

## OEAP and UBH Working Together: In Providing Quality Mental Health Services and Assistance

By United Behavioral Health and Ohio Employee Assistance Program (OEAP)

The Ohio Employee Assistance Program (OEAP) works closely with United Behavioral Health (UBH) in ensuring that State of Ohio employees, who utilize the services of the OEAP are receiving quality mental health services and assistance. This is accomplished by the OEAP team working closely with the UBH's team of professionals. Regular meetings are held between UBH, the Department of Administrative Services (DAS) and OEAP which serve as an opportunity to discuss any UBH services issues and concerns.

To help you become more familiar with UBH, the following highlights many of the website resources and tools available to you:

- ▼ Resources for Life Challenges
- ▼ Online Clinician Search
- ▼ Online Wellness Information
- ▼ Life Stages Centers
- ▼ Mental Health Condition Centers
- ▼ Take Steps to Personal Change
- ▼ How to Log On

You can find the tools you need to face everything life may present to you. The tools and resources are available around the clock and can be accessed from the convenience of your desk or the comfort of your home.

### Resources for Life Challenges

Feeling overwhelmed or anxious? Are the demands of balancing work and life wearing you down? Maybe you've got a conflict you're not sure how to deal with, or you want help creating a budget, quitting smoking or losing weight. The resources you need are available to address some of the above concerns at [www.liveandworkwell.com](http://www.liveandworkwell.com).

There are many interactive self-help programs to:

- ▼ Control stress and manage depression
- ▼ Stop smoking or change unwanted behaviors
- ▼ Learn about ways to control substance abuse



### Online Clinician Search

One of the most popular features on [www.liveandworkwell.com](http://www.liveandworkwell.com) is the Online Clinician Search. This tool allows you to locate a clinical provider near you that will help you cope with depression, alleviate anxiety or understand addiction and other behavioral health concerns. The clinicians listed are all in-network providers and will help you maximize your benefits.

### Online Wellness Library

The UBH website offers a health and wellness library along with a resource of doctors, clinicians and other experts in the comfort and convenience of your home. Simply browse the site to find the information and resources you need.

### Life Stages Centers

At [www.liveandworkwell.com](http://www.liveandworkwell.com) you will find support to guide you through the challenges of relationships, elder care, parenting, living with chronic conditions and more. Many life-changing-event tools are available to provide you with personalized advice and assistance.

### Mental Health Condition Centers

You can obtain information, assessments, tools and resources to deal with depression, anxiety, substance abuse, ADHD, autism, Alzheimer's disease, anger, eating disorders and more. Also, there is help to assist you with grief and post-traumatic stress for yourself or a love one.



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# Making Merry and Staying Sane

By: [Liveandworkwell.com](http://Liveandworkwell.com)

Most families experience a holiday season packed with activities, including school plays, office parties or other celebrations. With as much joy and excitement as the holidays bring, they can also be tiring and stressful. It is possible to find a balance. Continue reading to find out how to make merry and stay sane!

## Simplify Your Celebration

There are many opportunities during the holiday season to celebrate with friends and family, but be careful not to over-extend yourself and over-commit. If you don't have a healthy balance between holiday activities, work and family, you won't be able to enjoy what matters most. Here are a few ways to simplify:

- ▼ **Un-clutter your schedule.** Start by planning ahead and learning to say "No." Do what is best for you and your family. Make commitments, but let your hosts know that in this busy time, you may not be able to do everything.
- ▼ **Decide to spend your time doing activities that are important and meaningful to you.** Do what you feel you should do.



- ▼ **Re-think your gift-giving so it is in line with your resources, values, and beliefs.** Instead of exchanging gifts with a friend or relative you haven't seen in a while, suggest a lunch date. If you have a big family, consider exchanging names for a few individuals rather than buying for everyone.
- ▼ **Use the motto of "choose the best and leave the rest!"** Accept that you can't possibly go to every function, and that the holiday will never be and never should be "perfect." You'll keep your sanity and the holiday spirit at the same time.

## Take Care of Yourself

If you are too tired or too busy, you can't enjoy the season and all of the celebrations that come along with it. Keep a sense of balance and moderation when it comes to your lifestyle choices and commitments. Don't stop taking care of yourself just because you're busy.

Make an effort to maintain your timeline even with a busy schedule; this includes your exercise program and a healthy diet. With the stress, the holidays may bring, reserve some quiet time for yourself-your body needs rest. Take a few deep breaths when things get hectic or go for a walk.

The holidays are inevitably a busy time for most and even simplifying takes a little work, although it's well worth it. Remember, this time is what you make of it.

# Assertiveness Saying Yes, Saying No

By: Parley International

Do you have trouble saying what you think? Speaking directly? Asking for help? Do you always go along with what someone else wants because you're afraid to say "no"? Learn to be assertive.

## Confront Old Fears

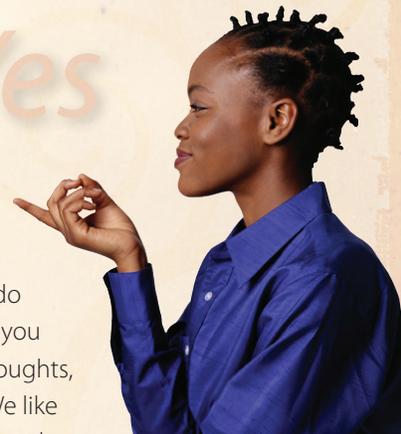
Many of us were taught as children to "be nice" and not to "say things like that." Since children are often too young to know what's appropriate, it might make sense that our natural honesty is silenced. But many of us carry those lessons into adulthood. When confronted with situations in which we really must communicate honestly we don't know how. We're too afraid of hurting others' feelings, of being rejected or of making mistakes.

## Learn to Say What You Mean

Assertiveness is the ability to express your thoughts and feelings while allowing others to do the same. When you are assertive you acknowledge that others have thoughts, and feelings and points of view. We like to know we've been heard. But after the acknowledgement, the assertive person repeats his or her view or feelings.

## Enjoy Clearer Communication

Some people are highly skilled at getting what they want through manipulation, placing blame or inducing guilty feelings in others.



## Setting Healthy Goals: *Tips for Families*

The following tips can help you and your children successfully plan and achieve your goals:

1. **Be specific.** When thinking about goals, be as exact as possible. People who set specific goals are more likely to succeed. For example, instead of saying that you want to save money, set a specific goal to save \$20 (or whatever your goal amount is) per week.
2. **Put it in writing.** Write down exactly what you want to achieve and post it in a place where you will see it every day. This will help remind you of what you're working toward. When you write, use positive terms. For example, instead of writing, "I will stop eating junk food" re-word your goal in more positive terms: "I will make healthy food choices."
3. **Set realistic goals:** When you think about setting goals, make sure they are within your reach. Be mindful of your finances, schedule and other personal affairs. Remembering these important factors will help you set realistic goals. It's unreasonable to expect to make a lot of big changes at the same time.
4. **Develop an action plan:** Create a timeline with steps toward your goal. Set deadlines for each step and cross them off as you go. Sometimes just crossing things off and watching your list get smaller can give you a sense of accomplishment and help you stay motivated.
5. **Believe in yourself.** Stay positive about your progress. Share your goal with a friend and ask him to help keep your spirits up. To quote Henry Ford, "If you think you can or you can't, you're right."
6. **Be flexible.** Keep in mind, setbacks can happen. Don't get discouraged and give up. Try again! Your hard work will pay off!
7. **Ask for help.** If you get stuck or need a little encouragement, don't be afraid to talk about it. You might be surprised what kind of support people offer.
8. **Reward yourself.** Acknowledge your achievements, even the small ones. Reaching a goal takes hard work and you should be proud of your efforts. Celebrating could mean sharing an apple with your child or taking some time for yourself.

Having clear goals and a plan can bring your family together and help you be healthier all year. All positive changes—tiny or drastic— can improve your everyday life.

By: *Liveandworkwell.com*

### **Assertiveness continued from page 2**

Once you begin to communicate clearly, people will tend to stop using manipulative communication with you because they know it's not effective. Your interaction with others can then be more honest and more satisfying.

### **Keep To The Point**

Sarah promised Joan that she would take her shopping on Saturday. An emergency has come up and Sarah dreads calling her to cancel plans because Joan can be difficult when she doesn't get her way. Sarah might be thinking, "Why doesn't she get her own car? Why does she always rely on me?" because Sarah is nervous about having to tell Joan she can't go. But the fact that Joan doesn't have a car or she always relies on Sarah is not the point of this conversation. The point of this conversation is to cancel plans with Joan.

### **Sarah states the situation:**

**SARAH:** "I'm sorry, but I can't take you shopping today, Joan. My husband has to go to work and he has to take my car."

Joan tries to make Sarah feel guilty:

**JOAN:** "But you promised me! Now what am I going to do?"

Sarah acknowledges Joan's disappointment and then restates the situation:

**SARAH:** "I understand that you're disappointed and I'm sorry that there's been a change in plans, but I won't be able to take you."

Joan, surprised by Sarah's firmness, realizes that she has no alternative:

**JOAN:** "Oh. Okay. Maybe some other time."

Sarah would like to go with Joan some other time, so she gives Joan a specific action:

**SARAH:** "Sure, Joan. Give me a call next week and we'll arrange another time."

### **Learn Other Communication Skills**

Use confident body language, and a clear voice and tone. Be a good listener. Ask questions, if you're not sure you understand. Use common courtesy. Remember that others have the right to disagree.

### **Take The First Small Steps**

Assertiveness does not happen overnight nor does it happen all at once. Like any new skill it is learned in small steps. Try rehearsing new situations. As you gain confidence, you are gradually adding new skills. Over time your self-respect will shine through and those around you will respect you for saying what you mean.

# TIPS for Successful Shift Work

By: Parley International

## SLEEP

- ▼ Environment should be dark, cool, sound proof and uninterrupted.
- ▼ Plan a sleeping pattern and try to be consistent.
- ▼ Avoid inconsistent napping.
- ▼ Don't force sleep.
- ▼ Allow adequate time for sleep.
- ▼ Avoid sleeping pills and alcohol.

## NUTRITION

- ▼ Eat one daily meal with family.
- ▼ As you approach bedtime, eat more carbohydrates and less protein and fats.
- ▼ Sleep with light foods in stomach.
- ▼ Avoid excessive fluids before sleep.
- ▼ Eat three healthy meals daily.
- ▼ Avoid spicy or greasy foods, especially when starting night work.

## SOCIAL LIFE

- ▼ Talk to family about adjustments.
- ▼ Ask for support.
- ▼ Discuss house security.
- ▼ Have a family calendar which includes activities and sleep times.
- ▼ Plan quality time to compensate for times you can't be there.
- ▼ Work at keeping family life enjoyable.
- ▼ Keep physically active.



OEAP and UBH continued from page 1

## Take Steps to Personal Change

You can access a suite of interactive, self-paced programs to assist you with relevant, personalized, on-demand information regarding depression, anxiety, stress, alcohol, drugs and tobacco concerns.

## How to Log On

Using these tools and resources are easy! Just go to [www.liveandworkwell.com](http://www.liveandworkwell.com) and enter the access code provided through your OEAP office or agency EAP Coordinator. Or you can register and create your personal user name and password. Spanish speakers can visit [www.MenteSana-CuerpoSano.com](http://www.MenteSana-CuerpoSano.com). Your [www.liveandworkwell.com](http://www.liveandworkwell.com) access code works for this site as well.

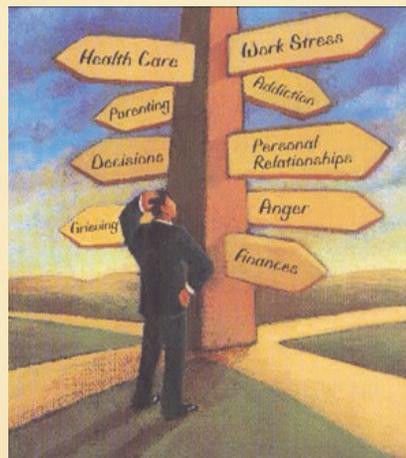
Life is the good days, the bad days and every day in between. Maintaining mental health and well-being is critical because just getting by is not enough. OEAP and UBH working together can help you!

Visit [www.lifeandworkwell.com](http://www.lifeandworkwell.com) today. It's convenient, confidential and absolutely free to members. What are you waiting for?

*Are you at your breaking point?  
Contact the OEAP today  
for confidential assistance.  
800-221-6327*



Your employee assistance program offers confidential help for personal problems and concerns. Concerned about a troubled family member who won't get help? Feel tired and exhausted, but don't know if it's burnout, loss of motivation, depression, or all three? Late for work too often? Has use of alcohol or drugs created a crisis you are facing right now? The bottom line: Never wonder if your concern is suitable for the OEAP. So, if you've been putting off taking action to solve a serious issue that is weighing on you, give the OEAP a call today.



*Having problems with your  
emotional eating habits?  
Contact the OEAP today  
for confidential assistance.  
800-221-6327*

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