

in this issue >>>

The Executive Desk  
NDI Dashboard  
Reboot: IT Information and  
Updates  
Exceeding Everest



Sept  
2020

A Monthly Insight into The Happenings at NDI

# ndiinsider

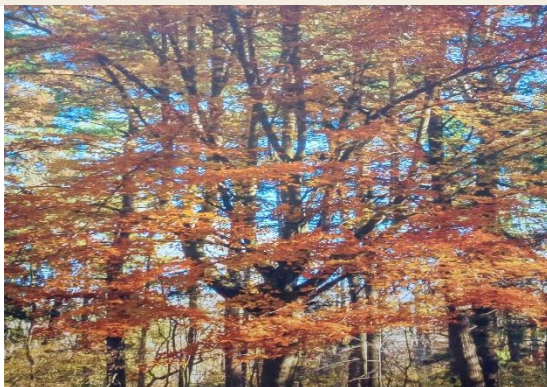
current topics >>>

## New Employee Orientation

Upcoming Dates ~  
10/5-10/16

11/2-11/13

11/30-12/11



## The Executive Desk {From The Desk of Dr. Sheward}

The facility has done some great work since opening, and we have done our share in accomplishing some system goals, despite COVID. I am pleased with the level of mask wearing that I see throughout the hospital; however, we have a hole in our defenses. With individuals bringing food into the facility during visitation in the ATC, masks are removed.

Even a brief hug at the beginning and end of a visit while wearing masks represents less of a risk than sharing food in a small room. The risk of contracting COVID in the community is greater now than at any time since the start of the pandemic.

Effective immediately, **no food is allowed during visitation and masks must always be worn by all participants.**

This means no sharing of birthday cakes, food for special occasions, etc. To be consistent, the same limitations pertain to staff (with regard to social gatherings) including food.

The manner in which we celebrate must take into consideration the current risks we are dealing with.

Next a quick update on happenings around NDI (note that these dates are subject to change): On 10/24-25/20 the patients on 3E will be transferred to the completed 7E unit in order to clear the way for flooring repairs on 3E, beginning 10/26.

“I am pleased with the level of mask wearing that I see throughout the hospital.”

Patients will return to 3E on 11/7/20 to be followed by moving the patients from 3S to 7E on 11/8. Flooring replacement of 3S will begin November 9th. Once that floor is completed, 3S patients will return to their home unit and 2E patients will return to their updated 7E unit.

In the meantime, 7W unit enhancements should be completed by 12/6/2020, with our intent to open that unit to DAMAR around mid-December. Our goal is to have our first 7W ASD (Autism Spectrum Disorder) admission the first week of January.

We have re-energized the Cultural Diversity Committee, and one of their initial recommendations is to return to periodic town hall meetings with fellow NDI staff. We will have something scheduled soon within the constraints imposed by COVID management.

# Upcoming Refresher Classes

To All Staff: Please watch your email for dates to complete your refresher class.

Contact your supervisor or Staff Development with any questions.



## Bridge Building

10/14, 10/21, 10/28

8:30 - 4:30 pm, Conference Room C

There are no more Bridge Building refreshers after the above dates. If you have not completed a class, please email [staffdevndi@fssa.in.gov](mailto:staffdevndi@fssa.in.gov)



## NDI Census September 2020

As of September 30: 57

ADMISSIONS: 8

DISCHARGES: 12

ADULTS ADMISSIONS: 6

YOUTHS ADMISSIONS: 2

ADULT DISCHARGES: 11

YOUTH DISCHARGES: 1

## CPR

10/13, 10/27

8 am -12 pm, Training Studio

There are no more CPR refreshers after the above dates. If you have not completed a class, please email [staffdevndi@fssa.in.gov](mailto:staffdevndi@fssa.in.gov)

## Reboot: IT Updates and News IT Ticket Submissions



### NDI's IT Support Process

The IT Department continues to observe confusion around how to request our assistance. Please see below for what the correct workflow is, as well as tips to help ensure success:

1. For all requests, start by sending an email to [NDIHelpdesk@fssa.in.gov](mailto:NDIHelpdesk@fssa.in.gov)
  - a. Do not carbon copy (CC) or include others in the **To:** line, as the program that reads the emails and enters them into the ticketing system cannot process this. The ticket will then get >stuck< in a mailbox we do not check regularly.
  - b. **Do not reach out to IT staff directly by email, phone or Vocera.**
2. If the ticket was submitted correctly, the system will auto respond with a ticket number within 5 minutes. If you need to provide additional information or otherwise update the ticket, please reply to the original ticket so that relevant information is stored.
3. For after-hours support, including weekends and state holidays, if an hour passes with no response, please call the IT On-Call phone at extension 4479. This number forwards to the cell phone of the On-Call technician. If there is still no response after an *additional* 30 minutes, then call my cell phone, 317-760-3707.
  - a. This only applies for unit-wide or hospital-wide issues. Individual issues, other than Cerner password resets, will be handled the next business day
  - b. For Cerner password resets, the 60-minute response time is only promised for tickets submitted between 8 AM and 9 PM. After 9 PM, response time is at the discretion of the technician and may not be processed until the next day.

The NDI IT department cannot assist with Windows, PeopleSoft or Kronos passwords. For Windows or PeopleSoft password issues, please contact IOT at 317-234-4357 or try [password.in.gov](http://password.in.gov) for self service. For Kronos passwords, please send an email to [FSSAPayroll.FSSA@fssa.in.gov](mailto:FSSAPayroll.FSSA@fssa.in.gov).

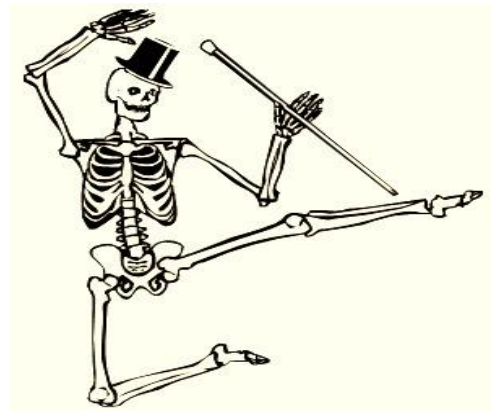


## Face Scanner: Now In Use

As you have noticed we now have a machine that takes your temp as you enter the building. This is part of our COVID Control Process and helps ensure a safe and healthy workplace. When you have received a passing temperature, you will receive a sticker or wristband. If you have not been entered into this new system or know someone who needs to, please reach out to our local IT at [NDIHelpdesk@fssa.in.gov](mailto:NDIHelpdesk@fssa.in.gov).

# wellspring

The wellspring is our health and wellness section of the NDInsider. Here you will find mindfulness tips, recipes, our Strange Science section, and much more! If you have tips, recipes or strange science facts, send them to [staffdevndi@fssa.in.gov](mailto:staffdevndi@fssa.in.gov)



## Liquid Breakfast Innovations

Time is a commodity for any working adult. On top of working, we have families, friends, and a thousand other commitments outside of the workplace. For some of us, breakfast is sacrificed to have more time within our day. How do you cease forfeiting this important meal and still kick-start your metabolism? The breakfast smoothie is a quick and easy solution.

Prep the ingredients the night before, for a quick and easy blending experience in the morning; pour it in a cup and get on with your day. You can find so many different options online or check out a favorite recipe below!

### Coffee, Oat and Maple Smoothie

#### Ingredients:

½ cup whole milk, warmed  
¼ cup old-fashioned rolled oats  
½ cup chilled cold-brewed coffee  
3 tablespoons pure maple syrup  
1 banana, sliced  
1 cup of ice

#### Directions:

\*Combine warm milk and oats in a small bowl. Let stand until oats begin to soften, about 10 minutes.

\*Place oat mixture, coffee, syrup, banana, and ice into a blender; process until smooth, about 1 minute. Serve immediately.

#### Nutrition Facts

Calories 206; fat 3g; saturated fat 1.3g;  
cholesterol 6 mg; carbohydrates 43 g;  
sugars 29 g; protein 4 g; sodium 32 mg;  
fiber 3 g.

## Minute of Mindfulness

**Q:** I have so much going on *outside* of work. How can I be more present at work?

**A:** Make a clear decision at the beginning of your workday: Begin with a clear idea of what you wish to accomplish.

**Slow and steady wins the race:** While you become used to the practice of mindfulness, you may find that you work a little slower at first, but it will pay off in the long run.

**Remember WHY you are doing this:** Keeping the “why” in mind will help motivate you to keep going.

**Give your undivided attention to each task:** Yes, even the mundane, every-day tasks such as opening the door, pouring that third cup of coffee, or even breathing while you wait for a meeting.

## Introducing Steve

We would like to introduce you to Steve S. Kelton, our Strange Science Guide! Steve is an accomplished jazz dancer, needlepoint enthusiast, science officienado, and seasonal fashion icon. Be on the lookout for more from Steve in future issues!

## Strange Science

### *Why do we get goosebumps?*

In this physiological reaction, small muscles communicate with individual body hairs, which contract, which leads the hair to stand on end. We inherited this ability from our ancestors in part as a way for our (then) coat of body hair to capture air beneath it, and in that way retain heat.

### *Kinetic Connection*

As most of us have jobs, whether during the day or night, it is crucial to get enough sleep to recharge the body's batteries. Six to eight hours of sleep will energize the body throughout the day; however, should you happen to feel tired at any point after coming home from work, by all means take a small nap before exercising or going on about your day. Napping for about a half hour is the general recommendation. This may prevent you from feeling overly drowsy afterward versus refreshed.



NDI Employee Flu Vaccine Clinic Season is almost upon us! Look for future emails starting October 1, 2020 for dates/times for Employee Flu Vaccine Clinics.

## *NDI presents: Wendy Waldeman, Brain Injury Continuum Outreach Manager*

*Do you want to know more about Traumatic Brain Injury?*

This is your chance! On October 22, 2020 from noon to 1 pm on the first floor (conference rooms), the NDI Psychology Department welcomes Wendy Waldman, the Brain Injury Continuum Outreach Manager affiliated with the Rehabilitation Hospital of Indiana, to speak about brain injury symptoms and behaviors. Wendy will help us understand how brain injury can impact caregiving, as well as behavior management strategies. Because of limited seating due to social distancing, please RSVP via email to Teresa Strout, [Teresa.Strout@fssa.IN.gov](mailto:Teresa.Strout@fssa.IN.gov). We are working on having the presentation videotaped for future viewing.

### **PeopleSoft Access**

*Have you forgotten your PeopleSoft ID?*  
Contact HR for support.

*If you forgot your PeopleSoft password, use the password reset tool at [password.in.gov](http://password.in.gov) or call IOT at 317-234-4357.*

**Staff Development cannot help with these issues. Thank you!**

### **Submission Date for October Newsletter**

If you have something you would like to submit to the newsletter, please have all submissions written and submitted 10/21/2020 to [staffdevndi@fssa.in.gov](mailto:staffdevndi@fssa.in.gov) with the **subject line: October Newsletter.**

### **QRT Is Coming!**

Via Outlook, you will receive an email notification when this has been sent through **PeopleSoft**. Please have this **completed by 11/30/2020.**

# Exceeding Everest

*Our jobs can seem like its all up hill somedays but the people below have been recognized for excelelence in their work, and we call that Exceeding Everest. Highlighted names received multiple recognitions in same time frame.*



## AUGUST

- ❖ Steve Dykstra
- ❖ Allison Robertson
- ❖ Rebecca Altop
- ❖ Abiodun Falodun
- ❖ Amy Low

- ❖ Debra Boyce
- ❖ Angela Bennett
- ❖ Crystal Robinson
- ❖ Amanda Hensley
- ❖ Chiamaka Emele
- ❖ Mobolanle Adegunle

## SEPTEMBER

- ❖ Cheryl Moore
- ❖ Amanda Batson
- ❖ Scott Ball
- ❖ Crystal Reid
- ❖ Tanya Covington
- ❖ Rebecca Altop
- ❖ Matt Thompson
- ❖ Carmen Kyrouac
- ❖ Brittany Paradiso
- ❖ Marty Bennett
- ❖ Amy Frazer

- ❖ Little Ford
- ❖ Opeyemi Adeyonu
- ❖ Marcus Wright
- ❖ Rachel Klink
- ❖ Dr. Teresa Strout
- ❖ Dr. Lauren Overhage
- ❖ Dr. Elizabeth Andresen
- ❖ Shante Harris
- ❖ Keniyah Patterson
- ❖ Vernell Martin
- ❖ Will Morris
- ❖ Mary Dunigan
- ❖ Brian Larimer

**Have an idea , questions, submission or feedback?**

**Contact Us:**

**staffdevndi@fssa.in.gov**

- ❖ Robert Feczko
- ❖ Elaine Braden
- ❖ Cindi Moon
- ❖ Opeyemi Adeyonu
- ❖ Thomas Ball
- ❖ Bamidele Adejala
- ❖ Jahlisa Adekoya
- ❖ Alana Holt

1  
Ann Ford  
3  
Opeyemi Adeyonu  
Lyndsey Goble  
Karen Hudson  
Jennifer Weber  
4  
Ahmed Adewole Adedokun  
5  
Yolonda Minor  
6  
Skylar Mannis  
8  
Grace Dickinson  
10  
Lionel Bey, Sr.  
Christian Emele  
Todd Peters  
11  
Evan Sailor

17  
Scott Munoz  
18  
Amanda Baston  
Krubo Gurley  
19  
Michelle Flick  
23  
Vittoria Tucker  
25  
Joe Perkins  
Crystal Reid  
26  
Taijona Lenoir  
29  
Sara Banner  
30  
Karen Sweatt  
31  
Patrcia Rainey

Happy Birthday to everyone born in October!

