NATIONAL DOCTORS DAY MARCH 30, 2016

I am honored to work with such a wonderful group of doctors. Over the years I have seen several changes throughout the hospital; however, our Medical Staff and Psychologists continue to work as a team to provide the patients with the best clinical and emotional care possible. Please join me in expressing your gratitude to them not only on Doctors Day, but throughout the year for their dedication to our patients and staff.

Danny Meadows, MD
Gregory Bell, DDS
Chad Davis, DNP
Thomas Kerr, FNP
Robert McDaniel, MD
Douglas Morris, MD
Rebecca Santiago, MD
Robert Connell, Psy.D.
Maria Becker, Ph.D., HSPP
Megan Shaal, Psy.D.
John Stewart, MD

Carolyn Murray, Medical Director’s Office

SPECTRUM
Logansport State Hospital
1098 S. State Rd. 25
Logansport, Indiana 46947

The Spectrum is published and distributed on the second payday of each month for employees, retirees, and friends of Logansport State Hospital.

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Jani Foreman .............. Staff Development ...... ext. 3800
Ramona Weiss .............. Isaac Ray ................. ext. 3290
The Superintendent, Medical Director’s Office, and the Medical Staff would like to express our gratitude to the HIS (Health Information Services Department) for their dedication in protecting patient health information. The HIS staff spend many hours ensuring the accuracy of various information that goes into the patient records. We are happy to have Jacquelyn Villarreal join the HIS Department this year as the Director. Other HIS staff members include Sandra Barrett, Holly Knight, and Sonya Ulery. Navigating the many facets of the electronic medical record is very challenging, and we applaud the HIS staff for all they do to assist other clinical staff with medical record compliance and HIPAA related issues.

Thank you HIS Staff for all you do for our patients and staff!

Robert E. Clover, Superintendent
Danny Meadows, MD, Medical Director
Medical Staff & Carolyn Murray
LSH Staff,

Today we honor Administrative Professionals at Logansport State Hospital. Our Administrative Professionals perform a multitude of tasks assisting every department in the facility. The list of responsibilities is extensive, and often changing. The dedication displayed by our Administrative Professionals is appreciated by all. They strive to keep us on task, on time, and organized every day. Their talents and abilities play a key role in the success of this organization.

In 1952, when this holiday was originally celebrated, one of the reasons cited was to recognize those “upon whose skills, loyalty, and efficiency the functions of business and government offices depend”. There is no question, we depend heavily on our Administrative Professionals. Please join me by extending your gratitude to the Administrative Professionals in your department and throughout the hospital, and remind them your appreciation extends far beyond this day and week.

Sincerely,

Robert E. Clover,
Superintendent

Thank You Administrative Assistants!

As many of you are aware, this is my last year at Logansport State Hospital. I have many happy memories here, and some of them are with all the wonderful Administrative Assistants I have worked with throughout the years. I personally appreciate all you do for me, for the patients, and for other departments on a daily basis.

You are all amazing and I will miss you so much!

Carolyn Murray
Medical Director’s Office
"The capacity to care" is a tribute that gives life its deepest significance.

Our nurses have days that can be stressful, exhausting, and at times thankless. We have had a shortage of nurses lately, but our nurses have stepped “up to the plate” to stay overtime and take on extra shifts when needed.

Even though they often endure long shifts and late nights, they still take the time to offer comfort and compassion to our patients. We want to say a huge “THANK YOU” for all the kindness our nurses give to others, and we also express our gratitude to their Department Head, Director of Nursing, Kathleen Pattee. The hospital could not function without our nurses!

Robert E. Clover, Superintendent
Danny Meadows, MD, Medical Director
Carolyn Murray and
Medical Staff of LSH
Continuous Readiness Reminders

- Corrections to Chart Documentation-NEW

By Quality Management

- **Errors in chart documentation must be legally corrected in the following manner:**
  - Draw a single line through the incorrect entry so the original content is still readable;
  - Write “error” by the incorrect entry and sign and date;
  - Document the correct information in a new entry

- Only BLACK ink is to be used for charting.

- Effort should be made to avoid leaving lines blank between entries. When blank lines cannot be avoided, lines drawn through the blank lines should be utilized.

- **White-out is not to be used in the chart.**

- When referring to another patient in the chart, use that patient’s hospital number or first name and last initial.

- When progress notes are typed on white sticky paper, the clinician is to assure that the paper is trimmed neatly and does NOT cover the date/time, discipline and problem number columns. The sticky note should not cover up any writing on the page. A typed progress note (sticky note) must NEVER COVER a written note or another sticky note.

Refer to LSH policy on Progress Notes (C-48) and HIS Department procedure
Policy Updates

The following LSH policies were updated in March and April:

- C-10 Special Communication Needs
- C-34 Health Care Representative/Guardianship
- C-48 Progress Notes H-29 Competency
- IM-06 Uses and Disclosures of Protected Health Information
- IM-09 De-Identification of Protected Health Information
- IM-12 Uses and Disclosures of PHI: Personal Representatives
- IM-13 Confidential Communications Requirements
- IM-15 Disclosures by Whistleblowers and Workforce Member Crime Victims
- IM-17 Uses & Disclosures for which an Authorization is Required
- IM-18 Uses and Disclosures Requiring an Opportunity Agree or to Object
- IM-19 Limited Data Set
- IM-20 Verification Requirements
- IM-21 Designated Record Set
- IM-22 Access of Individuals to Protected Health Information
- IM-23 Amendment of Protected Health Information
- IM-25 Administrative Requirements: Personal Designations
- IM-26 Administrative Requirements: Training
- IM-28 Admin Requirements: Complaints to the Hospital
- IM-30 Administrative Requirements
- IM-31 Administrative Requirements: Mitigation
- IM-33 Compliance and Enforcement
- IM-37 Electronic Medical Record: Certification/Accreditation Survey Team Access
The Museum Committee nominates the Maintenance Department for Team of the Month.

They truly work as a team, coordinating efforts and helping out if a co-worker is busy. More than once Mark Belanger and Brian Baber fixed the toilets when the water was running and leaking. Randy Baxter, Mark and Brian also addressed a steam return valve problem. Once when they were busy, Pat Murray came and shut the water off to prevent a big mess. Jeff Babb has coordinated bigger projects, getting parts and seeing that concrete work was completed on the porch before our open house. Herb Detrick provided a layout of the Administration Building and helped with all our safety issues. Dan Cooper came on a weekend once to take care of a fire alarm on the third floor.

Jeff Dubois keeps our plants looking fresh and brightens the grounds with well-watered flowers. Gary Cripe helped and oversaw the moving of the huge pieces of furniture from our old museum. Chris Delp and Pat have been willing to take on painting jobs and help their coworkers. Cameron Johnson fixed a picture frame and stained it to match the wood in the museum. Paul Zimdahl simplified our system for using keys and helped solve many problems. Rick Smith, Vern McFarland and Paul Berkshire helped move heavy furniture and also snow and ice in the winter. They have also dropped by just to say “Hi” and have always been considerate when mowing.
Sean Schmidt, Russ Anderson, and Bart Kraning help keep our building in good repair through HVAC and electrical work. Russ hefted a huge table from the old museum to the new. Bart helped move furniture. Terry Lawson and Bob Pattengale checked our air conditioners and helped maintain air quality. Kevin Vincent provided project management on large projects. Stephine Walker keeps us connected in emergencies and coordinates communication for work orders. She brings a can-do attitude and prompt replies.

Our maintenance department has listened whenever we have questions about the museum building. They have been prompt to help when we have issues needing attention that same day. They monitored the museum daily in bad weather.

Our maintenance team takes a calm and organized approach to problem solving. They coordinate with LMU to fix broken water mains. They refit shelves in old cabinets. They maintain electric generators and change thousands of light bulbs. They provide training for all new hires during orientation. They help in matters big or small. We appreciate the dedication and service of our maintenance department!

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**LIFT Thank you!**

LIFT (Larson Incentives for Treatment) would like to extend our warmest appreciation and thank everyone who has helped make our treatment group a Success!!

With your generous donations,

We launched our LIFT program with a Fall Festival last October to introduce Larson and IRTC Crosswalk Patients and Staff to our values of team work, cohesiveness, volunteering and social connectedness.

We mailed over 1000 Holiday Cards to local nursing homes, the VA in Marion, the Emmaus Mission Shelter, and children who had been involved in serious accidents.

We made and donated 10 no sew fleece blankets for residents at the Emmaus Mission Shelter, here in Logansport.

We made and donated 8 no sew fleece kennel blankets to the Cass County Humane Society.

We made over 250 cards for the Greater Lafayette Honor Flight Organization. The cards are for the 3 planned 2016 Veteran’s trips to Washington D.C.

Your generosity helped us put smiles on more than 1200 Indiana residents and we are planning future projects to continue our purpose in giving back to our Community.

Thank You!
Wellness Committee

The New Wellness Committee is excited to have the opportunity to promote wellness throughout the Logansport State Hospital.

Some of the way’s the Wellness Committee plans on promoting wellness is by providing “Wellness Wisdom” articles in the Spectrum, Logansport State Hospital monthly newsletter; emails; flyers; exercise programs; and fun and enlightening events and presentations.

Our biggest goal is to open a fitness room for all of LSH employees here on grounds. We have already started brainstorming on how to raise money for the fitness room’s floor. The weight Challenge, selling fruit weekly, having salad bar meals, and a costume/poker walk/run here on ground are some of the ideas that have come from our members.

We would love to hear any ideas that you may have to promote wellness and ways to raise money for our goals! The Wellness Committee plans on promoting wellness by providing articles in the Spectrum, Logansport State Hospital monthly newsletter.

We are looking forward to our journey with you all.

Let’s Stay Healthy!

The Wellness Committee consists of: Diana Anderson, Cindy Bruce, Courtney Carter, Mary Clem, Sabrina Click, Theresa Dexter, Becky Dutton, Colleen Ehase, Mark Gordon, Kris Keeler, Bart Kraning, Marcy LaCosse, Mike Lawhead, Donna Little, Darrin Monroe, Kathy Pattee, Kelly Russell, Sarah Rutschmann, Julie Stapleton, Marcia Woolley, and Deb Yerk.

Wellness Wisdom

Fresh Veggies Day

Date When Celebrated: Always June 16th.

Today is Fresh Veggies Day. Take a vow to eat healthy today (and everyday), with fresh veggies for every meal, and for snack, too. Better still, be a vegetarian for a day. Your body will like it.

Fresh vegetables are tasty, far better tasting than canned or frozen vegetables. They are also healthy and highly nutritious. This makes it easy to add fresh vegetables to the menu at every meal, and for snacking. This time of year, there are plenty of fresh vegetables at your local grocery store, or in your backyard vegetable garden.
So relish *Fresh Veggies Day* with a bountiful supply of fresh picked veggies.

**Hug Holiday Day**

Date When Celebrated: Always June 29th.

*Hug Holiday Day* encourages us to give hugs to those who need them. On this day, people go out and give hugs at senior citizen centers, hospitals, and other places. The focus is upon elderly, sick and invalid, lonely people and anyone who needs the warmth, cheer, and love that a hug provides.

This very special day was created by the "Hugs for Health Foundation". According to the Foundation:

"Hug Holiday is founded on the premise that hugs, friendship and volunteer support are vital components to the overall senior care plan."

Celebrate *Hug Holiday Day* today by:
- Giving hugs to those who need one
- Joining Hugs for Heath
- Making a donation to this or another group

*holidayinsights.com*

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**LOGO CONTEST**

**THE WELLNESS COMMITTEE NEEDS YOUR HELP WITH A LOGO**

Enter our Logo contest and the winner will receive a basket of healthy snacks.

Your Logo could incorporate our motto
“Let’s Stay Healthy” (LSH)

Send your Logo entries to Diana.Anderson@fssa.in.gov by JUNE 17 2016

The WELLNESS COMMITTEE will vote on the Logo entries and the winner will be announced by JUNE 24 2016

~Thanks and Good Luck, the Wellness Committee~
~Let’s Stay Healthy~

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FITNESS: WALKING FOR WELLNESS

Walking is one of the easiest ways to get the exercise you need to stay healthy. Experts recommend at least 2½ hours of moderate activity (such as brisk walking, brisk cycling, or yard work) a week.

It's fine to walk in blocks of 10 minutes or more throughout your day and week.

- If you're worried about how brisk walking might affect your health, talk with your doctor before you start a walking program.
- Start with a short-term goal. For example, walk for 5 or 10 minutes every day. Or increase your number of steps by 300 to 500 each day.
- After you've made walking a habit, set a longer-term goal. You may want to set a goal of walking briskly for at least 30 minutes a day or work up to 10,000 steps a day. You can try to do this 5 days a week or more.
- You can use a phone app or wear a pedometer to track your steps each day.
- To stay motivated, find a walking partner, such as a family member, friend, or coworker. Daily dog walks are also a great way to keep up your walking routine.

How can you make a walking program part of your life?

Think of walking as an easy way to burn calories and stay fit while you go about your daily routine. You can make walking an important part of your life by getting friends and family to join you and by finding new ways to put steps in your day.

Walk with others

- Ask family members, friends, and coworkers to join you. Set goals together.
- Join a walking group or club.
- Set a goal to take part in an organized fitness walk.
- Walk a dog every day.
- Plan family outings around walks together. Being physically active with kids sets an example they'll follow as they grow older.

Add steps whenever you can

- Schedule walks on your daily calendar.
- Use a phone app or buy a pedometer. They count how many steps you take. The first time you use it, count how many steps you normally take in a day. Track your activity every day, and set a goal for increasing the number of steps each day. At first, try to add 300 to 500 steps to your day. Then work toward 2,000 more steps a day. A good long-term goal is to get 10,000 steps a day.
- Instead of watching TV or going out to eat, go out for a walk.
- At work, get up and move around once an hour.
● When possible, walk to the grocery store, doctor appointments, work, school, or shopping. You could walk a lap around the grocery store before you start shopping.
● Park your car farther away from work or other places you're going.
● Walk around your neighborhood or around a park.
● Walk during TV commercials.

Be safe
● Know your surroundings. Walk in a well-lighted, safe place.
● Carry a cell phone for emergencies.
● Wear comfortable shoes and socks that cushion your feet.
● Pay attention to your walking surface. Use sidewalks and paths.
● If you usually walk outside and the weather is bad, take comfortable shoes to the mall and walk several laps inside.
● Drink plenty of water before, during, and after you are active. This is very important when it's hot out and when you do intense exercise. Take a water bottle with you when you walk.

References:

Citations

Author: Healthwise Staff  Medical Review: E. Gregory Thompson, MD - Internal Medicine & Kathleen Romito, MD - Family Medicine & Heather Chambliss, PhD - Exercise Science

Thank You!
Fresh Feature
Speed Up Data Entry

If there are words or terms that are frequently used, a user can expedite the data-entry process by using AutoCorrect to convert acronyms and abbreviations into fully entered words, phrases, company names, and sentences.

1. Click >Word Options>Proofing>AutoCorrect Options.
2. Type the abbreviation or acronym in the Replace: section of the AutoCorrect window, then type the word, phrase, or sentences to be viewed in the cell in the With: section of the AutoCorrect window.

3. Click the Add button, then OK
4. In any cell on the worksheet, type the abbreviation or acronym and press Enter. This will confirm the entry and convert the abbreviation to the full sentence, word, or phrase that was entered in the AutoCorrect window. The AutoCorrect entry will be available in all worksheets created on that computer.

NST
Who Am I?

Can you guess this is? If you can, call Darrin Monroe at #3803 or e-mail Darrin at darrin.monroe@fssa.in.gov by June 20, 2016.

Employees with correct answers will have their names put into a drawing, sponsored by the Morale Boosters, for a chance to win a free one dollar drink certificate.

Winner Will Be Announced In The Next Spectrum.

If you have a picture of an employee and would love to have a little fun with it,

2016 4-H Fair

Community Services is seeking Volunteers to help with this year’s Cass County 4-H Fair Booth!!!

Booth Sign-Up Times:
Monday, July 11, 2016 – Friday, July 15, 2016

1st Shift: 5:30 PM to 7:30 PM
2nd Shift: 7:30 PM to 9:30 PM

Please Call 3709 or to schedule your booth time!

Thank You for Volunteering!