Texas Panhandle CENTERS
Behavioral & Developmental Health
Making Lives Better

# Here's What's Happening...

**TEXAS PANHANDLE CENTERS**
**901 WALLACE BLVD. AMARILLO, TEXAS**
**www.texaspanhandlecenters.org**

**October 2012, Volume IX, Issue 10**

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**Armstrong, Carson, Collingsworth, Dallam, Deaf Smith, Donley, Gray, Hall, Hansford, Hartley, Hemphill, Hutchinson, Lipscomb, Moore, Ochiltree, Oldham, Potter, Randall, Roberts, Sherman, and Wheeler counties**

## TPC ANNUAL EMPLOYEE HEALTH FAIR!

### 901 WALLACE BLVD- BUILDING 501

Friday, October 26th, 2012

7:30am to 10:30am

*Celebrate Good Health!*

Health Screenings & Information, Prizes, and more!!!

(If you will be getting lab work done, remember to fast)

**WEAR A COSTUME -**

get a jean day pass!

AND REMEMBER– by participating in the *IMS Wellness Works* program, you can reduce your payroll health insurance deduction by $10 per month! If you are already a participant, *you must update your information at least yearly to remain a member and continue to get the credit!*

# - GETTING CLOSER AND CLOSER

Going live with the new ADP electronic timekeeping, payroll and human resources system will become reality soon.

Thanks to all employees for registering with ADP and learning the timekeeping process as quickly as you have and thanks to all supervisors for your good work related to managing your employee's real time. As we all know, maintaining accurate timecards is the essential element for payroll to process accurate paychecks every two weeks.

In the next several weeks, you will be introduced to ADP's Self-Service program which will allow you to:

- View the company directory
- View your retirement account
- View your pay statements (you will also receive a pay statement via email)
- View W-2 tax information and change W-4's as needed
- Read the agency Newsletter
- Read and acknowledge agency policies/procedures
- Change employee benefit selections (during certain times of the year)
- And much more

Please continue to increase your working knowledge of the system by spending some uninterrupted time on your computer exploring the numerous links available to you.

Daylight Savings Time Ends November 4.
Remember to set your clocks back one hour.

As part of the tobacco free campus initiative, clients and staff were invited to create posters that promote healthy tobacco free lifestyles.

Pictured are just some of the posters that were submitted.

Thank you to everyone that participated.

# Did You Know?

*A "Did You Know" section will be featured regularly in an effort to inform and educate employees of policies, procedures or news of importance.*

*Did you know that it is the policy of Texas Panhandle Centers to treat all communication with and about the Center, its employees, contractors and other stakeholders with respect. Some of TPC's values transcend the boundaries of the work place. Information shared on the internet via Social Media, however private, staff or contractors may intend it to be, may become public and may impact TPC, clients and/or stakeholders. The purpose of this procedure is to define TPC's expectations for the use of Social Media sites. This procedure is concurrent with other procedures concerning internet usage, privacy, protected health information, ethics, and compliance.*

**Scope:** Applies to all staff and contractors of TPC.

**Definitions:**

Social Networking:
The practice of expanding the number of one's business and/or social contacts by making connections through individuals. While social networking has gone on almost as long as societies themselves have existed, the potential of the internet to promote such connections is only now being fully recognized and exploited.

Social Media:
Any Social Networking site accessible on the internet (examples include: Facebook, Linkedin, Twitter, YouTube, MySpace), wikis, blogs, forums/ discussion/chat groups, podcasts, etc.

TPC Network:
A *computer network that* consists of two or more computers, and typically other devices as well (such as printers, external hard drives, modems and routers), that are linked together so that they can communicate with each other and thereby exchange commands and share data, hardware and other resources.

**Procedure:**

I. General

A. Any TPC employee wishing to use Social Media for work-related purposes must seek approval through the appropriate Executive Manager and the Director of Planning and Public Information. Once a Social Media site is approved and established, all postings must continue to be approved in advance through the Director of Planning and Public Information. The Director may appoint a specific designee to manage the site.

B. Each staff will be required to sign the most recent version of the "Use of Social Media" form located on the TPC Intranet to acknowledge understanding of this procedure.

II. Use of Social Media

A. Public comments on Social Media sites, may not impact TPC, its clients and/or stakeholders in a negative manner. Employees may only express personal opinions in Social Media. Employees may not represent themselves as a spokesperson for TPC or give the impression that a Social Media post is on behalf of TPC without express prior approval from the Director of Planning and Public Information or other designated representative of TPC. If there is reasonable suspicion to indicate that employees or contractors are using Social Media in a manner which negatively affects the image of TPC, violates employee or client privacy, is harassing, discriminatory, obscene, threatening, is disparaging toward TPC clients or staff, or otherwise violates TPC policies, state law or federal law, TPC may check public Social Media sites for questionable content.

1. If a staff chooses to include information regarding his or her employment with TPC on Social Media sites, staff will include a statement to indicate his/her opinions in no way reflect those of TPC.

B. It is unacceptable, even when off duty and away from TPC facilities, to post libelous content on Social Media sites that would affect the reputation of the agency, staff, clients, or other stakeholders.

C. No information that is posted from or stored on

***(Continued on page 4)***

# Did You Know?

*(Continued from page 3)*

a TPC computer is considered private and employees have no expectation of privacy on the TPC Network.

D. Employees or contractors are forbidden from using Social Media sites to discriminate, harass, threaten, or engage in similar inappropriate or unlawful actions towards other employees, clients, contractors, or stakeholders.

E. Inappropriate use of Social Media during work hours by an employee can be grounds for disciplinary action if it hinders job performance.

F. Employees may be disciplined for publishing, in any public medium (including print, broadcast, digital or online), any statements or information that:
   1. Has the potential or effect of involving TPC or any TPC employee in any form of dispute or conflict with other employees or third parties; or,
   2. Could be viewed as malicious, obscene, or disparages TPC or its clients, customers or business associates.

III. Clinical Boundaries

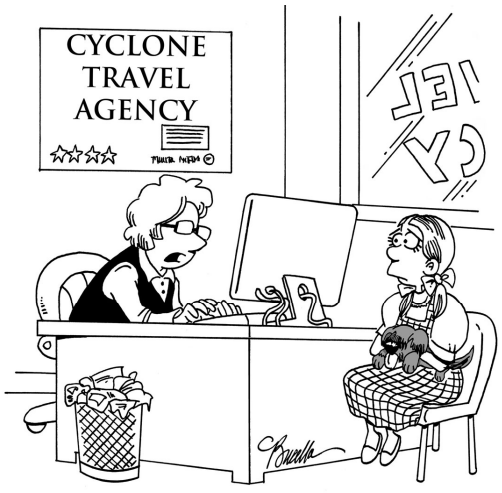
A. Due to client privacy rights and to comply with the Health Insurance Portability and Accountability Act, TPC does not permit the use of Social Media for clinical treatment or care. Staff and contractors should not invite clients, clients' families or other related persons into their personal Social Media site(s).

B. If staff/contractor has unintentionally invited a client, client's family or other related person into their Social Media site before realizing the work-related relationship, the staff or contractor should un-invite the client, client's family member or other related person. TPC procedure can be cited as the reason for this action.

IV. Disciplinary Action

A. Any information posted on the internet, whether via Social Media or otherwise, may be used in the evaluation of an employee's work performance if such information negatively impacts the Center, staff, contractors, or stakeholders.

B. Staff or contractors can be sanctioned by TPC for misuse of the internet and/or Social Media sites, up to and including termination or revocation of contracts.




"I don't have anything where troubles melt like lemon drops for at least three months."

"Well, for starters, you're employing way more flying monkeys than you really need."

# Autism Program Open House

Amy Garcia, Director

Thank You, to everyone who came out and supported our Autism Program during our open house. We are very excited to let everyone know about Day Treatment and Outreach programs. As some of our community members expressed during their visit, they were very excited to hear that TPC is offering such a great program and were very impressed to hear what we had to offer. What makes our community so excited about our program is because we are unique! We specialize in Applied Behavior Analysis, which is the only evidence-based practice for children with Autism. We are also the only center in the Panhandle to have a full and half-day treatment program. What also makes us unique is that we are a behavior treatment facility not an alternative education facility. Our program focuses on creating individualized programs that targets a variety of skills needed to promote language and learning along with behavior modification. Our staff at BDTC also strive to make our kids "successful" by being fully educated on ABA and Autism. As many of you may know Autism is rapidly growing and affects 1 in 88 children. Currently, there is not a specific cause or a cure for Autism. Research has shown with early intensive ABA treatment children with autism can become very successful. Thank You for all your support and for ***"Making Lives Better".***

Amy Garcia, Director
Stephanie Hamlin, Therapist Tech
Sinci Rios, Therapist Tech

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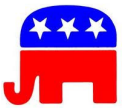
## November 2012 is Important



**Presidential election: November 6, 2012**

This is the year that we have one of the most hotly-contested presidential elections in memory.

Whether you cast your vote for Barack Obama or Mitt Romney, take advantage of your right, privilege and responsibility: VOTE!

Make your voice heard, and you'll help to determine the direction in which our country will be moving during the next four years.

## Veterans Day: November 11

On this day, you have the opportunity to thank everyone who has ever served in the military. A simple, "Thank you for serving," will be appreciated.

Veterans of the wars in Iraq and Afghanistan are in the spotlight now. Many are still recovering from the physical and mental effects of their service.

Show your appreciation by supporting them in every way you can.

**Hiring Red, White & You!**

**NOVEMBER 15 JOB FAIR**

On November 15, 2012 each of the 28 Workforce Development Boards in Texas will host a Hiring Red, White & You job fair open to all Texas veterans and employers. These job fairs will feature an unprecedented statewide employment effort in hopes of serving those who have served for us.

Workforce Solutions Panhandle:
American Legion Post 54
617 SW 7th Street
Amarillo TX 79101

9:00 a.m. —12:00 p.m.

*If you would like to recognize a veteran in the November newsletter, please submit their name and branch of the military to joyce.lopez@txpan.org. Please submit by November 5th.*

## Mark Your Calendars for the United Way of Amarillo & Canyon Rallies

LIVE UNITED United Way of Amarillo & Canyon

Come and have some refreshments, view a short video and listen to an uplifting speaker.

**Wednesday, October 24th - 1500 S. Taylor Street training room.**
**10am - 11am**

**Thursday, October 25th - 901 Wallace, Bldg. 501, HRD training room.**
**10am –11am**

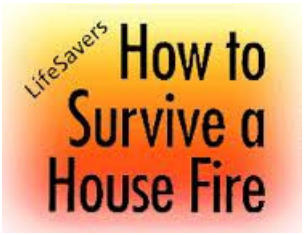
**Jack Mowery**, HCS Administration, answered last month's questions correctly and was randomly selected to win a $25 gift card from Amarillo National Bank.

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

Congratulations!

# In A House Fire, Have Two Ways to Get Out

When fire starts, your home could be engulfed in smoke and flames in just a few minutes.




That's why it's vital to have a working smoke alarm to warn you, and a preplanned fire escape method. The plan will prepare family members to think fast and get out quickly when the smoke alarm sounds.

But what if your escape route is blocked by smoke or flames? Having two ways out is the answer.

- Make a drawing of the floor plan of your home, drawing in walls, doors, windows and stairs. Mark all possible escape exits so they can be seen at a glance.
- Download a grid, or however many you need, from the usa.fema.gov website. Print two copies so you can practice on one.
- The door is the main exit from every room. The second choice is usually a window. Practice to determine whether the one sleeping in a bedroom can unlock the window and open it.
- Decide who will assist the very young, elderly or physically challenged. Be sure everyone knows what to do.
- First get out. Then call the fire department on your cellphone or from a neighbor's house. Everyone should know how to do it.
- Choose a meeting place everyone will remember, like under the big tree or close to the neighbor's house. They should all go to the meeting place so they can be accounted for.
- Tell them never go back into the burning house for any reason.

Always change the batteries in your smoke alarm in October.

A great **BIG THANK YOU** to B&W Pantex for once again sponsoring and hosting the TPC Halloween Party at the for individuals with developmental disabilities.

B&W Pantex has hosted this event this for the past several years and it means a great deal to the staff and clients.

The Borger News Herald Sponsored a Tasting Event in conjunction with the local restaurateurs on Tuesday night with the sole goal of making money to give to a local non-profit agency. The local non-profit agencies were asked to submit a letter telling about their agency. Lorna Heare, Director of Borger ASCI, submitted the winning letter on behalf of the Borger Board who needed money to do some renovations to the building. Thank you to all who participated in this event to raise money for the ASCI Workshop in Borger and to Lorna Heare for submitting the letter.

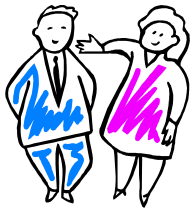
# Congratulations!

The following employees were recognized through the Performance Enhancement Program for one or more of the following: Core Competencies, Safety, Critical Thinking, Communication, Client Rights, Continuous Quality Improvement, Professional Behavior, Customer Service:

**Paul Brown, STAR Program**
**Norma Sloan, STAR Program**
**Sinci Rios, Autism Program**
**Stephanie Hamlin, Autism Program**
**Jennifer Benson, HCS Administration**
**Tracie Ratliff, HCS Administration**

*Reminder to supervisors: If you would like employees recognized through PEP in the newsletter, submit the PEP (or a copy) to the respective executive manager for approval.*

## Welcome these New Employees...



| | |
|---|---|
| Joseph Dad | Behavioral Health—Adult |
| Megan Harre | Behavioral Health—Homeless Services |
| Rachel Martinez | Wayne Group Home |
| Antar Outley | IDD Service Coordination |
| Susan Ross | IDD Service Coordination |

## October is ...

Mental Illness Awareness Month
Domestic Violence Awareness Month

National Breast Cancer Awareness Month

National Fire Safety Awareness Month
October 31 - Halloween

Have a safe and happy Halloween!

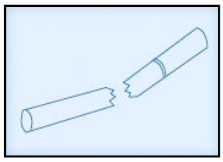
# Thinking About Becoming an Ex (smoker)?

becomeanex.org

*This is the seventh article in a series of articles featured to help those wanting to kick the habit.*

### *Alternative Therapies*

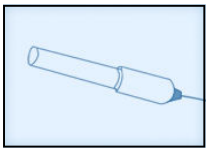
Quitting smoking is tough. You'll want to try different ways to quit, especially when you get frustrated. But there's no secret way to quit smoking effortlessly. Your best bet is an approach that addresses the physical, social and behavioral aspects of smoking, such as a combination of medication and counseling. New methods you hear about might work for some people some of the time, but the combo of medication and counseling works for more people more of the time. So feel free to try new ways to quit smoking cigarettes, just don't put all your eggs in one basket. And remember, the **EX** team and EX Community is always here for you. Dr. Hurt of the Mayo Clinic has provided more info about alternative quit methods below.



### *Quit Smoking Cold Turkey*

The "cold turkey" method of quitting smoking—quitting without any help-is common. While we encourage *any* attempt to quit we don't recommend just throwing out the last pack and trying to call it quits on your own. Because studies show that 97% of cold turkey quite attempts fail within six months. We've found what works best is some combination of a quit smoking medication and counseling. Quitting smoking is hard. It's ok to ask for help.

### *Electronic Cigarettes*

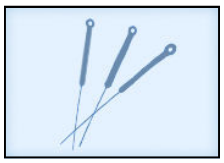


Electronic cigarettes are designed to give you an experience that's like smoking but without any smoke. Since they don't burn tobacco, they're marketed as less harmful than regular cigarettes. But so far, there's no evidence to prove that claim. There's also no evidence that electronic cigarettes help you quit smoking. On top of all that, they're not approved by the FDA and have been banned in Canada, Australia and Brazil. Your best bet for successfully quitting smoking is a combination of quit smoking medication and counseling.

### *Quit Smoking Using Hypnosis*

Hypnotism uses suggestion to change behavior. It's hard to test whether it works or not, but studies suggest hypnosis doesn't help people quit smoking. This may be because nicotine actually changes your brain chemistry, meaning nicotine addiction is just too powerful to be overcome by suggestion. We encourage *any* attempt to quit smoking, but we hope you'll use proven methods that are back you're the best available research.

### *Laser Therapy and Acupuncture to Quit Smoking*



Some people say that laser therapy and acupuncture can help you to quit smoking. Laser therapy and acupuncture stimulate your body to make chemicals called endorphins, which decrease nicotine cravings. But there's no scientific evidence to back this up. Will laser therapy or acupuncture hurt you? No. But they won't necessarily help you to stop smoking either. Quitting smoking is hard, so it makes sense to try different things. But so far, the quit smoking method that has the most scientific support is a combination of a quit smoking medication and counseling.

For more visit becomeanex.org

# Tobacco Dependence Center - Power of Choice

## *Onsite Program*

Texas Panhandle Centers, in conjunction with the Don & Sybil Harrington Cancer Center's Tobacco Dependence Center, is dedicated to providing education and support to tobacco users in order for them to have the ***Power of Choice*** over nicotine addiction. The Harrington Cancer Center has developed a program that can provide employees with motivating tools and support to quit tobacco products.

TPC is creating a tobacco free workplace and cares about the health of its employees. The Power of Choice can benefit employees in the following ways:

**Benefits:**

- A smoke free environment helps create a safe, healthy, and clean workplace.
- Reduction of healthcare costs for the company.
- Employee absenteeism and tardiness decrease.
- As employee smoking is reduced the company may be able to negotiate lower health insurance, life insurance, and disability coverage.
- Improved company image and morale.
- Increased productivity.
- Reduction of facility maintenance.

***Power of Choice*** is an individually based program that will be provided on-site during the lunch hour for convenience and logistic needs. If a program participant can not attend during these hours, Harrington Cancer Center also offers the program on weekday evenings at their location.

***Power of Choice*** is led by a Certified Tobacco Treatment Specialist who possesses skills, knowledge and training to provide evidence-based interventions for tobacco dependence across a range of professional applications.

The 6 week program will consist of a treatment planning session, four 1-hour weekly group sessions, and a follow-up support group meeting. At each session, the employee will have the opportunity for carbon monoxide monitoring/testing which reveals the level of toxicity in a person's lungs caused by tobacco smoke.

The counselors will discuss many aspects of nicotine addiction. Employees will be empowered to take personal control of their habit through assessment of their own use of tobacco. Through knowledge of nicotine addiction, they will acquire skills to quit tobacco and utilize the tools to help prevent relapse temptation.

The ***Power of Choice*** curriculum includes:

- Facts Regarding Nicotine Addiction
- Benefits of Quitting
- Become Balanced Again
- Medication Eduction
- Personal Motivation
- Assessment of One's Self Behavior
- Preparing for Change
- Recognizing Cues and Triggers
- Developing Coping Abilities
- Understanding Stress Management
- Preventing Relapse
- Influence of Social & Emotional Support
- Cost of Tobacco Use
- Responsibility, Wellness & Balance

**Cost:**
The cost of the ***Power of Choice*** **Onsite Program** will be covered by TPC. Participants will not be charged.

**Please contact Jim Womack at:**
**jim.womack@txpan.org if you would like to take advantage of this program**.

**TPC goes tobacco free November 15, 2012**

# Trustee Recognition

The Board of Trustees and Executive Management recognized Mr. J.F. "Buck" Formby for his many years of service to TPC. Mr. Formby was presented with a Resolution of Appreciation in recognition of his many years of dedicated service and invaluable contributions.

Mr. Formby was appointed to the TPC Board of Trustees in November 2004 by the Western Division of the Texas Panhandle. He served on the Personnel Committee of the Board for the past eight years. Prior to being appointed to the Board, he served on the Borger Satellite Workshop Board for 16 years as well as the Planning & Network Advisory Committee of TPC for several years. He served the citizen's of the Panhandle well. Mr. Formby retired from the Board in July.

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

1. Remember to _____ after midnight if getting lab work done at the Health Fair.
2. TPC's Autism Program is the only one to offer _____ _____ _____.
3. TPC goes tobacco free on _____, 2012.

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.