supports - and pay close attention to specific instructions and locations, don't mix your instructions and locations. Don't write in your Work Safety Plan, how an individual will evacuate from the group home during a fire drill also don't instruct staff how to support a person to adjust water temperature in the community by telling them the water heater at the house is set at 118 degrees or less to prevent scalding.



### **How does one catch Mental Illness?**

This is the first in a series of articles on the why's, wherefores and how's of mental illness. First off, how does one catch mental illness? Mental illness is not something that can be caught. It is not caused by evil spirits or bad karma. There is a good deal of stigma and shame associated with mental illness. We used to think people who became mentally ill were bad people who came from bad families and home environments. Mental illness is not a result of personal weakness, lack of intelligence or poor upbringing. We now know that most mental illness is rooted in genetics. If you have a history of mental illness in your family (1<sup>st</sup> generation), you are predisposed to have mental health issues. That doesn't mean you will, it just means that you have the genetic predisposition toward the illness. According to The National Alliance on Mental Illness (NAMI), mental illnesses are psychiatric conditions that disrupt a person's thinking, feeling, mood, ability to relate to others, and daily functioning. NAMI also reports that by 2020, major depression (a form of mental illness) will be the leading cause of disability in the world among women and children. As with most physical health disorders such as heart disease, mental illness can be mild to severe. Mild mental illness can show up as someone being overly concerned and worried about the future. Severe mental illness includes major depression, schizophrenia, bipolar disorder, obsessive-compulsive disorder (OCD), panic disorder, posttraumatic stress disorder (PTSD), and personality disorders such as borderline personality disorder. You may know people with mild forms of mental illness and not even know it. Some famous celebrities have mental illness (more in

future articles) and their adoring fans never know it. Generally speaking, mental illness is an equal opportunity illness; it affects persons of any age, race, religion, or income. As we learned in last month's article, however, major mental illness typically starts between ages 18 – 21. Once diagnosed, people can experience relief from symptoms through psychiatric treatment including medications. With medications, between 70% – 90% of patients have significant reduction of symptoms and improved quality of life. In addition to medications, psychosocial treatment such as cognitive behavioral therapy, interpersonal therapy, and peer support groups can assist with one's overall health, daily functioning and wellness. Stay tuned, in June we will learn about Personality Disorders!

### **Safety Office Update:**

Driving is one of the most important tasks for which we are responsible. When we are in a vehicle behind the wheel, we have to focus our attention on our driving. We are responsible for protecting our client, ourselves and the "other" driver at all times. Major or minor distractions such as being distracted by either the client or your surroundings, taking short cuts, etc., can have a serious affect on your ability to drive, thereby causing accidents. Remember, most accidents can be prevented.

**DRIVE SAFELY AT ALL TIMES.**

