

Inside Advantage



Update from O. J. Booker, CEO

July 2015

The last 30 days have been interesting and busy – much of it is in preparation for a number of projects.

Very recently we have been inundated with client care grants from the State. Let me list them:

- Georgia Apex Project - \$330,000
- Crisis Respite Apartments - \$170,000
- Forensics Residential Program - \$575,000
- Light Early Treatment Program - \$335,000
- Youth Suicide Prevention Grant - \$150,000

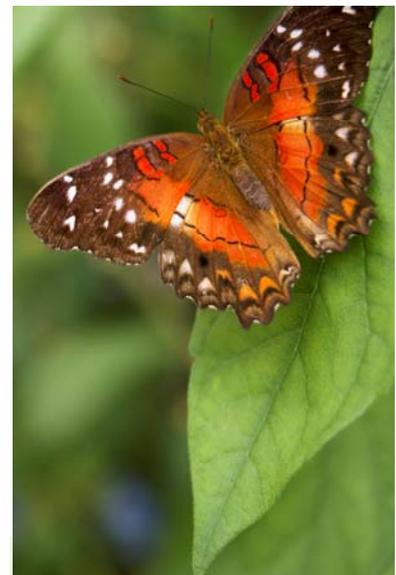
That's over \$1.5 million. Almost 20 new employees. We wouldn't get these grants and be able to help more people if it weren't for the professionalism of our leadership team, the excellence of our caregivers and the great support from the rest of the staff.

240 Mitchell Bridge Road project – We have a purchase agreement with the school board after their approval on June 11. The agreement and the earnest money check were delivered Wednesday, June 17. We are continuing to create renovation plans and will be working on this over the next 30 days.

Rotary presentation – On June 10th, Laurie and I addressed the Athens Rotary Club. A number of people came up after the presentation and thanked us for the information. I do believe Advantage has made a new impression on a lot of people!

Athena Payne, CPA and Mike Clement on board – Athena, our new CFO and Mike, the new IT Manager began work recently. Even though they both have to “drink water through a firehose” for awhile, I'm confident that Athena and Mike will be good for Advantage. Please welcome them when you can.

Until next time,



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SPECIAL DATES OF INTEREST

Friday, July 3rd—Office Closed

Monday, July 13th
1:30 p.m. - Open Executive
Management Team Meeting

Tuesday, July 28th
4:00 p.m. - Community Service Board
Meeting - Training Room at North
Avenue

Friday, July 31th
Wear your Advantage shirt day!

Surviving Extreme Heat

Heat can be deadly. Being in extreme heat for too long can cause a variety of responses, all grouped under the name hyperthermia. All are serious and should be addressed quickly.

Symptoms and Treatment

Heat cramps: Heat cramps are muscular pains and spasms due to heavy exertion. Although heat cramps are the least severe, they are an early signal that the body is having trouble with the heat. Muscular pains and spasms, often in leg or abdominal muscles; heavy sweating. Get the person to a cooler place and have him or her rest in a comfortable position. Lightly stretch the affected muscle and replenish fluids. Give a half glass of cool water every 15 minutes. Do not give liquids with alcohol or caffeine in them, as they can make conditions worse.

Heat exhaustion: Heat exhaustion typically occurs when people exercise heavily or work in a hot, humid place where body fluids are lost through heavy sweating. Blood flow to the skin increases, causing blood flow to decrease to the vital organs. This results in a form of mild shock. If not treated, the victim may suffer heat stroke. Cool, moist, pale, or flushed skin; heavy sweating; headache; nausea or vomiting; dizziness or fainting; and exhaustion. Body temperature will be near normal. Weak pulse. Get the person out of the heat and into a cooler place. Remove or loosen tight clothing and apply cool, wet cloths, such as towels or sheets. If the person is conscious, give cool water to drink. Make sure the person drinks slowly. Give a half glass of cool water every 15 minutes. Do not give liquids that contain alcohol or caffeine. Let the victim rest in a comfortable position, and watch carefully for changes in his or her condition. Seek immediate medical attention if vomiting occurs.

Heat stroke: Heat stroke is life-threatening. The victim's temperature control system, which produces sweating to cool the body, stops working. The body temperature can rise so high that brain damage and death may result if the body is not cooled quickly. Hot, red skin; changes in consciousness; rapid, weak pulse; and rapid, shallow breathing. Body temperature can be very high-- as high as 105 degrees F. If the person was sweating from heavy work or exercise, skin may be wet; otherwise, it will feel dry even though the person is very hot. Person may have a change in behavior - confusion, being grouchy, acting strangely, or staggering; acting delirious. Person faints or becomes unconscious. Heat stroke is a life-threatening situation.

Help is needed fast. Call 9-1-1 (or take the person to a hospital, calling ahead). Delay can be fatal. Move the person to a cooler place. Quickly cool the body. Immerse victim in a cool bath, or wrap wet sheets around the body and fan it. Watch for signals of breathing problems. Keep the person lying down and continue to cool the body any way you can. If the victim refuses water or is vomiting or there are changes in the level of consciousness, do not give anything to eat or drink.

What Should I do in a Heat Emergency?

Slow down. Avoid strenuous activity. If you must do strenuous activity, do it during the coolest part of the day, which is usually in the morning between 4:00 a.m. and 7:00 a.m.

Stay indoors as much as possible. If air conditioning is not available, stay on the lowest floor, out of the sunshine. Circulating air can cool the body by increasing rate of evaporation of perspiration. Remember, electric fans do not cool the air, but they do help sweat evaporate, which cools your body.

Wear lightweight, loose-fitting, light-colored clothing. Light colors will reflect away some of the sun's energy.

Drink plenty of water regularly and often. Your body needs water to keep cool. Water is the safest liquid to drink during heat emergencies. Avoid drinks with alcohol or caffeine in them. They can make you feel good briefly, but make the heat's effects on your body worse. This is especially true about beer, which dehydrates the body. Drink plenty of fluids even if you do not feel thirsty.

Eat small meals and eat more often. Avoid foods that are high in protein, which increase metabolic heat.



Please Welcome!



Athena Payne is a CPA with over 30 years of experience in Financial Reporting, Internal Audit, SOX 404, External Audit, Financial Consulting, and Treasury Management. Athena has held positions of CFO for a Federally Qualified Healthcare Center in Atlanta, Controller for AFC Worldwide Logistics, Inc. in Kennesaw, GA, and Finance Manager for several Georgia

non-profit corporations. Athena's consulting background with Jefferson Wells includes Fortune 500 firms in the Financial Services, Telecommunications and Consumer Data Warehousing industries. She successfully managed a \$35 billion dollar short-term portfolio for the Atlanta Committee for the Olympic Games. Athena also served as a consulting Audit Manager at DeKalb Medical Center and Audit Manager for UHY Advisors for a Georgia Regional Healthcare system. Athena is married with 2 sons and resides in Kennesaw, GA.



My name is Mike Clement and I have been working in the IT field for 21 years.

I have a Bachelor of Science from the University of Wisconsin, Oshkosh and a Comptia A+ certification.

I have been happily married to my wife Renee for the last 15 years. We have five active children, ages 20, 18, 18, 17 and 12. Ten months ago, we moved to Athens from Wisconsin to escape the snow and we are very happy with our decision.

When I'm not working, or spending time with my children, I enjoy martial arts, specifically Tai Chi and Eskrima.

Information Please.....

Release of Information Form (revision 5-5-15): This form is a revision of the 2-12-15 version. It now includes clarification for initialing specified disclosures and limits the disclosure to one entity or person at a time. The updated form can be found under the CQI tab, under Release Forms. Please **discard all earlier versions** of the Release of Information (ROI) form as this will supersede earlier forms. Please remember to **check for accurate completion of the form** by the client. If the form is not accurately completed, Medical Records is unable to take action to release the information/records; as a result, the entity/individual requesting the records may not receive the information in a timely manner. Make certain that the client has been asked to complete at least one Release of Information form (e.g., school, primary care, probations, court, family member, etc.); **if the client declines**, please document this within the medical record in one of the following sections, since this is an internal documentation requirement for those completing behavioral health assessments, service plan developments, or obtaining new authorizations:

For the **Adult Intake Assessment/Adult Intake Assessment Update document - Session Interventions/Client Response/Plan** section.

For the **Behavioral Health Assessment Progress Note document (or DAP note)** - service documentation or Plan section.

Please get **Release of Information for all psychiatric hospitalizations** for clients active in Advantage services. This is to ensure that treatment plans do not need revision or, if determined to need revision, plans can be brought up-to-date.

Client Names in Emails: Name identifiers within emails that are not encrypted compromise the confidentiality and privacy for an individual. Please use a Carelogic ID number or initials when communicating about a client. Do not use client names. If you receive an email with a client name in it, make certain that you begin a new email thread, instead of replying back on that thread.

Documentation of Client Interactions: All interactions with clients (in person and telephone) are to be documented within the client's medical record.



The 6th Annual Afternoon Tea with “Friends” is scheduled for Saturday, August 15, 2015 from 11am-2pm at the Bowman Community Center in Bowman, Georgia. Tickets will be \$25 to include lunch and entertainment....a visit with Elvis! Advantage

staff is invited to volunteer with this event by serving on the planning committee, setting a table, assisting with décor, serving the day of the event and purchasing and/or selling tickets



Sandy Creek Park has been reserved for the annual Advantage Employee Appreciation Picnic **Friday, September 25, 2015!**

If you are interested in serving on the 2015 picnic planning committee or have ideas, please contact Tammy Dalton at 706-389-6789 ext. 1306 or by email at tdalton@advantagebhs.org Looking forward to hearing from you!

The 7th Annual Cruise In & Children’s Carnival is slated for Sunday, October 18, 2015 at the Varsity in Athens. Bring out the show vehicles to include classics, hot rods, rat rods, trucks, bikes, etc. The Children’s Carnival offers a variety of kid games, prizes, costume contests, and trunk of treating. We welcome Advantage employee volunteers for input, planning, and implementing this event.



Advantage programs that have client made items to sale to the public are highly encouraged to come out to vend at all FOA events and sale your wares!

Contact Tammy Dalton at 706-389-6789 ext. 1306 or email tdalton@advantagebhs.org with your interests or questions.

Take Time To Recognize Those Around You

All Advantage staff is invited to take a minute to recognize those around you that are proving exceptional customer service within their assigned job duties with Advantage Kudos cards.

GEM Nomination Forms are available on the website for those who are providing exceptional customer service within Advantage and are Going the Extra Mile or above and beyond their assigned job duties. Email your nominations to tdalton@advantagebhs.org by the 10th of each month.

Quarterly Team Awards are given on a quarterly basis. 2nd Quarter April-June nominations are due by June 17, 2015, 3rd Quarter nominations are due by September 16, 2015, and 4th Quarter nominations are due by December 16, 2015. Please feel free to email tdalton@advantagebhs.org the details in how your team has of how the team has exceeded in setting and reaching goals that result in better service delivery and an improved bottom line for their program and the agency. This award is accompanied by the Advantage Traveling Banner that will be housed at the winning program site until the next award season.

Policy and Procedure Pearls

New or updated organizational core policies can be found on the Intranet under the Policy Manual tab. Advantage employees are responsible for ongoing review of policies and procedures.

- **1500.016 ID Badge**
This new policy establishes ID Badge requirements and the responsibility of an employee to wear his/her ID badge while working on Advantage sites.
- **1100.605 Key and Alarm Codes**
This new policy establishes the key and alarm code process for assignment to new employees.
- **1500.007 Administrative Closing of Offices**
This updated policy reflects the decision-making process for site closings and clarifies the use of PTO/Annual/Personal leave when a staff member is unable to get to a site considered open.
- **600.1xx Medical Services: Pharmacotherapy: Access to Medications—Prescription Assistance Program**
This new policy establishes the criteria and the financial assistance available for low income, uninsured clients for the purpose of obtaining medications under the Advantage Cares Program.

Thrilling FUNdraising Opportunity!

There has been a clever suggestion that Friends of Advantage host a Flash Mob to Thriller simultaneously in each of the counties! This fun activity has been slated for October and can serve as a fundraiser, as well as bring about awareness of Advantage and how we serve the communities. If you are interested in volunteering on the planning committee, assisting in your county with organization, or participating in the dance itself, please contact Tammy Dalton at 706-389-6789 ext. 1306 or email her at tdalton@advantagebhs.org. As always, your suggestions and feedback are welcome!



ADVANTAGE July Birthdays!

celebration time!

- | | | | |
|-------------|--|-------------|--|
| 1st | Elizabeth Easley | 17th | Sherry Ferguson
Annette Redd
Patricia Smith |
| 2nd | Neil Griffith | 21st | Janice Eberhart
Alethea Norman |
| 3rd | Nicolette Tobin
Rebecca White | 23rd | Jacqueline Johnson |
| 6th | Luree Ware | 24th | Linda Fleeman
Kelli Warren |
| 7th | Tichina Young | 25th | Susan Davis
Adrian Giddens
Gary Mize
Lori Tedder
Alisa Woods |
| 8th | Christina Ag | 27th | David Harris |
| 10th | Ashley Cotter | 28th | Samantha Rorabaugh |
| 11th | Cathy Beddow | 29th | Robert Lomax
Grace Matthews |
| 14th | Genese Baker
Oliver Booker
Sharon Weaver | | |
| 15th | Annie Knox | | |
| 16th | Kennedy Packer | | |



Happy
Anniversary

ADVANTAGE Staff!

1st Margie Browning
Dawn Rowan
Frederic Steele
Mildred Williams

3rd Laurie Bailey
Tara Branyon

7th Nicole Armistead
Audrey Robinson
Merry Aufdehar
Janet Beasley
Cathy Beddow
Minnie Blout
Jasmyn Bolden
Anne Bourbonnais
Kimberly Brewer
Lymeriam Brown
Debbie Clark
Aletha Norman
Barbara Dutton
Barbara Reid
Brandi Doster
Carol Hawes
Charles Costa
Cheryl Strickland
Connie Floyd
Cynthia Sanders
Cynthia Pope
Denise Soriano
Golden Dorsey
Gwyneth Shanks
Harriet Hodges
Jammie Reed
Jennifer Grubbs
Joselyn Lang
Joyce Swint
Kelia Hamilton
Kelley Hamilton
Kelli Warren

Kendra Malcom
Kennedy Packer
Kimberly Massey
Kimberly Decelle
Leah Land
Leilani Jarrett
Lenita Peters
Lindsey York
Lisa Galm
Louella Gorham
Margaret Davis
Mary Cobb
Mary Mahoney
Melanie Thornton
Michael Creech
Mike Rentschler
Patricia Hatcher
Paula Okoro
Renee Oviedo
Sandra Lawson
Steven Webb
Sylvia Godlas
Tara Jones
Tarsha Deadwyler
Terrell Clark
Tina Clark
Tracy Jarrell

16th Melissa Ashmore
Lynne Boyd
Carol Huff
Cindy Jackson
Jacqueline Johnson
Annie Knox
Patricia McGrew
Evan Mills
Patsy Sailor-Matthew
Tangeler Thomas

18th Samuel Adams

Advantage CARES Customer Service Prize Drawing Winners Are....

Congratulations to Jaquita Binns, Kelly Hamilton, and Melanie Hopp as the June Advantage CARES Customer Service prize drawing winners!

Buffalo's Café was our June Advantage Customer Service sponsor, donating gift certificates for each of our three winners.

Don't miss your opportunity on the last working day of next month, Friday, July 31, 2015 to wear your Advantage t-shirt and help us keep a heightened focus on customer service throughout our agency. Email me at tdalton@advantagebhs.org to let me know you have your shirt on and your name will be put in the drawing.

FYI... I think we will have Braves tickets coming for July, so keep this in mind. 😊

NOTE: This is also the only **Advantage approved Jean Day**, so you may wear your jeans as long as they are not holey, ripped, ragged, frayed, etc... Good luck!



HIV cannot be spread by casual contact such as hugging or shaking hands.