



Superintendent's Message

The first unit is now completed with the replacement windows and the work done on the ligature issues on the patient bedroom doors. The Maintenance Department and the Housekeeping Department are to be complimented for their work in getting things ready for the next move. Our schedule is that 421B will be next, followed by 421A, 420B, 420A and 422B will be the last unit.

As I mentioned last month, we are also in the process of implementing the time and labor project, and the medication management project will begin soon as well. We obviously have a lot of tasks occurring simultaneously.

Finally, I will also be working on the Hospital's Strategic Plan for the next biennium which begins July 1, 2013 and runs through June 30, 2015. There are many changes in healthcare that are on the forefront with the Affordable Care Act and a focus on the integration of services. I believe it is great time for all of us to focus on what we are passionate about in mental health and how we partner with many agencies, families, and NAMI in our attempt to provide the highest quality of care for the individuals that we treat.

Jeff

In the Spotlight

Tom Beam

By Ron Richmond



Tom Beam has been employed by the State of Indiana for nearly 6 years. His tenure began with a brief stop as a corrections officer prior to joining us in Richmond. My recollections of Tom during his orientation were the long commute he was making; and that as much as I tried to not call him Jim, I still did so on a few occasions. Tom has recently moved to a position as attendant timekeeper (an alternate assignment as a BHRA) on night shift. When asked how he liked it so far, he stated "It's a lot more in depth and busy than I imagined it would be." He added "I've always liked working with people and feel less isolated than I did when I worked in the house."

On a personal front Tom has been married for 26 years and is the proud parent of two college grads. Tom is from Springfield Ohio and prior to joining us has worked as a body guard where he met notable acts like Highway 101, Mickey Gilley and Van Halen. He has also worked for GM attending Wittenberg College after that stint. A personal achievement for Tom was to be able to play college basketball, actually playing in a summer league for Bobby Knight. Tom added that they have some furry family members as they have four Chinese crested dogs.

Other interesting facts about Tom include an interest in antiquing, a love of travel, and a taste for pizza. Tom would like to travel to Ireland to trace some of his ancestry and possibly see the castles. Perhaps that explains the love of pizza.... on the other hand probably not.

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Payroll News

TIME AND LABOR MANAGEMENT EXTENSION

We have been instructed by FSSA to **clock in and out every day**. The practice period is over. We began running parallel with the electronic time and labor system with the pay period that began May 19, 2013. This means your time per the electronic system must match what is submitted on your paper Time and Attendance Report (A-4).

The parallel process for timesheets and the electronic time/labor system of payroll processing has been extended for the following pay periods: **06/16/13 – 06/29/13; 06/30/13 – 7/13/13; and 7/14/13 – 7/27/13.**

Beginning **7/28/13** we will go **Live**. The electronic system will then be our official time and attendance record.

Any questions regarding the Time/ Labor management or problems clocking in/out contact the payroll office.

Thank you
Sherry Asher/ Payroll



New Fiscal Year for FML starts July 1, 2013

Will You Be Ready?

NEW Certification is REQUIRED because your FML approval ends on June 30, 2013.

Here's your **To Do List** to ensure there is no gap in coverage:

- May - Visit Health Care Providers for exam, evaluation, or treatment**
- June 1 - Submit new Request & Certification based on those visits**

Remember, 30-days' notice is required for foreseeable absences.
If you have FML for a chronic condition now, then
it is foreseeable that the need for absences may continue.

To re-apply for family medical leave, [log-in to PeopleSoft® Self-Service](#).

Additional information and Certification forms are available at www.in.gov/spd/2397.htm.

Failure to timely submit documentation may result in unauthorized leave for absences after June 30, 2013.

It is **your responsibility** to understand the terms and time limits of your FML approval and to submit required documentation in a timely manner.

We are providing this notice merely as a courtesy; future notices are not guaranteed.

For each **new fiscal year** that your need for leave continues,

NEW REQUEST & CERTIFICATION REQUIRED for any leave beyond June 30th
VISIT TO HEALTH CARE PROVIDER REQUIRED to support that Certification

Please make a note that a visit to a health care provider and submission of new Request(s) and Certification(s) are required in May/June each and every year that your need continues for intermittent FML for a chronic serious health condition (yours or spouse/child/parent).

Training Schedule

Recertification in Bridge Building

Dates: June 13 & 28

Time: 7:30 a.m. to 11:30 a.m.

Location: Staff Development

Recertification in Professional CPR

Dates: June 13 & 28

Time: 12:15 to 3:45 p.m.

Location: Staff Development

Evening shift recert in Bridge Bldg.

Date: June 20 & 27

Time: 3:30 to 7:00 p.m.

Location: Staff Development

Evening shift recert in Professional CPR

Date: Thursday, June 13

Time: 3:30 to 7:00 p.m.

Location: Staff Development

*Annual recerts are scheduled during your birthmonth.

Lunch 'n Learn Program

September 11, 2013

11:30 a.m. to 12:30 p.m.

CTC Conference Center

More details about the program and registration will be coming soon.



Do you know this building and its location?
Answer on last page.

New Faces at RSH

Please welcome all these new employees at RSH when you see them on grounds.

Welcome to RSH!



Jerry Powell, BHRA



DeVon Ferguson, BHRA



Brittany Paradiso, BHRA



Patricia Powell, BHRA



Chris Maddox, BHRA



Phronia Stanton, BHRA



Sarah Adelsperger, LPN



Rachelle Ditty, BHRA



Cathryn Dickman, Intern



Paul Murphy, RN



Angel Murrell, Housekeeping

Horsing Around Event Wednesday, May 8th



**Do You Know This Building & Location Answer:
It's the Klepfer All Faith Chapel, building 501, located at
the 4 way stop catty-corner from the
Business Office.**