



THE CENTENNIAL BRIEFING



CHEYENNE · ELBERT · KIT CARSON · LINCOLN · LOGAN · MORGAN · PHILLIPS · SEDGWICK · WASHINGTON · YUMA

Our mission is to achieve excellence in the provision of behavioral health services that lead to optimal health and well being

DOCUMENTATION TIPS 2 DOCUMENTING IN THE PROGRESS NOTE

Tip #1:

Treatment Plan Goal: The treatment plan goal must be selected in the note and should align with the information entered in "Reason for Visit".

Keep watching each week for more TIPS!

20 TIPS FOR WORKING FROM HOME

Many of our coworkers have been working from home since the Pandemic began it's tour in our areas. If you're working remotely, these tips can help you stay productive and maintain balance.

Maintain Regular Hours

Set a schedule, and stick to it...most of the time. Having clear guidelines for when to work and when to call it a day helps many remote workers maintain work-life balance. That said, one of the benefits of remote work is flexibility, and sometimes you need to extend your day or start early to accommodate someone else's.

Create a Morning Routine

Deciding you'll sit down at your desk and start work at a certain time is one thing. Creating a routine that guides you into the chair is another. What in your morning routine indicates you're about to start work?

Set Ground Rules With The People In Your Space

Set ground rules with other people in your home or who share your space for when you work. If you have children who come home from school while you're still working, they need clear rules about what they can and cannot do during that time.

Schedule Breaks

Know Centennial's policy on break times and take them.

Take Breaks In Their Entirety

Don't short-change yourself during breaks, especially your lunch hour. You can use an app, such as TimeOut for Mac and Smart Break for Windows, to lock yourself out of your computer for 60 minutes.

Leave Home

To the extent that it's allowed and safe where you are during the COVID-19 outbreak, get out of the house, provided you can maintain social distancing of course. The same advice applies to people who work in traditional office settings, too. Leave the building at least once a day. Your body needs to move.

Don't Hesitate To Ask For What You Need

If you're working from home unexpectedly due to coronavirus, ask for what you need within reason. You could be working from home for weeks on end and you should be comfortable, but ordering a new office chair and desk might be asking too much.

Keep A Dedicated Office Space

Dedicate a desk and some peripherals only for work use. For example, when your laptop is hooked up to the monitor and external keyboard, it's work time. When it's on your lap, that's personal time.

Maintain A Seperate Phone Number

Set up a phone number that you only use for calls with colleagues and business partners.

Use a VPN

Use a VPN whenever you're connected to a network that you don't control. Some organizations have their own VPNs that store information meant only for internal use. In those cases, you'll also need to use a VPN at home.

Socialize With Colleagues

Loneliness, disconnect, and isolation are common problems in remote work life, especially for extroverts. It's important to figure out how much interaction you need to feel connected and included.

"Show Up" To Meetings And Be Heard

Certainly, you'll take part in video conferences and conference calls, but it's a good idea to attend optional meetings sometimes, too. Be sure to speak up during the meeting so everyone knows you're on the call.

Get Face Time

Don't wait around for someone to invite you to the office or an event. Be proactive.

Take Sick Days

When you're not well, take the sick time you need.

Look For Training Opportunities

You can find and request online courses, training, and coaching if you need it.

Overcommunicate

Working remotely requires you to overcommunicate. Tell everyone who needs to know about your schedule and availability often. When you finish a project or important task, say so.

Be Positive

The less face time we have with people, the less they know how to interpret tone in writing. When you work remotely full-time, you must be positive, to the point where it may feel like you're being overly positive. Otherwise, you risk sounding rude. It's unfortunate, but true. So embrace the exclamation point! Find your favorite emoji :D. You're going to need them.

Take Advantage Of Your Perks

Working remotely comes with unique perks. Take advantage of them. You deserve it.

Don't Be Too Hard On Yourself

The most successful remote employees have a reputation for being extremely disciplined. After all, it takes serious focus to do any full-time office job from an unconventional space. That said, everyone lets their attention drift sometimes...it happens, give yourself a break.

End Your Day With A Routine

Just as you should start your day with a routine, create a habit that signals the close of the workday. It might be a sign off on a business messaging app, an evening dog walk, or a 6 p.m. yoga class. Something as simple as shutting down your computer and turning on a favorite podcast will do. Whatever you choose, do it consistently to mark the end of working hours.