



# The Torch

The official newsletter for Indiana state employees

## Prescription coverage

### Take your medicine without emptying your pocketbook

If you could pay less for your medications without any added risk to your health and safety, you would do it, right? Here's one way to help keep costs down for you and your health plan. If you are taking a brand medication that has a generic version, you could save a substantial amount of money— from 30% to 80% off your out-of-pocket costs.

#### The difference between generics and brand drugs

Generic medications and their brand counterparts contain exactly the same active ingredients, in the same strength and purity. There may be coloring or other inert ingredients that make those medications look different. In terms of how they work, however, they are exactly the same.



#### Generics are safe and effective

FDA-approved generic medications are safe and as effective as their brand counterparts. In fact, 70% of all prescriptions filled in the United States are for generics.

#### Why generic equivalents cost so much less

It costs a lot of money to create a new drug and bring it to market. Generic manufacturers don't have those expenses, so the medications they produce can cost significantly less for the exact same ingredients, strengths and doses.

(Continued on pg. 2)

## Benefits

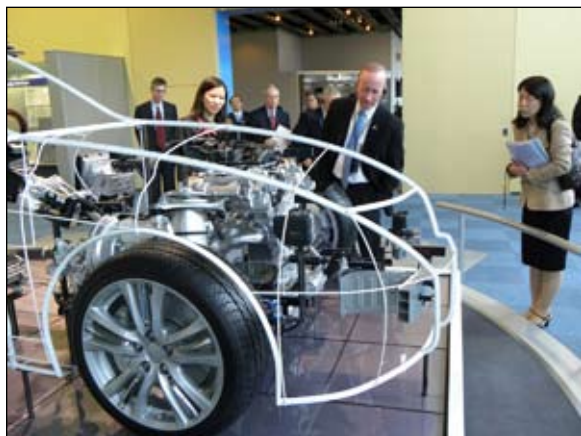
### Deductions to begin for 2011 benefits

While health, dental, vision, health savings accounts and flexible spending accounts changes or enrollments will be effective Jan. 1, 2011, deductions start in December. For those in Payroll A, deductions for dental, health and vision will begin Dec. 22. That translates to six days at the old plans and rates and eight days for new plans and rates. Employees in Payroll B will have their deductions start Dec. 15 (13 days for old plans and rates; one day for new plans and rates).

Deductions for the flexible spending accounts, health savings accounts and life insurance will begin on the first check in January. For employees on Payroll A, deductions will begin Jan. 5. Deductions for Payroll B employees will begin Jan. 12.

Life insurance changes/enrollments that do not require Evidence of Insurability with approval from AUL will be effective Jan. 9 for payroll A and Jan. 16 for payroll B.

## Gov. Daniels in Asia



Governor Daniels and members of the Indiana delegation are given a tour of the Aisin Seiki showroom. Aisin Seiki, a parts supplier to Toyota, recently announced an expansion to its Crothersville manufacturing facility.

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Submit your story ideas in an e-mail to: [spdcommunications@spd.in.gov](mailto:spdcommunications@spd.in.gov)



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## Performance evaluations — the employee perspective

Fall is here again, and with it comes the annual performance evaluation season. As an employee in Indiana state government, why should this process be important to you?

The annual appraisal provides a concrete tool to recognize the results achieved throughout the year and inspire high-performing employees to reach even higher. It provides an opportunity for employees to list their achievements throughout the year and convey that information to their supervisors.

Circumstances in all workplaces are constantly changing, what with new laws and rules on national, state and local levels, technology changes, funding changes and the like. As a result, it is important that employees continually update their skills and stay current with developments in their field. The Employee Development

Plan contained within the Employee Performance Appraisal report provides an excellent tool for structuring learning goals and taking advantage of opportunities for skill enhancement.

Each of us has something on which we could improve. The rating of Needs Improvement should be viewed by employees as an opportunity to position oneself for more challenging assignments and promotional opportunities by taking action on any areas the supervisor points out. Likewise, the rating should be viewed by supervisors as an opportunity to grow employees' skills and abilities toward the achievement of the agency's mission and goals.

The appraisal also addresses performance deficiencies of those employees whose behavior and/or performance are not making positive

contributions toward achieving agency success. High performing employees notice and appreciate when management addresses such behavior and/or performance deficiencies in their coworkers.

Supervisors are expected to review information gathered throughout the review period to ensure that behavior and performance problems are addressed promptly and effectively. Employees should be aware of expectations and standards they are required to meet and should be notified through work improvement plans or disciplinary actions of any deficiencies. These processes provide opportunities for employees to take ownership of the problems and correct them.

Employees seeking more information on performance management can click on this Web site: [www.in.gov/spd/2394.htm](http://www.in.gov/spd/2394.htm). It provides policies and procedures for the program, copies of the appraisal forms and information about setting SMART goals.

Supervisors may take advantage of online training by self-enrolling in the Performance Management Training for Supervisors and Managers. Supervisors may self-enroll using the Quick Step Guide at [www.in.gov/spd/2391.htm](http://www.in.gov/spd/2391.htm).

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## Take your medicine without emptying your pocketbook

### Coming in 2011: Another way to save with generics

In January, Medco—which administers your prescription drug benefit—will introduce enhancements to a feature that may provide you with discounts and savings on prescriptions all year long. For instance, you might be able to pay nothing when you first fill a generic prescription through the Medco Pharmacy™ mail-order service. Watch for more information or visit [www.medco.com/generics](http://www.medco.com/generics) starting January 1 to see whether you can take advantage of this new cost-saving feature.

### Talk to your physician about generics

Most physicians prescribe generic medications on a routine basis. Your physician, however, may not be aware that you can save money by taking generics. It always pays to ask if a generic medication is available and appropriate for you.

If you need more information, visit Medco online at [www.medco.com](http://www.medco.com) or call Medco Member Services at 877-841-5241, 24 hours a day, seven days a week (except Thanksgiving and Christmas).

Information provided by the U.S. Food and Drug Administration (USFDA).

- [Are you taking medication as prescribed?](#)
- [Facts and myths about generic drugs](#)



Original artwork by  
Jerry Williams

## 100 pounds lighter - how did he do that?

INShape Indiana recently talked with Jake Oakman, deputy press secretary in the governor's office, about his success in losing weight. Read on to learn how he got started and stayed on the road to a healthier being:

### How much weight have you lost?

JO: I've lost a total of about 100 pounds from my highest weight.

### How long did it take to get to your current weight?

JO: I was my heaviest in 2005/2006 and lost 20 pounds that I was able to keep off. In May of 2009 I got serious about health again and lost 80 more. I'm still about 20 pounds away from where I want to be.

### What motivated you to lose weight?

JO: A desire to live longer and ride roller coasters again.

### What were some of your biggest obstacles and how did you overcome them?

JO: The biggest obstacle was staying consistent with my diet and exercise. Once I committed to being healthier and started seeing some "real world" results (for example, clothes getting too big) it was easy to stay in the routine.

### How did you stay motivated?

JO: Look at old pictures of myself

and not wanting to go back to that. Also, I didn't like the idea of having to go back to buying bigger clothes.



Before



After



For more information, visit [www.inshape.in.gov](http://www.inshape.in.gov)

### How have you maintained your weight?

JO: I continue to maintain my diet and exercise regimes. I also got rid of all my "bigger" clothes so I do not have the safety net to fall back on.

### What does your daily diet and exercise routine look like?

JO: I try to exercise four or five days a week. If I am being good, I will exercise in the morning. I do some form of cardio every time I exercise and add resistance training three times a week. As for my

diet, I will eat some fruit and drink whey protein after my morning exercise. I have a snack of Yogurt and a granola bar around 10. For lunch I'll try to balance lean protein, good fat from cheese and some whole grains. I'll eat a light dinner usually of fish and some steamed or sautéed vegetables, and allow myself a snack of popcorn towards the end of the evening.

### What is your favorite form of exercise and why?

JO: I like the elliptical machine because it takes the pressure off your joints.

### What is your favorite healthy meal?

JO: Anything involving seafood, especially shellfish.

### What advice would you give to those wanting to lose weight?

JO: It isn't rocket science. Burn more calories than you consume. If you took health class in seventh grade you know what food is good for you and what isn't. Don't trick yourself into believing there is an easy way or a shortcut to losing weight and keeping it off. Ignore the fad diets and miracle machines that are always advertised on TV and instead use resources like INShape Indiana to reach your goals. Keep focused on the long term and realize that you may not see changes immediately, but you will be successful.



## Brush up for your baby's health

Good oral hygiene habits may be among the habits that can affect your baby's health. Pregnant women with gum (periodontal) disease are seven times more likely to give birth too soon to babies who are too small. In fact, premature births are the number one obstetric problem in the United States, according to the March of Dimes.

Premature and underweight babies are more likely to have long-term health problems than babies who are born full term. Many preemies do not survive, and those who do may face a number of serious health problems. So practicing good oral hygiene habits now may protect your baby from health problems later.

### How can gum disease affect my pregnancy?

Gum disease occurs when certain bacteria in the mouth infect the gums. Your gums may become tender, red and even bleed. If left untreated,

this infection may lead to tooth loss. Meanwhile, the bacteria in your mouth can travel through your bloodstream, potentially harming your unborn baby.

### How can I protect my baby?

The best way to prevent gum disease is to practice good oral health habits:

- Brush your teeth after every meal
- Floss daily
- Visit your dentist for regular cleanings and examinations



Treating gum disease may also reduce the risk. While preventing and eliminating gum

disease before pregnancy is best, research suggests that treating the problem after you learn you are pregnant can also be beneficial.

If you become pregnant and haven't seen a dentist in six months, make an appointment to see your dentist right away. Diagnosing and treating gum disease now may reduce health risks to your baby later. And your baby's health is worth it!



The Terre Haute Area Association of Realtors (THAAR) recently presented the Vigo County Department of Child Services (DCS) with 30 "Home Is Where You Are" bags. The bags contained a variety of age- and sex-specific items.

This marked the third year the organization has provided the bags of goodies for the children. This is a wonderful community service that is greatly appreciated by DCS employees and the clients they serve.

## Promote good health by taking precautions

The single best way to prevent seasonal flu is to get vaccinated each year, but good health habits like covering your cough and washing your hands often can help prevent respiratory illnesses like the flu. There also are flu antiviral drugs that can be used to treat and prevent the flu. Here are a few suggestions for preventing the spread of illnesses:



1. Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
2. If possible, stay home from work, school and errands when you are sick. You will help prevent others from catching your illness.
3. Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
4. Washing your hands often will help protect you from germs.
5. Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose or mouth.
6. Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids and eat nutritious food.

Source: [www.cdc.gov/flu/protect/habits.htm](http://www.cdc.gov/flu/protect/habits.htm)

This information is intended for educational purposes only and should not be interpreted as medical advice. Please consult your physician for advice about changes that may affect your health.

## Around the state

### Camp Atterbury provides premiere training site

Camp Atterbury spans 33,000 acres in Johnson County. It's the largest employer in the county with some 1,000 employees. Of that number, 102 are state employees, the rest are soldiers and contractors.

Housekeeping, maintenance, finance, purchasing, security and firefighting are just some of the responsibilities of the state workforce located here on the 33,000-acre site. These actions of these employees have helped Camp Atterbury to maintain its status as one of four mobilization sites left in the country.

Here at Camp, soldiers are processed to be able to deploy to a combat zone. With the help of its partners, the 205th and 189th Infantry Brigades, Camp

Atterbury has mobilized more than 50,000 soldiers, sailors and airmen



*Camp Atterbury has received high accolades for its training opportunities. Here, the soldiers live the field-ready life for about six weeks. This compact outpost, known as a Forward Operating Base, replicates many of the situations troops would face on the battlefield.*

for duty in the United States and overseas. They have also demobilized more than 30,000.



*(Above) Note the solar panels on this pop-up target. Since field artillery can happen at any time, batteries are hooked up for use when the power from the solar panel is drained.*

*(Right) Before leaving the site of any firing range (pistol or rifle), soldiers must empty their weapons into this barrel.*



*One of the 63 firing ranges at the Camp, this range is used for pistol practice. Targets pop up randomly to simulate field action. The ranges boast 1,200 pop-up targets.*



## Grant Writing USA

### Get trained on writing grants

The Indiana Department of Workforce Development and Grant Writing USA will present a two-day grants workshop in Indianapolis, Dec. 16-17. This training is applicable to grant seekers across all disciplines. Attend this class and you'll learn how to find grants and write winning grant proposals.

Beginning and experienced grant writers are encouraged to attend. Tuition is \$425 and includes all materials: workbook and accompanying 420MB resource CD that's packed full of tools and more than 200 sample grant proposals. Seating is limited, online reservations are necessary.

[Read full event details](#)

## Employee discounts

### Staples offers customer appreciation week

Just in time for the holidays, Staples has a way for you to save. The next Staples QPA Customer Appreciation week is the week of Dec. 5-12. If you choose to take advantage of this personal discount, you will need to take the flyer linked below into the Staples retail store as recognition for this program.

[Download the Staples QPA Customer Appreciation Week flyer](#)

### Indiana Pacers extend exclusive December offer

Dec. 10 vs. Charlotte, 7 p.m.  
Dec. 20 vs. New Orleans, 7 p.m.  
Dec. 26 vs. Memphis, 7 p.m.

Balcony level tickets for \$5  
Lower level ticket for \$25

[Use the password SPIRIT when buying](#)



## Indiana State Museum showcases holiday offerings

The Indiana State Museum has a number of offerings throughout December that might be of interest to state employees and their families and friends. All events and exhibitions listed below are free for members and included with museum admission unless otherwise noted.

For more information, call 317.232.1637 or visit [www.indianamuseum.org](http://www.indianamuseum.org)

### That Hoosier Music

Dec. 1-31

Countless popular songs have been written or performed by Hoosiers. Stop and listen as you explore the "Banks of the Wabash," visit "Paradise City" and meet "Jack & Diane." Enjoy the music of Hoagy Carmichael, Cole Porter or Michael Jackson and learn just how many musical genres are influenced by our great state.

### Snowflake Sam and the Best Gift Ever

Through Dec. 4

9:15, 10, 10:45 and 11:45 a.m. weekdays; 11 a.m., noon and 1 p.m. Saturday.

\$7 for adults, \$5 for children ages 3 – 12; \$6 museum member adults, \$4 museum member children ages 3 – 12; children 2 and under are free. As part of Pre-School Week at Celebration Crossing, this original musical features Snowflake Sam as he journeys through Celebration Crossing at the North Pole in search of the best gift ever. Children from the audience will help in his search as he meets

Bruce the Blue Spruce, Rocky the Reindeer and Elbert the Elf. After the show, guests are invited to make the best gift ever (a foldable, no-glue, no-tape card stock box) as part of their visit to Celebration Crossing. Reservations recommended. Call 317.232.1637.

### Holiday Sounds

Dec. 3-19

9:30 a.m.-1 p.m. weekdays; noon-3:30 p.m.

Saturday and Sunday

School and community choirs, bands, ensembles and soloists perform holiday music in the museum's Governor Frank O'Bannon Great Hall each day. Enjoy the sounds of the season in a spectacular holiday atmosphere. Free of charge.

### Santa's Holiday Breakfast

Dec. 4 and 18; 8, 8:30 or 9 a.m.

Dec. 5, 12 and 19; 9 or 9:30 a.m.

Families are invited to share a festive breakfast with Mrs. Claus, Snowflake Sam and Raggedy Ann. Once you've enjoyed your buffet meal, visit Santa at his holiday home and ride the Santa Claus Express train in Celebration Crossing. The breakfast also includes gift bags for children and museum admission. Reservations required. Call 317.232.1637 for reservations and pricing; includes museum admission

### Tea with Mrs. Claus

Dec. 5, 12, 19 and 26

3:30 or 4:30 p.m.

Guests of all ages will enjoy this time-honored

tradition of high tea in the historic L.S. Ayres Tea Room. Mrs. Claus and Raggedy Ann greet guests as they enjoy dainty sandwiches, scones, pastries and their choice of tea to the joyful strains of live holiday music. Reservations required. Call 317.232.1637.

### Girl Scout Holiday Sing III: Sing a Song, Sing out Loud, Sing out Strong

Dec. 11 10 a.m.-3 p.m.

Join Girl Scouts of Central Indiana at the Museum for the 2010 Holiday Sing. Girl Scouts have two opportunities to sing: 11 a.m. to noon or 2 to 3 p.m. Registration opens at 10 a.m. Included with museum admission/discounts available for Girl Scouts with tickets purchased in advance.

Parking is \$3 at the White River State Park Garage adjacent to the museum; show your parking stub at event registration for validation at this special rate. Open to Girl Scouts and their families. Program fee is \$4 per person and includes all-day admission to the museum. Advanced tickets are required. For more information contact Girl Scouts of Central Indiana at 1.877.474.2248.

### Family New Year's Eve

Dec. 31 6-9 p.m.

\$11 per person; \$6 museum members. End the year with a bang with a family-friendly, alcohol-free celebration in the Governor Frank O'Bannon Great Hall. Face painting, stilt walkers, clowns and music by Indianapolis band The Tides highlight the evening. A balloon drop at 8 p.m. allows the little ones to celebrate the New Year in style. Reservations recommended. Call 317.232.1637.

### Celebration Crossing

Thru Dec. 31

Santa and Mrs. Claus will visit with children in their cozy home through Dec. 24. Children will enjoy riding on the Santa Claus Express train and making crafts to take home, while adults gaze into the recreated L.S. Ayres store windows and reminisce about days gone by. The original Santa Claus Express train will be on display for photos. The entire museum comes alive with holiday merriment including bands and choirs in the Governor Frank O'Bannon Great Hall.

The Museum will be open Mondays during the holiday season. Bring your family, tour the museum galleries, visit Celebration Crossing and enjoy the magic of the season Monday through Saturday, 9 a.m. to 5 p.m. and Sunday, 11 a.m. to 5 p.m.

*Save the Date*

The 20<sup>th</sup> Annual

**King Holiday  
Celebration**

**January 13, 2011**

12:00 pm (noon)

**Statehouse  
Rotunda**



INDIANA CIVIL RIGHTS COMMISSION

100 NORTH SENATE AVENUE ROOM N103 ■ INDIANAPOLIS, INDIANA 46204

TO RSVP, CONTACT BRAD MEADOWS, (317) 232-2651, BMEADOWS@ICRC.IN.GOV



## Is It a Cold or the Flu?

Symptoms	Cold	Flu
Fever	Rare	Usual; high (100°F to 102°F, occasionally higher, especially in young children); lasts 3 to 4 days
Headache	Rare	Common
General Aches, Pains	Slight	Usual; often severe
Fatigue, Weakness	Sometimes	Usual; can last up to 2 to 3 weeks
Exhaustion	Never	Usual; at the beginning of the illness
Stuffy Nose	Common	Sometimes
Sneezing	Usual	Sometimes
Sore Throat	Common	Sometimes
Chest Discomfort, Cough	Mild to moderate; hacking cough	Common; can become severe
<b>Treatment</b>	Antihistamines Decongestants Nonsteroidal anti-inflammatory medicines	Antiviral medicines— see your doctor
<b>Prevention</b>	Wash your hands often with soap and water; avoid close contact with anyone with a cold	Annual vaccination; antiviral medicines—see your doctor
<b>Complications</b>	Sinus congestion Middle ear infection Asthma	Bronchitis, pneumonia; can worsen chronic conditions; can be life-threatening. Complications more likely in the elderly, those with chronic conditions, young children, and pregnant women

U.S. Department of Health and Human Services  
National Institutes of Health  
National Institute of Allergy and Infectious Diseases

November 2008  
[www.niaid.nih.gov](http://www.niaid.nih.gov)




Indiana State Park Inns  
\*State Employee Discount\*  
40% Off Room Rates  
December 1, 2010 through March 13, 2011  
Valid at all 7 State Park Inns

No minimum stay required.

Good any day of the week during the promotion.

Subject to availability.

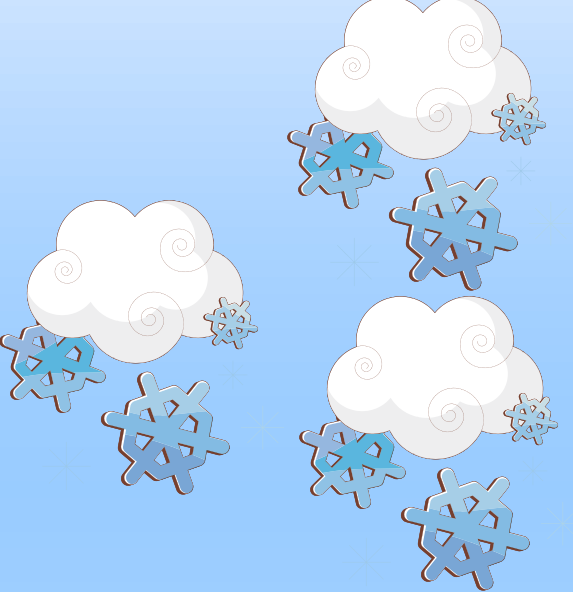
Cannot be combined with any other offer. Not valid for groups.



Call 1-877-Lodges1 for reservations and ask for the state employee discount.

Call Center hours are 8am-8pm

You will be asked for some form of state employee ID upon check in such as an ID badge, paystub, business card, etc.



Abe Martin Lodge-Brown County State Park  
Canyon Inn-McCormick's Creek State Park  
Clifty Inn-Clifty Falls State Park  
Potawatomi Inn-Pokagon State Park  
Spring Mill Inn-Spring Mill State Park  
Turkey Run Inn-Turkey Run State Park  
Fort Harrison State Park Inn-Fort Harrison St. Park

Visit [www.indianainns.com](http://www.indianainns.com) for information about your favorite location.

