



Division of
Mental Health
and Addictions.

*"People helping
people help"*

Logansport State Hospital

The Spectrum

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Policy Updates

The following LSH policies **were updated in December** of 2018 (All Staff are to read all changed Policies):

- **LSH Policy C-15 Advance Directives** – There was minor language corrections and rewording. In the Admission section, item # 11, reference to a DNR committee was removed, “When the patient returns from an outside facility, The DNR will be reviewed to determine appropriate implementation of the Advance Directive at LSH,”
- **LSH Policy IM-9 De-Identification of Protected Health Information** – In the Definitions section, the definition for workforce members was added.
- **LSH Policy IM-18 Uses and Disclosures Requiring an Opportunity for the Individual to Agree or to Object** – A Definitions section was added listing the definition for Workforce Member.
- **LSH Policy IM-19 Limited Data Set** - A Definitions section was added listing the definition for Workforce Member.
- **LSH Policy IM-20 Verification Requirements** – There were no changes.

LSH Policies referenced can be found on the LSH intranet site in PolicyStat by following these steps:

- Go to LSH intranet home page
- Click on “Hospital Policies (PolicyStat)” button-top center of home page
- PolicyStat User Name is your state email address
- Once in PolicyStat, use the search bar to find policies by number, name or key word
- To find FSSA, DMHA, and other SPH policies, click on “change location” in the blue bar at the top of the page

Policies available on PolicyStat are the current and official policies.



SPECTRUM

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Helping Hands Committee Latest Update



Please see the following thanks received from one of our recipients of assistance here at the hospital.

I just wanted to thank the helping hands committee for the huge blessing they bestowed upon myself and my family I cannot be any more thankful than what I am. Seeing the gifts for the kids just brought tears to my eyes but then I was given the extra canned food, toilet paper, paper towels and much more I was in awe of your kindness!!!! You have no idea just how much you have helped my family out this year and I truly cannot thank you all enough!!! I'm so blessed to work for an amazing place that offers help for families like you do!!

I hope everyone had a great Christmas and will have a wonderful new year!

The next collection will be held on January 23rd when the HHC will be accepting single wrapped roles of papertowels.



2018 in Review:

Thank you for another great year!

Thanks to your generosity in 2018, we collected 1125 different items with the majority donated back to the community, and our staff. We also collected \$4034.50, of which 4019.80 has been donated back to the community, our staff, and our patients.

Thank you for your continued generosity!



Wellness Wisdom from the Wellness Committee

2019: More Resources. A Braver, Healthier Us.

You and me. We are going to do this together. This is our year! The State of Indiana is providing more resources than ever in 2019 to make it easier to improve our health and wellness.

Why did we need to change our approach to health and wellness?

To put it simply, our workforce's overall health hasn't changed much over the last several years. Our teammates are our most important asset. For us to be our best selves, we must take care of our minds and bodies daily. We've added more resources than ever to help make wellness a priority.

Ok, so what's new?

So much! Let's walk you through the key benefit enhancements coming in 2019:

Benefit Enhancements for All State Employees Regardless of Health Plan Participation:

- **New OurHealth Portal and Limeade Corporate Wellness App Offer Wellness Campaigns and Challenges:** Wellness should be FUN! Beginning Feb. 1, all state employees and their spouses will be eligible to participate in wellness campaigns and challenges using the new OurHealth portal and Limeade Corporate Wellness App.

You read that right: even if you are not on the state's health insurance plan, you will still be able to participate in the challenges! Join a wide variety of ready-to-go activities or invite others to participate in a fun challenge of your own. Completing activities in the new portal gives you a chance to win prizes such as workout equipment or health food-friendly kitchen appliances every month! Monthly prizes lead up to 100 large prizes such as an annual state park pass at the end of every quarter along with 10 grand prizes at the end of the year. The more activities you participate in, the better your chances are to win the biggest prizes!

- **Increased Employee Assistance Program (EAP) Benefit Through Anthem EAP:** Good mental health is critical to overall health. Beginning Jan. 1, state employees, their dependents, and individuals living in their household will have access to **eight** free face-to-face counseling sessions with a licensed therapist per issue, per year. This is a significant increase from the current three available sessions. Employees will also have access to a unique online 24/7 program called *myStrength* to further support emotional wellbeing. Like a health club for your mind, *myStrength* provides personalized and proven online and mobile resources to promote ongoing emotional wellbeing. And don't forget: **your confidential EAP benefit** includes other services such as legal and financial consultation, identity theft protection and recovery, dependent care consultation, and more. Get more details, including access information, [here](#).

- **Reminder: Fitness Center Discounts Available for State Employees:** Did you know state employees can receive discounted memberships at many different fitness centers and gyms across Indiana? Learn more about qualifying locations on the [Invest In Your Health website](#). In addition, employees who participate in a state health plan can enjoy great gym discounts through Anthem. Find details about their fitness and health discounts at [anthem.com](#).

Benefit Enhancements for State of Indiana Health Plan Participants:

- **Personalized Health Coaching and More With ActiveHealth Management:** Starting Jan. 1, the State of Indiana's new partner, [ActiveHealth](#), will help encourage and enable healthy lifestyles by providing digital, telephonic, and onsite health coaching to all adult health plan members. Three dedicated health coaches will travel throughout the state to work with employees and agency-based Wellness Champions at their work locations. ActiveHealth will also now facilitate biometric screenings and health risk assessments (previously conducted through Go365). Health coaching has tons of proven benefits, and we couldn't be more excited to offer this personalized benefit to all adult health plan members. Effective Jan. 1, members can create an account at the [ActiveHealth website](#).
- **Earn New Incentives for Completing Your Health Risk Assessments and Biometric Screening:** Beginning Jan. 1, receive a \$50 electronic gift card of your choice for completing a Health Risk Assessment through your ActiveHealth account in 2019. It only takes about 10 minutes to complete! You can also receive a \$100 electronic gift card of your choice for completing a qualifying biometric screening in 2019! E-gift cards are redeemable after Feb. 1. Covered spouses can also earn these gift cards by completing the same steps!
- **Earn a Premium Discount On the Health Plan of Your Choice in 2020:** Employees and their spouse can earn a premium discount by completing ONE of the following through ActiveHealth:
 - Completing at least four coaching sessions (face-to-face or telephonically). Sessions typically last around 30 minutes.
 - Completing an online digital health education series up to Level Five on topics of your choice.
 - Recording at least 45 minutes of physical activity three days per week through a synced device (for 11 weeks of each quarter, at least two out of three quarters).
 - Recording 10,000 steps per day for 75 days of a quarter (for at least two quarters).

Easily keep track of your progress toward the premium discount throughout the year using the ActiveHealth portal! We'll be sharing more details about the discount level as we develop plan options for 2020.

- **Save Paid Time Off by Visiting the New Government Center Clinic by OurHealth, Opening Feb. 1:** Beginning Feb. 1, any employee on the state's health plan will need to look no farther than the downtown Indianapolis government center for low-cost primary and immediate care medical services. Save travel time and simply visit the new Government Center Clinic by OurHealth. OurHealth primary care visits average between 20 and 40 minutes, with wait times under five minutes. Feeling like you are coming down with something? Don't wait! The clinic's urgent care capabilities can help save your paid time off and address immediate care needs from common injuries to sudden-onset pain or symptoms – and keep your coworkers germ free!
- **Reminder: See a Licensed Healthcare Provider 24/7 From Your Phone With Anthem's LiveHealth Online:** Think you have a sinus infection? Child woke up with a rash? These are perfect examples of how you could utilize LiveHealth Online to visit a board-certified doctor through video using your smartphone, tablet or webcam-equipped computer for \$49 or less. Sign up for free at www.livehealthonline.com or download the mobile app from your app store. Prescriptions can even be sent to a pharmacy of your choice, if needed. Did you know you can also use LiveHealth Online to utilize your enhanced EAP counseling visits? Visits last about 45 minutes and you'll have a choice of the therapist you'd like to see.

This is the beginning to a great year in 2019. More resources. A braver and healthier us.

Let's take a few extra steps together this year, try out that fitness class we've been afraid of, make our annual physical appointments we've been avoiding, and more. Watch out, 2019! We're coming for you.



Britni Saunders

Director, Indiana State Personnel Department

Find more information on all these topics and more at the State of Indiana's Invest In Your Health website: <http://www.investinyourhealthindiana.com/>.

Have other benefits related questions? Contact the Benefits Hotline Monday through Friday (7:30 a.m. to 5 p.m. EST) at 317-232-1167 within the Indianapolis area or toll-free outside Indianapolis at 1-877-248-0007, or via email at SPDBenefits@spd.in.gov



Tax Stress Got You Tense? 4 Ways to Relax

Posted on Dec 27, 2018 - in [Productivity Hacks](#), [Work Productivity](#)

Tax season can be very stressful. Days are filled with time-consuming tasks like compiling financial information and trudging through various tax forms. Perhaps more than ever, it's important to relax, especially considering that stress can contribute to heart disease, obesity, diabetes and high blood pressure.

There's no reason to let something like tax stress become burdensome on your health. The four activities below can help you feel less stressed during tax season, which ultimately can make dealing with tax stress and life in general much easier:

1. Write Down Your Thoughts

A great way to combat stress is to write. The concept of a stress journal works for some, as it helps people learn about their stress patterns. By chronicling stressful events over a period of one to two weeks, as well as your reaction and coping response to them, you can gain further insight into how you deal best with certain stressful scenarios.

Regarding tax season, writing down the various struggles and anxieties surrounding tax stress can be a great way to counter this anxiety. It can help you hone in on what's *really* stressing you out. If the stress is limited to taxes, then you can take solace in knowing that filing your taxes will remove most of the stress.

If it's something else entirely bothering you, writing it down can help you prioritize. If it's truly important, maybe it should be ahead of taxes.

2. Know Payment Plans Are a Real Thing

Many people worry frantically about messing up their taxes. While tax fraud is certainly a crime, the IRS generally won't go after you for minimal discrepancies that result from mistakes. Stop picturing yourself in a jail cell over forgetting a minor detail to your taxes. Intentionally trying to fraud the IRS is different than misunderstanding a deductible. In fact, the number of taxpayers convicted each year of tax crimes typically falls below 2,000, with the IRS reporting that only 6.8% of deductions filed are false.

Similarly, don't fret too much about not being able to pay your taxes *on* Tax Day. There are always payment plans to consider. The IRS offers an installment plan for many, with no extra charge if you can pay off your balance within 120 days. If you owe less than \$10,000, there's no specific minimum payment monthly as long as you pay off your balance within three years.

So, relax and realize that, even if you do owe the IRS a hefty sum, there are ways to pay it out that mesh with your income and schedule. File your taxes honestly, and there should be no reason to encounter tax stress.

3. Don't Procrastinate

It may be easier said than done, but it's important to avoid procrastination. This is especially true with taxes, as not paying them on time can result in fines up to 25%. If paperwork is the delay, consider filing IRS Form 4868 for an extension, which will give you six months.

If you're so stressed about completing all the paperwork in time, filling out this form can remedy that tax stress. Just make sure to still pay what you expect to owe or close to it. Late fees could still apply otherwise.

To avoid tax stress, keep track of all relevant finances from January onward. Keep a spreadsheet readily available to account for potential deductions and expenses. This can make filing for taxes a lot more stress-free next year.

4. Consult With a Tax Expert

If your tax-related fears are related to being uncertain about filling them out correctly, it can be worth the money to hire a tax expert. A seasoned accountant may save you money in the long-term, as they may be able to identify deductibles and ensure paperwork is being filed in a timely manner. If you suffer from math anxiety, hiring an accountant to do the work for you can save a lot of stress.

These four methods work great in alleviating tax stress and preparing you better for next year's taxes by avoiding procrastination, recognizing the value of payment plans, keeping a stress journal and consulting a tax expert if necessary.

If you enjoyed this post, you'll also like these:

[How Decision Fatigue Is Ruining Your Life](#)

[How to Overcome Social Anxiety and Shyness](#)

[How to Handle Stress Using a Safe Space](#)

[What to Do When You Can't Sleep](#)

[6 Things to Avoid at All Costs When You're Angry at Someone](#)

[How to Stop Stress Right Now](#)

[Stress Reliever Activities That'll Lighten Your Mood](#)

[Why We All Need Mental Health Days](#)

[6 Ways to De-Stress After Work](#)

[Easy Ways to Decrease Your Stress Levels](#)



The Wellness Committee consists of:

Diana Anderson, Vicki Campbell, Mary Clem, Theresa Dexter, Becky Dowden, Maureen Guimont, Kris Keeler, Marcy LaCosse, Darrin Monroe, Kathy Pattee, Julie Stapleton, Lucia Ward, Marcia Woolley, and Deb Yerk.



Sneaky



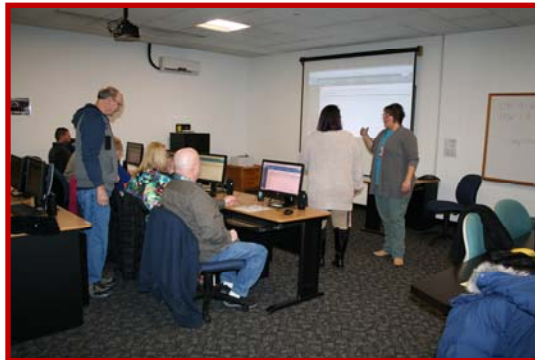
Snaps!



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Bobbi Jo Hershberger and Paula Johnson go over some Cerner information with LSH coworkers.

Lookout for Darrin and his camera, you could be next!

Culinary Corner

Strawberry Love Notes



INGREDIENTS

- 2 refrigerated pie crusts
- Flour for rolling out dough
- 1/2 c. strawberry jam
- Egg wash
- 1/4 c. Granulated sugar, for sprinkling

DIRECTIONS

1. Preheat oven to 375°. Line a large baking sheet with parchment paper. On a lightly floured surface, roll out 1 pie crust. Using a paring knife, cut out long diamond shapes, about 4" on each side. Transfer diamonds to baking sheet. Re-roll extra dough to make more diamonds. (You should have enough dough to make about 6.)
2. Fill the center of each diamond with a very thin layer of strawberry filling, then fold three of the corners into the center so that the dough looks like an open envelope. Use a small heart cookie cutter to stamp out remaining dough into hearts, and place in the center of each.
3. Brush envelopes with egg wash and sprinkle with sugar. Bake until envelopes are golden, about 15 minutes.
4. Let cool for 10 minutes on baking sheet before transferring to a cooling rack to cool completely.

delish.com

Who Am I?

Can you guess who's fixing the Christmas Tree stand in the picture below? If you can, call Darrin Monroe at #3803 or e-mail Darrin at darrin.monroe@fssa.in.gov by February 19, 2019.

Employees with correct answers will have their names put into a drawing, sponsored by the Morale Booster Committee, for a chance to win a free, five dollar Mr. Happy Burger gift certificate.

*Winner Will
Be
Announced
In*



Kerry Hamilton dons antlers and a lit nose.



Congratulations to Courtney Carter for guessing Kerry Hamilton pictured in the last Who Am I.

If you have a picture of an employee and would love to have a little fun with it, call Darrin Monroe at # 3803.