



# The Torch

The official newsletter for Indiana state employees

## Governor presents Public Service Achievement Awards to 77 state employees

On May 7, Governor Mitch Daniels presented the seventh round of Governor’s Public Service Achievement Awards to 77 state employees representing 10 agencies.

The efforts of these employees produced more than \$12 million in savings to the state.

“We started these awards with a sense of promise and a sense of hope that we were going to be able to not merely recognize the best among us in public service, but also over the years build a culture of customer service and high performance,” Daniels said. “We are here to honor the very best from the last year, but really we are honoring everybody in what is now provably, undeniably, statistically, factually by every conceivable measure the best and most productive group of state employees anywhere in America.”

Some of the accomplishments:

- The Department of Child Services replaced equipment and consolidated all 92 county AS/400 machines into one server at the central office, saving \$268,520 in vendor fees.
- The Indiana Department

of Administration and the Department of Natural Resources (DNR) repurposed three Federal Emergency Management Agency trailers into state-owned modular offices at three DNR properties, saving \$41,260.



*Governor Mitch Daniels talks with the Department of Labor group who transformed the INSAFE program into an integrated team with aligned goals and superior efficiency. (Photo by Dan Axler)*

- The Department of Correction’s (DOC) Putnamville Correctional Facility instituted Green Indiana Conservation practices to create a cleaner, safer and more efficient correctional facility, saving \$2.64 million in the process.
- The Indiana School for the Blind and Visually Impaired and DOC created the Miami Accessible Media Project to create an in-state vendor of

media materials for the blind and visually impaired. This initiative has resulted in a \$953,000 savings in purchasing costs, national recognition for innovation, jobs for offenders and potential to bring additional funds to the state through national distribution.

- The Family and Social Services Administration created a database to track non-waiver consumer incidents and developed a claims tracking and processing system to more efficiently monitor claims and grant fund spending, resulting in an initial savings of \$35,000 and \$36,000 annually.
- The Indiana Department of Environment Management created and led a new team tasked with conducting reviews and claims for repairing underground

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The Torch is published monthly by the State Personnel Department and is available online at [www.in.gov/spd](http://www.in.gov/spd)

Submit your story ideas in an email to: [spdcommunications@spd.in.gov](mailto:spdcommunications@spd.in.gov)



## Governor presents awards

storage tanks, resulting in savings of \$3 million.

- DOC built an operations center to streamline emergency information to a central location for quick and effective responses. The new central location has handled 1,870 calls and e-mails since implementation 8 months ago.
- The Indiana Department of Transportation (INDOT) implemented Damage Wise, a more effective way to track damage of state property at crash scenes and more efficiently bill and collect from motorists' insurance. Resources returned improved by \$2.5 million over 2010.

The governor created the Public Service Achievement Award in December, 2005. State agencies submit nominations of individuals or teams for review and recommendation to the governor. Teams receive up to \$4,000 to be divided among team members while individual award winners receive \$1,000. In 2011, awards were presented to 85 state employees.

Click [here](#) for a list of recipients and to see more pictures from the event.



**Governor's Public Service Achievement Awards**

## Case studies

### Lasik procedure from start to finish

Have you ever considered Lasik surgery but don't know where to start? Follow an average employee, Joe, through the decision-making process.

Joe lives in Columbus and is covered on the Anthem Blue View Vision plan. He also has a Consumer Driven Health Plan (CDHP) and a Health Savings Account (HSA) with a balance of \$1,821.

After calling the Benefits Hotline, he learns that Blue View Vision members can get discounts on Lasik surgery (for discounts visit [www.anthem.com/specialoffers](http://www.anthem.com/specialoffers)) and he can use the money from his HSA to pay for the surgery. Still unsure whether or not Lasik is right for him, he visits [www.anthem.com/eyehealth](http://www.anthem.com/eyehealth) and watches a reference video that explains the procedure.

Once deciding that he would like to have the procedure done, he finds a provider in his area to get an idea of how much the procedure costs (to locate a provider login to [www.anthem.com](http://www.anthem.com).)

Joe's choices are as follows:

- Have the procedure now and use money from his HSA to help cover the cost.
- Wait and increase the amount that he contributes to his HSA to have even more pre-tax money to cover the expense.
- Wait until Open Enrollment and enroll in a Limited Purpose Medical Care Flexible Spending Account (FSA) in 2013. This allows him to set aside pre-tax dollars to be front-loaded and available on 1/1/2013. A Limited Purpose FSA is for employees who also participate in a HSA. The funds in a Limited Purpose FSA can be used for dental, vision and post-deductible medical expenses.

He decides to increase his HSA contribution and contacts the Benefits Hotline. He schedules his surgery for October.

If you have any questions regarding Lasik surgery or other benefit questions, contact the Benefits Hotline at 317-232-1167 (within Indianapolis) or 877-248-0007.

### Do you have a unique job?

The hardworking group of men and women who make up the state workforce are required to sometimes overcome fear, danger or less than ideal surroundings to accomplish their daily tasks. For upcoming issues of The Torch, SPD wants to profile unusual jobs from around the state.

These stories give you just a glimpse into unfamiliar occupational duties some state employees execute every day and provide a new understanding and appreciation for the tasks someone is shouldering to make your everyday life easier, safer and cleaner.

If you think you may know of a qualifying job, send a brief description to [SPD Communications](#).

# Employees take emergency preparedness seriously

On May 2, employees from the Indiana Department of Environmental Management (IDEM), the Indiana Department of Transportation (INDOT) and several smaller agencies participated in a planned building evacuation in Indiana Government Center North. In response to alarms, more than 1,000 people evacuated the building and gathered at their designated points in Military Park.

“All state agencies have emergency action plans. However, one of the most dangerous substances on campus is the dust that accumulates on these plans,” said IDEM’s Health and Safety Director Scott Frosh. “To maximize performance, and to ensure that emergency plans are current and up-to-date, plans should be reviewed and tested on a

regular and repeating basis.” The exercise created a no-fault environment where certain aspects

emergency action plans could be tested. Lessons learned are being used to improve those plans.



*State employees file out of the Indiana Government Center-North Building during the May 2, 2012 building evacuation drill. (Photo by S. Frosh, IDEM)*

If you are unfamiliar with your agency’s emergency action plan, ask your supervisor for more information. Take this opportunity to review the plan so that you are better prepared in an emergency situation.

Support provided by the Indiana Department of Administration (IDOA) Facilities Management staff and the Indiana State Police (ISP) was instrumental in the success of this exercise. Frosh offered special thanks to Bill Valentine (IDOA-Facilities Director) and Lt.

(e.g., building evacuation and personnel accountability reports) of agency

Jane Peoples (ISP) for their assistance in the drill.

## Governor Mitch Daniels

# Daniels receives Manhattan Institute’s Alexander Hamilton award

On May 21, Governor Mitch Daniels was honored with the Manhattan Institute’s Alexander Hamilton Award. The institute, located in New York City, selected the governor for his achievements in state government, including healthcare improvements, landmark education reforms and fiscal responsibility.

Timothy Michael Cardinal Dolan, Archbishop of New York, and James Q. Wilson, a scholar who originated the “broken windows” approach to law enforcement, also received the award. Wilson was recognized posthumously.

Gov. Daniels, introduced by The Weekly Standard editor William

Kristol, has provided the nation with an outstanding example of the art of governing—improving the quality of public services, while reducing the financial burden on taxpayers. Through market oriented health-care policies, pragmatic infrastructure investments, and promoting efficiency in public services, Gov. Daniels has established a climate where Indiana’s businesses and families can flourish and prosper.

“I’ve learned so much from the Manhattan Institute over the years and am so honored for this recognition. This is a tribute to all those who have come together in public service to deliver better

results for Hoosier taxpayers,” said Gov. Daniels.

The Manhattan Institute created the Alexander Hamilton Award 12 years ago to honor individuals who assisted in the revitalization of the nation’s cities. Throughout the years, the organization has expanded the scope of the prize to celebrate leaders at the state level.

In 2008, the Manhattan Institute recognized Daniels with its national award for innovation.

Additional information on the Manhattan Institute and the Alexander Hamilton Award may be found [here](#).



## Are you confused about the different types of FML leave?

As the current fiscal year ends on June 30 and a new one begins July 1, now is a good time to clear up any confusion that may exist between the different types of Family- Medical Leave (FML).

When completing a FML form, you need to select the type of leave you are requesting. Leave under FML can be continuous, intermittent or even a reduced regular work schedule.

Leave is considered continuous if it is taken in a single block of time due to a medical condition. Examples of continuous leave include: a surgical procedure recovery, birth of a child, a serious health condition for which your physician indicates you need to be off for a certain period of time; or the care of a spouse, child or parent who has a serious health condition. Continuous leaves have a definitive start date and end date. Remember, if continuous leave is for you, the employee, and there is a chance that your absence may last more than 30 calendar days, then you should apply for the state's Short/Long Term Disability Plan (S/ LTD). This is done in addition to FML by completing and submitting the disability paperwork to JWF Specialty Co., Inc., at the address on those forms.

Leave which is needed in separate, sporadic dates due to the same condition, rather than for one continuous period of time, is considered to be intermittent. Intermittent leave may include leave lasting anywhere from 15 minutes to several weeks. Examples of a

need for intermittent leave would include leave taken on an occasional basis for medical appointments that cannot be scheduled outside work hours, or leave taken when a chronic serious health condition flares-up so you cannot perform your duties for several days at a time or several treatments over a period of weeks or months, such as chemotherapy.



In addition to continuous and intermittent leave, there is also the option of a reduced regular work schedule. A reduced regular work schedule may be appropriate if the need for leave is for a repetitive change to fewer hours or days than your regular work schedule. For example, an employee recovering from surgery may need to work half days or only three days per week for a while.

Another example would involve an employee who can use a defined amount of leave at a regular time each day to get an aged or ill parent safely prepared for the day or to supplement care provided by a home healthcare worker or other family member while the employee is at work. Once a schedule is set, this option relieves the employee of call-in time limits and provides a more routine structure for employee, agency and parent.

This helps reduce the stress that comes from the uncertainty of erratic schedule disruptions.

Incapacity due to the flare-up of a serious health condition is not a planned event. However, appointments and treatments usually are foreseeable and advance notice is required. An employee is responsible for scheduling appointments outside work hours whenever possible and, where not possible, scheduling appointments to cause the least disruption to operations.

For more information about FML including eligibility requirements, forms to be submitted, policies, and FAQs, please visit the [SPD Family & Medical Leave page](#). If you have additional questions, please call the FML helpline at 317-234-7955, or toll free at State Personnel's Call Center: 1-855-SPD-INHR (1-855-773-4647) and choose the FML option. Also, watch for more Torch articles on FML related topics.



## Have you created an anthem.com account yet?

Your life is busy enough. Take the hassle out of your health care by creating an account at [anthem.com](http://anthem.com). Tools and services accessible through the secure website include:

### Getting your information when you need it

- Find a doctor or hospital
- Order a new ID card or print a temporary ID card
- View your benefits or check on a claim
- See if your medication is on the Anthem formulary
- Find personalized health information, surveys and calculators
- Save money on health-related products and services with [SpecialOffers@Anthem](mailto:SpecialOffers@Anthem)
- Get help making medical choices with decision-support tools

### Estimate your medical costs before you receive care

Knowing the price of an item before you buy it is only common sense. Use

Treatment Cost Advisor™ to find reliable cost information for many common medical conditions and health care services.

### Feel confident about your decisions

When you need a procedure done in the hospital, use Healthcare Advisor® to choose a hospital, get more information about the procedure and



feel confident about your decisions.

### Save money on health products and services you use

Visit the Health and Wellness section to check out savings on health clubs and home fitness equipment, weight

management and smoking cessation products and programs, prescription eyewear and laser vision correction, teeth whitening and veneers, hearing impairment products, allergy relief products and other over-the-counter medication, health and wellness books, as well as maternity and baby care items.

### Get health information when you want it

Anthem's website provides the tools needed to manage your chronic health conditions, keep fit, test your health IQ or check your health risk level, organize your health information, or track pregnancies and early childhood development. In addition, [anthem.com](http://anthem.com) gives you quick, personalized access to:

- Self-improvement programs to help you achieve the goals you set for yourself, such as stopping smoking or eating a healthier diet
- A medical dictionary featuring more than 60,000 entries to help you research conditions that concern you and your family
- Reliable health information from the U.S. Department of Health and Human Services.

## How to register:

You will need your insurance card in order to complete this process:

1. Go to [Anthem.com](http://Anthem.com)
2. Select "Register" underneath the Member Log-in box in the top right hand corner
3. Fill in all the required fields on the "Anthem Account Registration" page.
4. Select "continue"



*Motorcyclists with Rolling Thunder pulled into Indiana Veterans' Home on May 23 to have lunch with residents. The National Veterans Association Ride is a memorial motorcycle trek to Washington D.C. to honor POW and MIAs. The 10-day ride began on May 15 in Sacramento, CA. and made it to D.C. for Memorial Day services.*

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[stateparks.IN.gov](http://stateparks.IN.gov)

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