

# COMMUNICATOR



## Great Plains Update

According to our CFO, implementation of Great Plains went very well. There were a few very minor glitches which are being worked out but, on the whole, everything worked as intended. This was a huge undertaking which required intense preparation and she gives great credit to both the **HR and Accounting staff** who worked long and hard to ensure that the payroll went out on time. A very special thanks to **IT staff** who put in many hours of hard work to make this new computer system work smoothly.

## CCMH Quiz—What Do YOU Think?

Every January CCMH publishes its annual report. There are copies of this report at each work site and on the CCMH website but I suspect many people never really read it. This month the Communicator is sponsoring a quiz about LAST year's annual report. The first 5 correct entries will each win a CCMH water bottle. Please send your completed entry to the Training Coordinator at the Rice Center in Houghton by February 4. Remember to put your name on your entry!! Winners will be announced in next month's Communicator. Good luck!

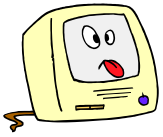
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by Brian Zaikowski



Well hello there, Ma'am. My planet is selling cookies to help finance the invasion of your planet. Only \$3 per box.

1. **CCMH's total budget last fiscal year was:**
  - a. \$10,253,973
  - b. \$16,543,529
  - c. \$22,725,856
2. **Adults with Developmental Disabilities accounted for what percentage of our budget?**
3. **What percentage of consumers are over age 65?**
4. **What percentage of consumers are age 18 and under?**
5. **What percentage of consumers are Native American?**
6. **In the annual Consumer Satisfaction Survey, how many people report that they feel better because of the services they receive at CCMH?**
  - a. 65.10%
  - b. 81.09%
  - c. 95.83%
7. **Last year was the first full year of implementation for the ELMER system and a progress report was included in the annual plan. By what year are all healthcare agencies required to have an electronic medical reports system in place?**
8. **Who was the Recovery Lecture speaker for last year?**
9. **Staff in which program won 1st place in the Pumpkin Decorating Contest?**
10. **Which group home won the 1st annual Christmas Decorating Contest?**



### 12 Important Tips to Prevent Cold and Flu Infection

Since there are no known cures for colds or the flu, prevention should be your goal. A proactive approach to warding off colds and flu is apt to make your whole life healthier.

**#1 Wash Your Hands**—Most cold and flu viruses are spread by direct contact. Someone who has the flu sneezes onto their hand, and then touches the telephone, the keyboard, a kitchen glass. The germs can live for hours -- in some cases weeks -- only to be picked up by the next person who touches the same object. So wash your hands often. If no sink is available, rub your hands together very hard for a minute or so. That also helps break up most of the cold germs.

**#2 Don't Cover Your Sneezes and Coughs With Your Hands**—Because germs and viruses cling to your bare hands, muffling coughs and sneezes with your hands results in passing along your germs to others. When you feel a sneeze or cough coming, use a tissue, then throw it away immediately. If you don't have a tissue, turn your head away from people near you and cough into the air.

**#3 Don't Touch Your Face**—Cold and flu viruses enter your body through the eyes, nose, or mouth. Touching their faces is the major way people catch colds.

**#4 Drink Plenty of Fluids**—Water flushes your system, washing out the poisons as it rehydrates you. A typical, healthy adult needs eight 8-ounce glasses of fluids each day. How can you tell if you're getting enough liquid? If the color of your urine runs close to clear, you're getting enough. If it's deep yellow, you need more fluids.

**#5 Take a Sauna**—Researchers aren't clear about the exact role saunas play in prevention, but one 1989 German study found that people who steamed twice a week got half as many colds as those who didn't. One theory: When you take a sauna you inhale air hotter than 80 degrees, a temperature too hot for cold and flu viruses to survive. (Guess those Finns are on to something...)

**#6 Get Fresh Air**—A regular dose of fresh air is important, especially in cold weather when central heating dries you out and makes your body more vulnerable to cold and flu viruses. Also, during cold weather more people stay indoors, which means more germs are circulating in crowded, dry rooms.

**#7 Do Aerobic Exercise Regularly**—Aerobic exercise speeds up the heart to pump larger quantities of blood, makes you breathe faster to help transfer oxygen from your lungs to your blood, and makes you sweat once your body heats up. These exercises help increase the body's natural virus-killing cells.

**#8 Eat Foods Containing Phytochemicals**—"Phyto" means plants, and the natural chemicals in plants give the vitamins in food a supercharged boost. So put away the vitamin pill, and eat dark green, red, and yellow vegetables and fruits.

**#9 Eat Yogurt**—Some studies have shown that eating a daily cup of low-fat yogurt can reduce your susceptibility to colds by 25 percent. Researchers think the beneficial bacteria in yogurt may stimulate production of immune system substances that fight disease.

**#10 Don't Smoke**—Statistics show that heavy smokers get more severe colds and more frequent ones. Even being around smoke profoundly zaps the immune system. Smoke dries out your nasal passages and paralyzes cilia, the delicate hairs that line the mucous membranes in your nose and lungs that sweep cold and flu viruses out of the nasal passages. Experts contend that one cigarette can paralyze cilia for as long as 30 to 40 minutes.

**#11 Cut Alcohol Consumption**—Heavy alcohol use destroys the liver, the body's primary filtering system, which means that germs of all kinds won't leave your body as fast. The result is, heavier drinkers are more prone to initial infections as well as secondary complications. Alcohol also dehydrates the body -- it actually takes more fluids from your system than it puts in.

**#12 Relax**—If you can teach yourself to relax, you can activate your immune system on demand. There's evidence that when you put your relaxation skills into action, your interleukins -- leaders in the immune system response against cold and flu viruses -- increase in the bloodstream. Train yourself to picture an image you find pleasant or calming. Do this 30 minutes a day for several months. Keep in mind, relaxation is a learnable skill, but it is not doing nothing. People who try to relax, but are in fact bored, show no changes in blood chemicals.

