



Superintendent's Message

What is that saying, April showers brings May flowers? I wonder if they meant snow! As I write this before vacation next week on the 28th of March, we still have snow on the ground. Gosh!

Dr. Fields, a consultant, came in and took a look at some areas in preparation for our survey, and from his report we have identified a few items to focus on related to patient safety and the environment as a whole. So there will be some information forthcoming on some areas that we can all look at individually and collectively to identify some of those issues and to fix those that we can.

Another piece of information that I shared with the supervisors in the quarterly meeting held this week is that since our last survey in 2010, we have almost 100 new employees. With some upcoming retirements this spring and early summer, that number will be even higher. So it is important for us to share information with you about items that surveyors might ask you about the hospital and your role in providing care and/or support to the care of the patients. So some helpful hints will also be forthcoming.

Jeff

Congratulations to Rodney Harris, February Employee of the Month



Rodney Harris has been working in the Security Department, and he has been employed at Richmond State Hospital since 2000 with prior intermittent employment of 1 1/2 years. Rodney was born and raised in Cleveland, OH and worked at a mental facility for 13 years until closing. He then moved to Richmond where both of his parents were born and raised. He is the proud father of 2 girls, ages 32 and 21, and one boy age 25. He also has 3 beautiful grandchildren, two girls and a boy. His hobbies are chess, cards, travel, and bingo. His retirement plans include traveling across the entire country in a Tom Raper RV!

Since working at RSH, he has come to learn that he has skills to offer people with difficulties. He has also learned the difference between mental illness and mental retardation (something he and others at the Cleveland facility thought we would never encounter). People in all fields of care should realize how gifted they are to have the patience and opportunity to share facets of their inner self with those in need.

One thing he would like his co-workers to know is if you need a fifth wheel to "call him"! He wants to thank everyone for their support for Employee of the Month.

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In the Spotlight

Steve Estes

By Jesse Hodges



Steve, or Steve-o as his friends call him, has been into fixing things his whole life. He grew up in Richmond, Indiana and graduated from Centerville High School. While playing football in school, he became a fan of the Indianapolis Colts and IU basketball and has been to several games in Indy. He is also a NASCAR fan and has met Clint Boyer. He wouldn't elaborate on which driver in NASCAR is his favorite (I believe it's in fear of ridicule from fellow co-workers that he keeps this secret.). He is also an avid outdoorsman, lending his free time to fishing, hunting, and camping.

He talked in length about mushroom hunting and the secret places and ways to harvest the elusive Morel. The largest mushroom he has ever found was 9 in. We agreed that the best way to cook mushrooms is the ever popular 'beer battered & deep fried'. Last year he found over 300 mushrooms on his hunts and has the pictures to prove it.

When I asked Steve-o if he could visit and stay anywhere in the world for 2

weeks, where would he go and why, he said Jamaica because the snorkeling and fishing would be great. Seeing any type of coral reefs and the wildlife on them would be cool. He'd like to go diving on or around an old shipwreck - that would be fun. He also said he would like to go deep sea fishing in the future.

Steve has a wife and daughter at home who occupy a lot of his free time. When he is able to relax and watch TV, he says if it's not sports then he's watching Duck Dynasty. But he doesn't get a lot of TV time unless it's SpongeBob or cartoons for my daughter. He really like hunting shows too. When I asked Steve about hunting, he went on to tell me about a wild game hunt for Boar several years ago where they went out for a couple days and didn't get any, but it was fun just to be out in the wilderness.

When I asked how he and his wife met, he said they met 14 years ago at the Richmond Skate. They have been married for 3 yrs and have a 7 month old daughter. He said I want what all fathers want for their kids, to see them grow up

and make good with their lives. I want to take my girl fishing and camping and watch her graduate and hopefully go to college.

After graduating from high school, he went to IU for advanced industrial maintenance and worked at Lowe's for 4 yrs before becoming a maintenance man here at RSH. He states that he likes his job because of the people and the work is always different. He has helped his stepdad since he was 14 repair and rebuild houses. He states that he like to work on houses and those types of construction projects when he can.

If there was any one place he could live out the rest of his life, he says it would be Marathon, Florida because it's laid back and there is water all around to fish and swim in. He could go fishing and hunting almost all year round. He likes Indiana, but he would move there in a heartbeat.

Let's hope Steve decides to stick around, and if you see him around the hospital make sure to say "hello".

Check your Tobacco Agreement Status



If you signed up during open enrollment promising not to use tobacco products during 2013 and you are still using tobacco products, your failure to keep your promise to refrain from tobacco use is placing your job at risk. The names of every employee who signed the agreement have been placed in a pool for random selection to be tested for tobacco throughout this calendar year. Testing dates and locations are not identified in advance, and anyone testing positive is subject to dismissal from employment. Employees are also subject to testing under reasonable suspicion if the State receives a report that an employee who has signed the agreement is, in fact, using tobacco products.

Most agree that quitting smoking (or other use of tobacco) is one of the most difficult things to do; therefore, if you have tried to quit, but are unsuccessful at this point, you need to immediately rescind your agreement by logging into PeopleSoft. To get to the Rescission Request page, go to: Self Service > Benefits > Rescind Non-Tobacco Use Agreement. Follow the prompts to submit your request to rescind the

agreement. If you need assistance, contact the State Personnel Department Benefits Division at 232-1167 or toll-free at 877-248-0007.

Once you have submitted your request and your rescission is approved, your health care insurance premium increases by \$35 bi-weekly and any premiums from pay periods in which you received the incentive are collected. However, your job will be secure. For assistance in becoming tobacco free, you may call the Indiana Tobacco Quitline at 1-800-Quit-Now. This free service is available to all Hoosiers 7 days a week from 8 a.m. until mid-night.

Sherry Asher
Payroll Dept.



Do you know this building and its location?

Answer on last page



Tax Season Deadline Approaches

April 15 is the tax deadline and that deadline is quickly approaching! Have you filed yet? More than 18 percent of state employees used INfreefile last year, but many more qualify!

Also more than 2 million taxpayers already have been filed to date, even with the ten day delay at the start of the season! And about 77 percent of all taxpayers filing as of March 27 have qualified for the Automatic Taxpayer

Refund credit.

If you haven't filed this year, check out the Department of Revenue's website to see if you qualify for INfreefile!

INfreefile provides faster refunds, easy-to-use professional software and both federal and state tax filings. It's a one-stop shop for your individual income tax filing needs. If you meet the qualifications for INfreefile, visit www.in.gov/dor/4581.htm.

If you have any questions about your return, please contact our department at (317) 232-2240 or online at www.in.gov/dor.

To All Employees!



As you are aware of we have been enrolling employees on the Time Clocks. At the present time we have only 4-5 employees left to complete the process. We want to thank all of you for your support during this process. You were very gracious and I know some of you had to do it more than one time and never once did you complain~ Thank you for your patience! I have heard that we completed this process lots quicker than other agencies and we are very proud of ALL of you!. Change is sometimes hard but our employees should be commended for their cooperation during this transition!

Great Job!!!

The time clocks currently are not live so I would encourage you to begin clocking in just to get into the habit of doing so. This might also let us know if you are having any problems or to see what issues might up come. Remember the clocks are **NOT LIVE** yet so nothing is being processed when you use them.

I also want to remind you when clocking in to be sure to read any message that shows on the clock. The message when clocking in will be highlighted in **green**. This message indicates you are clocked in ~ read it before you walk away from the time clock. Please do the same when clocking out.

There were a few employees we were unable to get their thumb prints to work while doing the enrollment so we had to use a different finger print. Be mindful when clocking in that you must use the same finger that was used when you were enrolled.

To clock in always present your right thumb (or finger) first and after clocking if you should you get the message that indicates "**Please try your 2nd finger**" this means you should present your left thumb print (or finger).

If you have problems with clocking in please try moistening your thumb (or finger) with some lotion or an alcohol pad. While doing the enrollments we found that helped the clock to detect the prints.

You may check your vacation, sick and personal balances from any time clock on grounds. REMEMBER ~ The balances on the time clocks are the DATE OF YOUR LAST PAY CHECK YOU RECEIVED. If you believe the balances are not correct please contact your timekeeper. Your balances are your responsibility.

Please email the payroll office with any problems you experience when using the time clocks. At the current time we do not know when training will be available. We will send out the notification as soon we know.

Again thanks for all the support and help we received from all of you!

Sherry Asher
Payroll Dept.

Training Schedule

Recertification in Bridge Building

Dates: April 5 & 19

Time: 7:30 a.m. to 11:30 a.m.

Location: Staff Development

Recertification in Professional CPR

Dates: April 5 & 19

Time: 12:15 to 3:45 p.m.

Location: Staff Development

Evening shift recert in Bridge Bldg.

Date: April 24

Time: 3:30 to 7:00 p.m.

Location: Staff Development

Evening shift recert in Professional CPR

Date: April 12 & 26

Time: 3:30 to 7:00 p.m.

Location: Staff Development

*Annual recerts are scheduled during your birth-month.

Staff Development's Newest Employees



Jesse Hodges,
Instructional Assistant

Trisha Turman-Smith,
LPN, Nurse Educator

Roadmap to Recovery continues in April/May
Roadmap will begin at 8:00 a.m. in the CTC Conference Center
April 4 – 420B
April 11 – 421A
April 18 – 421B
April 25 – 422B
May 2 – Houses & others who need to attend

PI Groups

Please submit your ideas for PI Group improvements to your supervisor who will send them to Staff Development for final review.

The deadline to submit ideas for PI groups this year is October 15, 2013.

New Faces at RSH

Please welcome these new employees at RSH when you see them on grounds.

Welcome to RSH!



Deborah McKenzie, BHRA



Kathy Kern, BHRA



Mike Showalter, BHRA



Vicki Mattix, BHRA



Vacation Raffle Basket

Large Warm Glow Candle

Crayon 3D Activity Set

U. S. Flag (3" by 5")

Red/White/Blue Napkins

Red/White/Blue Table Covering

Citronella Candle

Sunscreen

Toothpicks

Girls Melody Colors Kit

Sun Visor Hat

\$25.00 Texas Road House Gift Card

Monopoly Candy Game

Off Repellent

Red/White/Blue Plates

Hand/Face Wipes

Large Bubbles

Sugar Free Candy

Sunglasses

Hot Sauce Start Up Kit

Do-Ri-Me (14 Free Games)

See any Grassroots members for tickets.

Switchboard and the Credit Union should be selling them also.



Do You Know This Building & Location Answer:

It's Information Technology, bldg. 506, located between the Warehouse and the Print Shop.