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Ochiltree, Oldham, Potter,
Randall, Roberts, Sherman,
and Wheeler counties

TPG's Employee Health Fair a Success!

Members of the Wellness Committee would like to extend their sincere appreciation to the following businesses/individuals for their time, participation and generosity to making this year's health fair such a success!



AT&T Mobility
Care Today
Sam's Club
A.C. Dental Hygiene
Behavioral Health/MERV Mobile Unit
Third Coast Salt
Tobacco Free Amarillo
Juice Plus
By Faith Massage
Clean Slate Massage Therapy
and Wellness
American Cancer Society
Bomb City GORUCK Club
High Plains Food Bank
BSA-Lab Draw
BSA Harrington Cancer Center
doTERRA Essential Oils

IMS
Relax A While Massage Therapy
TICTOC Committee
Employee Assistance Program
Texas A&M AgriLife Ext
ARAD/Cenikor
Financial Health
TPC Health Fair Shirts
Complete Health
Bemer Distributor
Texas Tech Department of Pharmacy Practice
Texas Tech University Health Sciences Center
Peer Support-Fall Leaves on a Stream
Snack Table
Drink Station
Haunted Room

The following businesses/individuals donated prizes, gift cards, or goods as giveaways for the fair:

Sam's Club	Torchy's Tacos	Goodin's Jewlery
Party Stop	Taco Villa	Best Buy
Water Still	575 Pizzeria	Outback Steakhouse
Hampton Inn	Colorbox	Paintings by Lauren Bass
United	Boyd's Equipment	Herring Bank
Street Toyota	Tropical Café	Canyon Glass Company
Cinergy	Taylor Powell	Taylor Anne Photography
Red Robin	Education Credit Union	The Photo Store

Donors continued from page 1

Lazy S Fitness	Home Depot	Pak-A-Sak
Stephanie Stampfli	Olive Garden	Pinkies
Amarillo National Bank	Sand Dollars, Rainbows, and Time	Medi-Park Pharmacy
Hodgepodge Urban Farm	Taco Garcia Restaurant	Natural Grocers
Martin Tipton Pharmacy	Toot'n Totum Food Store	Haverty's Furniture
Dillards	Jordan Station Post Office	United
The Plaza Restaurant	CVS	Fuddruckers Hamburgers
Walgreen's	Medi-Park Pharmacy	Fin & Flower
Lowe's	Panhandle Green House	Sonic
Supercuts	Christy Schroeder	Schroeder, Ellerd, and Eudey Families
		Schroeder Family

Some scenes from the health fair. For more photos, visit TPC's Face Book page.



COMPLIANCE CORNER

Welcome back to Compliance Corner. In Compliance Corner we will address a question that was received internally for the purpose of education. (All personal identifying information has been removed to protect the identity of the employee and client).

IF YOU SEE SOMETHING, SAY SOMETHING.....

Employees are the “eyes and ears” of the organization to detect any violation of our Compliance Program. You are required to immediately report anything that you encounter at TPC which you believe may be unethical, illegal, or fraudulent to:

- Your supervisor or
- Donald Newsome, Director, Quality Management & Compliance, (Privacy Officer)
Phone: (806) 351-3284
Email: Donald.newsome@txpan.org

Here is the compliance question of the month:

Question:

As a Service Coordinator making home visits, is it ok to have the oil changed on my personal vehicle while on the clock as long as I finish up paperwork on my laptop while in the lobby of the place I’m having my oil changed?

Answer:

No. Service Coordinators and/or Case Managers may not conduct personal business while clocked-in. In the scenario described above, there is a significant risk that client information could be viewed on a service coordinator’s/case manager’s laptop in a lobby while doing documentation. In this scenario, the Service Coordinator/Case Manager should clock-out while conducting their personal business and return to the office to complete their documentation.

If you have a question/scenario that you would like to be considered for inclusion in the newsletter, email your question or topic to [Compliance Corner@txpan.org](mailto:ComplianceCorner@txpan.org).



OTIS CORNER

Submitted by: Christy Schroeder, Safety Director

Keeping yourself healthy during colder weather conditions is very important to your overall wellbeing. Lots of times we hear that it is very important to stay well-hydrated during the summer months, or during times of exercise, but are you aware that keeping hydrated during the winter months is just as important?

There may be times that our skin is depleted of vital moisture, and may begin to dry-out, crack around the finger nails, or cause itchiness. Some of the clothes that we use to keep warm will also drain moisture from

our hands and/or other areas of skin. Not only do we end up suffering from the heater drying out our skin or some types of clothing zapping our skin's moisture, but the winter months overall bring with them drier air as well. According to the Healthyway.com website, it can be harder to tell if you are dehydrated during the winter months and the colder air season can increase susceptibility to higher rates of illnesses like the flu or colds.

Since it might be harder to determine if you are properly hydrated during the colder months, it is just a good thing to be equipped with a little extra knowledge that may help benefit one's overall health. Some of the tips included at Healthyway.com include being mindful of feel-

ing more run-down or sluggish than usual, or the occurrence of muscle fatigue. Maintaining a minimum of 6-8 fluid ounces of water intake throughout the day is always a good rule-of-thumb unless there is a health condition that would prevent being able to maintain 6-8 ounces of fluids per day. A visit to your primary care

provider to inquire into alternate ways to increase your fluid intake may be necessary if you have a health condition which prevents you from meeting the recommended minimum fluid intake.



Maintaining adequate fluid intake is an important factor in keeping our bodies functioning properly including maintaining an appropriate body temperature, flushing toxins out of the body and facilitating regular bowel movements. Some medical conditions can cause "water retention" which can lead to serious health complications. It is important to discuss any concerns you may have regarding winter-time hydration with your primary care provider.

You can find more information on this topic at <https://www.healthyway.com/content/the-importance-of-staying-hydrated-through-winter/> and at <https://www.healthline.com/health/overhydration#causes>



Expressing Gratitude

Inc. This Morning Newsletter

Tis the season for taking time to reflect on what we're thankful for in life. Spending time with friends and family to give thanks is what makes the holidays so special. But why should we limit it to just a few weeks in the year? Gratitude is a muscle we should strengthen year-round to make us healthier, happier humans and leaders.

Many associate gratitude with saying "thank you" to someone who has helped us, making it a fleeting act of appreciation. From a scientific perspective, it's an emotion that can result in long-lasting positivity. According to Robert Emmons, a leading researcher, gratitude has two key stages: acknowledging the goodness in life and recognizing who to thank for it.

People feel and express gratitude in different ways. Some keep a journal to write down what they're grateful for each day, while others strive for a daily act of kindness. In the workplace, we can practice gratitude by viewing failure as a way to grow, or taking the time to tell a co-worker how they've inspired us. Regardless, it's a quality that can always be strengthened with use and practice.

This year, when you find yourself around a table with loved ones sharing what your grateful for, take a moment to consider how you'll practice gratitude throughout the year. Here are a few reasons why gratitude shouldn't only be relegated to the holiday season:

Gratitude builds empathy. Gratitude is a selfless act. When you make it a priority to take a moment to look beyond your flooded inbox, color-coordinated calendar, or alerts on your

phone you start to appreciate what you have in your life and recognize what others may not be so fortunate to have.

Gratitude is good for your health. Through his research, Emmons found that grateful people reported feeling healthier, both mentally and physically. Specifically, those who were grateful were 25 percent happier than those who weren't.

In the workplace, well-being is a crucial topic when it comes to preventing employee burnout and promoting engagement.

Gratitude makes us more self-aware. Working in an ever-evolving, fast-paced industry, I

am surrounded by ambitious people who are always striving for more and better. Gratitude challenges you to reflect in the moment instead of always thinking about the future. It starts by paying attention to what is going on in your life, and that true self-awareness is a key ingredient to being successful in your career.

Gratitude helps build strong relationships. Gratitude is a powerful tool for strengthening relationships, both at work and in your personal life. It's been found that people who express their gratitude tend to be more willing to forgive others and therefore able to create long-lasting connections.

The old saying goes "it's never too late to say your sorry." but the same is true for gratitude. Taking the time to thank people for their work, kindness, or empathy, whether it was today, last month, or many years ago, makes you happier, healthier, and more self aware. And that's a gift worth celebrating 365 days a year.



White Hat Award



The IDD Service Coordination Department would like to give this month's White Award to **Tami Savage, Provider, Specialized Services**. Tami has worked hard for those in the PASRR Program to ensure that all of their needs are met as well as assisting the new PASRR Service Coordinators with any questions that they have.

Tamie has gone above and beyond her job duties and from all of us at the IDD Service Coordination Department, we thank you and appreciate all that you do.

Breanna Miller for IDD Service Coordination Department

Answer's to last months questions:

1) ADP 2) No 3) Employee Assistance Program

Answer the questions correctly and your name will be entered in a random drawing to be eligible to win a \$25 gift card.



1. Gratitude makes us more _____.
2. It can be harder to tell if you are dehydrated during the _____.
3. Through MINES, you and your household members are entitled to a _____ minute or phone consult per matter.

[Submit your answers to joyce.lopez@txpan.org. Deadline for responses is the 5th of the following month. You must type "Monthly Drawing" in the email subject line to be eligible. For those that do not have a computer, entries may be submitted via interoffice mail. The same requirements apply for hard copy submissions.](mailto:joyce.lopez@txpan.org)

Employee Recognition

On October 31, 2019, Judge Willis Smith, Chair of the Board of Trustees, Board, and Executive Management Staff, recognized Mark Ellyson, Purchasing Department, and Lisa Roberts, Developmental Health (not present) for 25 of service with the Center. Nick Montoya, Developmental Health, was recognized for 15 years of service with the Center. They were awarded a plaque, gift card and a day off.

Congratulations!



In observance of Thanksgiving, TPC Offices will be closed on Thursday, November 28th and Friday, November 29th. Wishing everyone a safe and restful holiday!

TICTOC 3.0

Joyce Lopez-Enevoldsen, Team Lead



TPC's Trauma Informed Care Time for Organizational Change Committee hosted a booth at this year's employee health fair. The committee provided educational materials on the various types of trauma which may include:

Acute	Intergenerational	Neglect
Repetitive	Sexual Abuse or Assault	Serious Accident or Illness/ Medical Procedure
Complex	Physical Abuse or Assault	Witness to Domestic Violence
Developmental	Emotional Abuse/Psychological Maltreatment	Victim/Witness to Community Violence
Vicarious	System Induced	School Violence
Historical	Forced Displacement	Victim/Witness to Extreme Personal/Interpersonal Violence
Natural or Manmade Violence	War/Terrorism/Political Violence	Traumatic Grief/Separation

The committee provided program presentations to the staff of Alternate Living and HCS Departments, as well as to the Board of Trustees in the month of October. They provided donuts, giveaways and shared a video on trauma awareness. If your department is interested in hearing more about TICTOC 3.0 please contact Joyce at joyce.lopez@txpan.org.

TICTOC 3.0 Employee Recognition



At TPC there are many good deeds that happen every day and the TICTOC Committee wants to hear about the people behind those good deeds. If you observe a fellow employee doing a good deed as it relates to trauma (trauma sensitivity/ education/training/etc.), send an email to the TICTOC Committee letting us know what you observed to TICTOC@txpan.org. The committee will review the submissions and select those are demonstrating trauma principles and **Making Lives Better** for those we serve and employ. The Committee will reward those individuals with a gift card and/or other form of recognition! *We look forward to hearing from you!*

Articles or suggestions for this publication may be submitted by the 1st of each month to:

Joyce Lopez-Enevoldsen • 901 Wallace Blvd., • Amarillo, Texas 79106
Phone: (806) 351-3308 Fax: (806) 351-3345 Email: joyce.lopez@txpan.org

Men's Health Month

HEALTHY TIPS FOR MEN

Everyday
Health Tips
Men Should
Know

Sleep Well



Adults need between 7-9 hours of sleep.

Insufficient sleep is associated with a number of **chronic diseases** and conditions, such as diabetes, cardiovascular disease, obesity, and depression.

Tame Your Stress



The best ways to manage stress in hard times are through self-care.

Avoid drugs and alcohol. Stay connected and seek help. Stay active and most of all make sure you take care of yourself.

Move More



Adults need at least 2½ hours of moderate-intensity aerobic activity every week.

Spread your jogging or gym activity out during the week, breaking it into smaller amounts of time rather than doing it all in one day.



Toss Out Tobacco

It's never too late to quit.

Quitting smoking has immediate and **long-term benefits**. It improves your health and lowers your risk of heart disease, cancer, lung disease, and other smoking-related illnesses.



Drink Water

Getting enough water every day is important for your health

Water helps keep your temperature normal, lubricates and cushions joints, protects your spinal cord and other sensitive tissues, and gets rid of wastes through urination, perspiration, and bowel movements. It also helps control calories.

Eat to THRIVE



Getting enough nutrition is crucial.

Focus on nutrients rather than calories. Fruits and vegetables have many vitamins and minerals that may help protect you from chronic diseases.



Enjoy Yourself

Participate in fun activities you enjoy every day, like hiking, biking, sports, relaxing, listening to music, and seeing friends and family. Look forward to each and every day!

Stay on Top of Your Game

See your doctor or nurse for checkups.

Certain diseases and conditions may not have symptoms, so checkups help identify issues early or before they can become a problem.

Pay attention to signs and symptoms such as chest pain, shortness of breath, excessive thirst, and problems with urination.



ims | WELLNESS WORKS

Content source: Centers for Disease Control and Prevention
<http://www.cdc.gov/>



Employee Assistance Program (EAP)

Live well, live balanced, live life

Texas Panhandle Centers is pleased to offer it's employees and household members an employee assistance program. Each month we will feature a program from the EAP.

Financial

Through MINES & Associates, you and your household members are entitled one initial 30-minute office or telephone consult per separate legal matter at no cost with a network attorney. You also have financial counselors to advise you via telephonic consultations that are limited between thirty and sixty minutes per issue. Other tools under the MINES financial/legal benefit include mediation, tax consultation and preparation, and "Do-it-Yourself" legal forms and documentation preparation.

The use of your Employee Assistance Program is **strictly confidential and available 24/7**. We are here to help with the everyday issues that come up in your life, including:

- ♦Stress ♦Depression ♦Family Issues ♦Financial ♦Problems ♦Substance Abuse
- ♦Work Related Issues and More...

800.873.7138

TPC's ECI Program and Hillside Christian Church are partnering once again to assist families in need of Christmas gifts. Their motto is "giving a hand up instead of a hand out."

A canned food drive is being held in which TPC employees send in \$5 or 5 canned goods in exchange for two jean passes to assist families.



To participate, please send 5 canned goods or \$5 (cash only) to Laci Beezley, Program Director, ECI, at the Wallace Campus (Bldg. 501).

The drive ends December 13th, 2019 so please submit your donations before then.

Thank you in advance for supporting our ECI families!

Happy Holidays!

The Board of Trustees and Executive Management Team of TPC are pleased to present employees with a holiday gift. Semi-boneless, spiral sliced hams will be delivered to the following locations on the following dates:

Polk/Taylor:	12/5/2019	3:30 p.m. - 4:15 p.m.
Wallace Blvd:	12/5/2019	4:00 p.m. - 4:30 p.m.
Santa Fe Bldg.:	12/5/2019	During regular mail delivery
Respite & ASCI Amarillo:	12/6/2019	3:45 p.m. - 4:00 p.m.
N. Taylor St. &	12/6/2019	During regular mail delivery

All Regional Sites: *Schedule through your respective supervisor.*

Group Home May pick up during regular business hours at any
Staff & Others: of the above designated times or from the Purchasing
Dept. starting December 2nd.

*** Please note:** Each employee will be issued a card which is to be signed and presented at the time of pick up or delivery.



The Annual Shining Star Christmas Project is Underway!



Once again, area banks are opening their doors and assisting Texas Panhandle Centers in meeting the needs of clients this holiday season. The Annual Shining Star Christmas Tree Project will begin this month when paper ornaments listing the needs of clients will be placed at participating area bank locations. The purpose of this event is to ensure that TPC clients who are not expected to receive Christmas gifts will receive at least one gift this Christmas.

An ornament tree will also be located in the lobby of TPC's Administration Building located at 901 Wallace Blvd. For more information or to volunteer for this project, please contact Trisha Wilson at 351.3365.

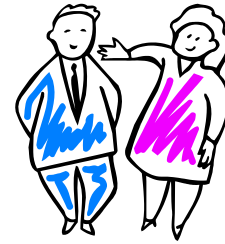


Desire Martin, Billing & Reimbursement Department, answered last month's questions correctly and was randomly selected to win a \$25 gift card from Amarillo National Bank.

To claim your card, contact Joyce Lopez-Enevoldsen at 806.351.3308 or email: joyce.lopez@txpan.org.

Welcome these New Employees...

Rebecca Ellery	ECI
Mistala Hammer	1115 Waiver
Esperanza Rodriguez	IDD Respite
Sonya Durrett	IDD Respite
Amanda Bustillos	Alternate Living
Innocent Ngendahayo	Alternate Living
Jonathan Cardenas	PASRR
Dovie Kelley	Specialized Services
Debra McElhaney	HB-13
Shaketa Milligan	Specialized Services
Desiree Martin	MH Provider Billing
Cherilyn Morrison	IDD Service Coordination
Marian Musa	Westcliff Group Home
Andrea Traves	ECI
Amanda Williams	IDD Service Coordination



“SOCK IT” JEANS WEEK



The week of December 9th -13th will be “Sock it” jeans week. Wear jeans all week long for the price of a package of **NEW** socks to benefit the clients of TPC.

You pick the size and color and send them to Mary Salazar, Bldg. 501 of the Wallace Campus. Thank you for participating!

Points to Ponder

Jana Campbell, Rights Protection Officer



If I feel that one of the individuals we serve is being abused, neglected, or exploited when, and how, should I report it?

Abuse of any kind should be reported immediately. If for some reason you cannot call the facility abuse hotline immediately the abuse should be reported within one hour. This might mean that you have to notify your supervisor that you need to make an emergency call and need to have access to confidential place to make the phone call. Remember even if your workday has ended an abuse call still needs to be reported. Texas is a duty to report state which means that not reporting suspected abuse is a crime.

TICTOC 3.0 Employee Recognition

As part of the Trauma Informed Care Time for Organizational Change Employee Recognition, the Committee identifies individuals that have demonstrated one or more of the following: empathy, compassion, self-awareness, self-care, flexibility, willingness to learn from others, collaboration, creating a safe workspace, trustworthiness, cultural competency, respect for others, and courage.



These two individuals were nominated by their peers, and selected by the TICTOC Committee for demonstrating one or more of these behaviors.



Nick Montoya, Program Administrator
Alternate Living



Ross Womble, Case Manager
Integrated Care

Congratulations!



“Gratitude makes sense of our past, brings peace for today, and creates a vision for tomorrow.”

- Melody Beattie