



Supervisors in home and residential care taking part in one of several exercises as part of the first of several *Coaching Supervision* classes (see article)

The Georgia Association of Homes and Services for the Aging (gahsa) is the statewide association of over 150 key not-for-profit and other mission-focused organizations dedicated to providing quality housing, health care, community based and other related services for older Georgians. Gahsa's mission is to represent and promote the common interests of its members through leadership, advocacy, education and other services in order to enhance each member's ability to serve older Georgians



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Inside gahsa News from the Staff

GAHSA Task Group Recommends Exploring Name Change

The Georgia Association of Homes and Services for the Aging is exploring the possibility of changing its name to *Aging Services of Georgia*. There are both philosophical and practical reasons for this strategy.

Philosophically, the proposed new name represents a more progressive, enduring and broader identity. Practically, the proposed new name is more succinct -- making it more recognizable and memorable among association members and their respective boards of directors and residents; policy shapers; consumers; and media.

Information will be mailed to members in the next few weeks that outlines the rationale, and research and analysis behind the proposed name change, as well as the practical considerations, implementation strategies and tentative timeline schedule, etc. The proposal is [available here](#).

In 2006, the California Association spent significant resources and developed a comprehensive plan to explore the idea of a name change. Even though several aahsa affiliates have changed their names through the years, California was the first aahsa affiliate to change the name of the association to Aging Services of California. Since then, Washington State, Minnesota and Arizona have changed their names and others have task groups working on this project. aahsa responds that they applaud states recreating themselves to resonate more with their stakeholders. Aging Services of California has shared information regarding their research, some of which we have adopted in the work group relating to Georgia. A part of this process will include additional PR for the association that

Hospice

corresponds to the celebration of our 35th anniversary.

Vacancy Report

Career Opportunities

AAHSA Information

Website Notes,
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Events at a Glance



GIA Partners

**Thursday,
July 10**

[Specialist in Housing Credit Management \(SHCM\) Exam](#)
SAHMA Training Room



Ziegler Capital
Markets Group

**Wednesday,
August 13**

[Fund Development Seminar with Benevon](#)
1:00 - 4:30 pm
gahsa Offices



Occupied
Renovations

Thursday, August 21

[Strategically Positioning Your
Organization for the Future](#)
9 am - 4:30 pm
Bank of America
Conference Center



Cornerstone
Senior Living

Over the past two years, a collaboration of AAHSA, the Professional Development Network (PDN), a network of AAHSA state educational directors, the University of North Texas, and the Coalition for Leadership in Aging Services (CLAS) has developed a national educational agenda on issues critical to the success of aging services organizations. With GAHSA leading the effort, KAHSAs, SCANPHAs, and TNAHSAs are joining in offering this exciting program. The one-day seminar is designed to help aging services provider focus on strategic positioning by identifying the possible scenarios likely to impact the future and how to pursue strategies that will lead to success under the different scenarios.

Monday & Tuesday, August 25-26

[Coaching Supervision: Skills for Supervisors in Home & Residential Care](#)
9 am - 4:00 pm
gahsa Offices
NOTE: This training will be available for housing providers in 2009



Moore Stephens
Lovelace, P.A.

**Wednesday & Thursday
August 27-28**

Service Coordinator Conference
Creating a Culture of Excellence
Wyndham Peachtree Conference Center



GIA Supporters

Thursday, September 4

First Annual Culture Change Summit
Many Paths to Person-Centered Care
This summit is geared toward anyone throughout the continuum of aging services providing program and services to seniors.
Loudermilk Center



Thursday, September 11

GAHSA Summer Luncheon

Mauldin & Jenkins



PLUS Invited Guest, *The Long Term Care Solution*, The national framework for financing the future of LTC in America will be presented with a panel response – how it relates to Georgia
Loudermilk Center

**Thursday & Friday
September 18-19**

[Coaching Supervision: Skills for Supervisors in Home & Residential Care](#)

9 am - 4:00 pm

gahsa Offices

NOTE: This training will be available for housing providers in 2009

LW Consulting, Inc.



GIA Friends

Tuesday, September 23

South Georgia Regional Conference
Lake Blackshear Resort

The Law Offices of
Williams & Edelstein

Sunday, September 28

GIA Fundraising Cabaret
Helene Mills Center

[see article](#)

Dixon Hughes

Thursday, October 2
Forums Day

Pfizer



GIA Contributors

Tuesday, October 28

Fair Housing Symposium
Christian City, Union City GA

HVAC Services

Tuesday, November 4

Ethics Symposium with Nancy Kriseman
Canterbury Court, Atlanta

Kings Bridge
Retirement Center

**Thursday & Friday
November 13-14**

[Coaching Supervision: Skills for Supervisors in Home & Residential Care](#)

9 am - 4:00 pm

gahsa Offices

NOTE: This training will be available for housing providers in 2009

Seth Strongin



AAHSA

<http://www.aahsa.org>

Keep Up with the Quality
First Program

General Notes of Interest

Quality First Know It, Show It

Quality First is like a mirror that reflects who we are and what we stand for as aging-services providers.

"Know it, Show it" includes two key pieces:

- (1) Striving for continuous quality improvement;
- (2) Promoting consumer understanding and earning the public's trust.

[Click here](#) to watch a short video on how to "Know It, Show It."

Learn more about Quality First [here](#).

Research targets new gene linked to Alzheimer's

New research has potentially linked Alzheimer's disease with calcium dysregulation—a theory that had been proposed by several research groups, but never been proven. A newly discovered gene called calcium homeostasis modulator 1 (CALHM1) is at the center of the new research. Located predominantly in the hippocampus—the area of the brain usually first affected by Alzheimer's—the gene has not only been found to help regulate the flow of calcium to cells, it also plays a part in the development of amyloid-beta plaques, a leading contributor to Alzheimer's. Variants on this gene have been found more frequently in people with Alzheimer's than those without. Researchers estimate that a single copy of one of the variants raises the likelihood of developing Alzheimer's by up to 44%. Because the gene is located almost exclusively in the brain, it is a good candidate for amyloid-beta therapies, researchers at The Feinstein Institute for Medical Research say. Report findings are an important step in understanding the connection between calcium regulation in the brain and the harmful accumulation of amyloid-beta plaques. The report will be published in the June 27 issue of the journal *Cell*.

Source: McKnights.com

Program on Pain in Older Adults --How to Try This

Pain is often undertreated and underdiagnosed in older adults. Regular use of short, simple, reliable pain-rating scales provides nurses and physicians with measurable information to establish and modify a pain management plan. This article describes the use of three widely used pain-rating scales: the numeric rating scale, the verbal descriptor scale, and the Faces Pain Scale—Revised. To read or view the articles and videos featured this month go to: www.NursingCenter.com/AJNolderadults and click the How to *Try This* link. For a free online video demonstrating the use of these scales in older adults, go to links.lww.com/A251. This video includes demonstrations of how to assess for pain in any older adult, and to reassess to determine the effectiveness of interventions, using four distinct tools: the Faces Pain Scale, the Verbal Descriptor Scale, the Numeric Rating Scale, and the Pain Assessment in Advanced Dementia Scale (PAINAD). In this program, interdisciplinary team members also develop a care plan to address chronic pain in a patient with severe arthritis and a history of joint replacement, and family members who have discouraged use of medication for fear addiction might result. *This video organizes information in chaptered formats for viewers interested in specific aspects of the program.*

HCS Salary Survey

Hospital and Healthcare Compensation Service (HCS), publisher of the Hospital, Nursing Home, and Home Care Salary & Benefits Reports, is conducting its 2nd annual national Rehabilitation Compensation Study. This study will cover rehabilitation jobs in Hospitals, Home Health, and Nursing Homes. Last year's Report had 2,200 total participants reporting on 3,000 therapy employees.

The brief study covers thirteen rehab positions. Data surveyed includes actual salary/hourly rates, bonuses, and per diem rates, as well as benefits granted. Results will be reported separately for hospitals, home health, and nursing homes, showing data by county, state, and region.

A questionnaire can be [downloaded here](#). Please note there is a reduced

purchase price for participants.

Completed questionnaires are due to HCS by July 21, 2007. Please email your completed questionnaire to rzabka@hhcsinc.com. If you have any questions, please email or call Rosanne Zabka at (201) 405-0075, ext. 11.

Hope you can participate! Thank you.
Erica Bednarz, HCS; Ph: 201-405-0075; Fax: 201-405-2110
ebednarz@hhcsinc.com www.hhcsinc.com

Public Hearing Alert!!!!

ARC is currently preparing an update to the 2006 Regional Transportation Participation Plan. It will go out for a 45-day public review starting July 22, 2008. Can you take a few minutes to review what we have so far, so we can incorporate before it goes out for public review? The primary changes in the plan are:

Updating the Regional Transportation Plan/Transportation Improvement Program (RTP/TIP) revision process to conform with the State of Georgia Statewide Transportation Improvement Program (STIP) process including: establishing thresholds for administrative modifications and amendments and adding earmarks to the amendment process. Also the revision process now includes establishing a procedure to address revisions to controversial projects and clarifying the public participation process for amendments. All of these can be found in **Appendix D**.

The update also includes changes to Section 111.7 Evaluation Process – adding quantitative criteria.

Overall, the plan is visually different – adding pictures; moving more procedural information to the appendices, and making the document more readable and user-friendly.

The pre-review document is now on the ARC website in sections, each section followed by a survey to capture your thoughts on how we should change or make better. Click on

<http://www.atlantaregional.com/html/364.aspx> to access the site.

Deadline to receive initial comments is July 18, 2008.

The 45-day review process then begins on July 22, 2008 with ARC committee considerations in September, 2008.

If you have any questions, please contact Judith Dovers;
jdovers@atlantaregional.com or 404-463-3272.

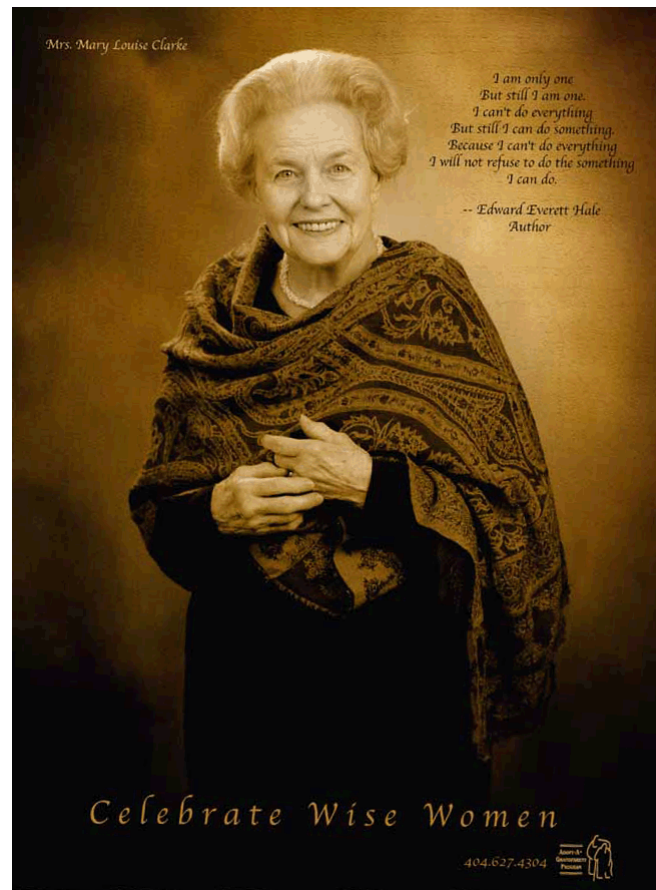
Call for Participation...2008 Photo Essay

Adopt-a-Grandparent is spearheading a Photo Essay Project of women who are interested in participating. Essentially, the project will photograph women 70 and older and record their "words of wisdom" for the next generation. The purpose is to:

1. Acknowledge that senior women are beautiful, strong, and relevant to the world.
2. Recognize wisdom has been earned by mature women and their depth of experiences. Wisdom is lost unless shared.
3. Honor our grandmothers by recognizing the vibrancy of their lives and what they learned from their mothers and grandmothers.
4. Remind daughters and granddaughters of their heritage and upon whose shoulders they now stand.

They are looking for women of all ethnic and religious backgrounds. If you know of anyone that might be interested, please pass their contact info onto Jacque Thornton (jthornton@gahsa.org) or Alexis Dalmat:

Alexis Dalmat, Executive Director, Culture Connect, Inc.
 Phone: (404) 292-8457 ex.1 ; Fax: (404) 292-8458
www.cultureconnectinc.org



Alexis will put them in touch with a point person on this project. Here is a sample of what the photo might look like. Thanks for you help!

New Legislation Would Help Address Workforce Shortage in Geriatrics

AAHSA is heavily involved in advocating for the passage of the Caring for an Aging America Act of 2008 introduced by Senators Barbara Boxer (D-CA) and Susan Collins (R-ME). The bill seeks to attract and retain trained health care professionals and direct care workers dedicated to providing quality care to the growing population of older Americans by providing loan forgiveness and career advancement opportunities (it would provide \$130 million in federal funding over five years to physicians, nurses, home health aides, and nursing assistants). The bill would also establish a health and long-term care workforce advisory panel for an aging America. For more information on the bill and to help us advocate for its passage, please contact [Morgan Gable](#), AAHSA or at 202-508-9427.

Food Stamp Improvements Become Law

Congress overrode President Bush's veto of the farm bill, so it has now become law. One provision important to seniors is an increase in the

minimum food stamps benefit from \$10 per month to \$14 per month, the first such increase in more than 30 years. The vast majority of those who receive food stamps at the minimum level are seniors. The law makes dozens of other constructive changes in food stamps and also renames it the Supplemental Nutrition Assistance Program.

Public Policy Update

Many changes that are a result of new legislation (SB 433) have gone into effect July 1, 2008. As you know, the Department of Community Health (DCH) and the Department of Human Resources (DRH) are going through transitions. Parts of the Office of Regulatory Services (ORS) are being moved to DCH. Right now, the plan is that the nursing home and personal care home areas are being moved to DCH. Adult Day Care, Community Living Arrangements, Hospice (and several other programs like Dialysis) will stay in DHR.

We are continuing to work with regulators regarding the new CCRC rules relating to the certificate of need (CON) legislation. We are trying to determine how to "grandfather in" CCRCs with newer CONs (less than 5 years old) relating to their nursing home beds. DCH is requiring providers now submit a "letter of determination" instead of going through the old CON process.

The licensure process for adult day centers is moving forward and the department will be training for the new rules/regulations. The DHR Board should finally approve the rules/regulations the middle of this month and ORS will begin training related to these new rules in August or September.

Lastly, the Health & Safety consumer-friendly rating site for assisted living facilities should be on the DCH web site available for the public soon. We have one last meeting before the department will go live with the information. SB 433 eliminated the CON for assisted living (was for only facilities with 25 or more beds). If you want to increase your beds from 24 beds or more or increase your capacity, you must still obtain a "letter of determination" and pay a \$250 fee so receive documentation that you are exempt from a CON.

Watch for updates and details in the August coffey-break.

Business Connection Updates from our Associate Members

What is a Marketing Community?

Making everyone a marketer of your community not only keeps occupancy in the black, but also adds an uplifting feeling for residents, staff, and the community-at-large! How you ask? Residents are happier because there are new acquaintances to be made and interact with, the staff are proud because they are an important part of the marketing team in and outside the community, and the community-at-large see a vibrant, active neighbor that offers a quality service in the marketplace.

So how do you do this? Simple. It's accomplished through on-going training and recognition. Starting a regular, consistent in-service on how each staff member can be a part of the marketing team is essential. Recognize those staff members who exemplify excellence when it comes to doing their part in the marketing effort on a monthly basis. Present them a certificate, place their photo and a write-up of the honoree in the community newspaper and send out a press release to your local area newspaper.

Start today and you'll be amazed how this process will positively impact your community's marketing objectives.

For more information contact:

Tee Nearman

GlynnDevins Advertising and Marketing

Office (770) 574-4412

Fax (817) 582-9434

Email: TNearman@GlynnDevins.com

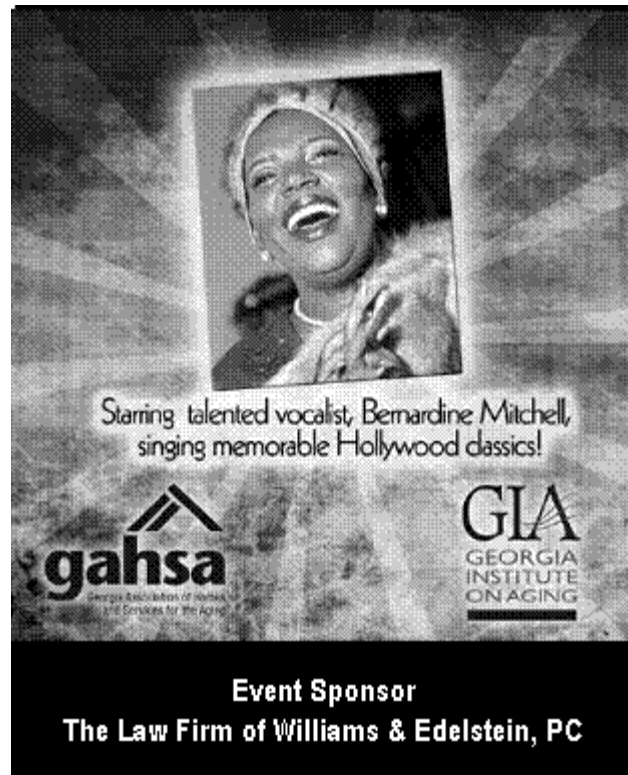
Advertising. Marketing. Understanding.

GIA News

Upcoming Events

**6th Annual Dinner Cabaret Fundraiser
Sunday, September 28th (6 p.m.—9:30 p.m.)**

[Click here for Ticket Reservations](#)



ELITE PARTNERS

6th Annual Dinner Cabaret Fundraiser
 starring talented vocalist and actress
 Bernardine Mitchell
 September 28, 2008 (6 :00 ~ 9:30 p.m.)
 Location: Helene Mills Senior Multipurpose Center
 Downtown Atlanta

Platinum sponsor \$2000

Sponsorship of the Cabaret Benefit at the platinum level:

Premier seating during the event for six. Verbal recognition with Table Signage and prime networking opportunities. And to make it special for your guests, a bottle of Champagne will be provided.

Gold sponsor \$1000

Sponsorship of the Cabaret Benefit at the GOLD level:

Premier seating during the event for four. Verbal recognition and Table Signage with prime networking opportunities. And to make it special for your guests, a bottle of Wine will be provided.

Bronze sponsors \$500 or Sky miles for Roundtrip Flight for 2 as a donation for the Silent Auction

Sponsorship of the Cabaret Benefit at the BRONZE level: premier seating during the event for two. Verbal recognition with Table Signage and prime

networking opportunities.

[Click here for Cabaret Flyer](#)

Last Month

News Throughout the Continuum

HUD Requires On-line Reporting and Payment for Section 236 Excess Income

As of Aug. 31, you must use a new Treasury Department site to submit Section 236 excess income reports and any payments that may be due. Optional registration to help make repeated use of this on-line submissions portal easier will not be available until Oct. 1.

\$15 Million to Help Beneficiaries Learn About Medicare

The Centers for Medicare & Medicaid Services (CMS) recently announced that an additional \$15 million would be distributed to State Health Insurance Assistance Programs (SHIPs) to help people with Medicare get more information about their health care choices. CMS expects the SHIPs to use the increased funding to conduct community-based programs targeted at reaching more beneficiaries who are unable to access other sources of information such as the CMS on-line tools at <http://www.medicare.gov>.

HUD Clarifies PRAC Rent Adjustment Policy

The Department of Housing and Urban Development (HUD) recently clarified that procedures outlined in the April memo on project rental assistance contract (PRAC) rent increases apply only to PRAC programs already occupied and receiving subsidies. Notice H-06-06 remains in effect, allowing for pre-occupancy rent adjustments according to a different set of procedures. Contact: [Colleen Bloom](#), AAHSA, 202.508.9483.

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As of **August 31**, you must use a [new Treasury Department site](#), to submit Section 236 excess income reports and any payments that may be due. Optional registration to help make repeated use of this online submissions portal easier will not be available until **October 1**. Contact: [Colleen Bloom](#), AAHSA, 202.508.9483.

CCRC Director of Nursing Salaries Increase in 2008

The national average salary of Directors of Nursing (DON) in Continuing Care Retirement Communities (CCRCs) increased 4.07% in 2008,

according to the eleventh annual AAHSA Continuing Care Retirement Community Salary and Benefits Report, just published by Hospital & Healthcare Compensation Service (HCS).

The Report is published in cooperation with the American Association for Homes and Services for the Aging (AAHSA).

Nationally, the average salary of DONs in CCRCs with a revenue size up to \$14,999,999 was \$72,666, compared with a national average salary of \$81,632 in CCRC's with revenues greater than \$15,000,000. The national average salary for DONs in CCRC's with less than 300 total units was \$72,783, compared with \$79,340 in CCRCs with 300+ total units.

The national average percent of bonus paid to salary in 2007 was 5.53%, compared with 8.14% in 2008. 489 CCRCs participated in the study and provided compensation data on 72,336+ employees nationwide. The Report covers 42 management and 41 non-management positions. Data are reported according to revenue size, total unit size, geographic region, city, and state. Also covered are 21 fringe benefits, turnover rates by department, and projected salary increases for 2008 to 2009. Data are effective as of March 2008.

The complete 288-page Report will be published in late June. GAHSA has a copy available for members to review. Contact [Susan Watkins](#) for more information. The cost of the Report is \$295. The AAHSA Member price is \$225. Also available with the purchase of the hard copy book are the Report results in Excel. The Excel tables contain the salary/hourly data from the published Report and show the data results by job for each grouping (i.e. state, beds, profit type, etc.)

To order call HCS at (201) 405-0075 or go to www.hhcsinc.com. A separate report covering nursing homes will be available in July.

CMS Outlines Rights of Medicare Hospice Patients

Medicare beneficiaries with terminal illnesses have their right to determine how they receive end-of-life care outlined for the first time in a new regulation soon to be published by the Centers for Medicare & Medicaid Services (CMS). In the first overhaul of regulations governing the hospice industry since 1983, the new Medicare Conditions of Participation (CoP), include explicit language on patient rights that had not existed under the previous regulations. View the CMS press release [here](#) for additional information.

CMS Plans to Adopt a Five Star Rating System to Assess Quality Care in Nursing Homes.

CMS plans to rate facilities and post the respective facility rankings on the government's [Nursing Home Compare Website](#). The shift to the five-star rating system marks the first time regulators will make qualitative judgments. In the past, the site has simply noted survey citations. The new system, is similar to rankings for movies or restaurants. They intend to have it up by December. The data and methods for determining ratings would need to be determined by the end of summer to achieve timing goals.

The backbone of the system is state survey results, information on 19 quality measures and staffing data. Other information could also be considered. [Click Here](#) to view a screen shot of the proposed five star

rating system. Descriptive information about the quality rating system and its progress may be obtained after June 22, 2008 on the CMS "Hot Topics" webpage. The five-star rating system will begin to be published in December 2008. During June and July 2008 the agency is soliciting ideas, comments, and suggestions from the public, consumer groups, nursing homes, and many others. Comments may be sent to BetterCare@cms.hhs.gov.

Lawmakers have successfully pressured CMS to reveal the names of poor performing facilities. In addition, the pending Grassley/Kohl bill would require ownership information and expanded legal protections for dissatisfied residents and their families. During an "Open Door" telephone conference call Tom Hamilton said: "I would stress that we're not just looking at factors we can build into the process between now and December," said Hamilton is director of the nursing homes survey and certification group at the Centers for Medicare & Medicaid Services. "The value of this whole enterprise will form CMS direction for many years to come as to what the development agenda will be." Comments be sent to a special e-mail address: bettercare@cms.hhs.gov by July 23 to help regulators.

Part of the process will include a limited number of meetings with stakeholders, he noted. Among the issues to be worked out are how to make sure smaller facilities, which currently might not register on quality indicator scales, are fairly included; how hospital-based facilities would be factored in; how consumer and staff satisfaction reports can be judged for validity; and how to properly educate consumers on how to use information that is included in the Nursing Home Compare Web site. Hamilton also clarified that only substantiated-not alleged-violations would be factored into any rankings, and that rankings would be updated "at least quarterly" on a rolling basis.

AAHSA is tracking this very closely and state associations are having regular conference calls regarding this rating system

Advancing Excellence Supports Consistent Assignment

Advancing Excellence in America's Nursing Homes is a national campaign to improve the quality of care and life for the country's 1.5 million people receiving care in nursing homes. Nursing homes, their staff and consumers can join in this effort by working on the campaign goals, designed to improve quality.

[Click here for the entire document.](#)

Vacancy Report

GAHSA VACANCY REPORT

Please assist your colleagues by sharing this information when you receive calls from consumers you cannot serve.

Facility	Units	Cost	Type of Subsidy/Waiver
Campbell-Stone Apartments in Buckhead	2 – Studio	\$650	Sec. 8
	2 – One Bedroom	\$800	Sec. 8
Lutheran Towers in Midtown Atlanta	2 – Efficiency		Sec. 8
Springfield Gardens in Warner Robbins	1 – One Bedroom	\$627	HUD PRAC
The Zaban Tower in Atlanta	4 – Efficiency		HUD PRAC
	Personal Care:		
	1 – Studio	\$210	HUD PRAC
	9 – One Bedroom	\$2655	HUD PRAC

Career Opportunities

A.G. Rhodes Home

[Director of Nursing](#)
[Admissions Manager](#)

St. George Village

[Marketing Director](#)

Christian City, Union City, Georgia:

[Nursing Home Administrator](#)
[Director of Nursing](#)
[Recreational Therapist](#)
[Switchboard Operator](#)

AAHSA Information

News from AAHSA

Melissa Sharp, Vice President, Southeast Region, AAHSA

Please feel free to contact me with your questions or concerns at (202) 508-9456 or by e-mail at msharp@aahsa.org.

AAHSA Homecoming Week

Did you host a homecoming celebration in May? [Let us know](#) all about it!

Recognize a Rising Nurse Leader

[Nominate](#) him or her for the Joan Anne McHugh Award for Leadership in Long-term Care Nursing.

Go Green!

How can your organization be more environmentally friendly? Our new [fact sheet](#) features ideas to help you protect the environment and cut costs in the long run.

AAHSA Member Benefit Spotlight: AZ100

Next week AAHSA and Ziegler will release the **2008 AAHSA Ziegler 100 (AZ 100)**, the fifth publication of the listing and related research of the largest not-for-profit senior living multi-site organizations. The publication ranks not-for-profit senior living systems by total number of units in its primary ranking. In addition, there are rankings for affordable housing providers, health care sponsored senior living providers, and single-campus senior living providers. The 2008 primary ranking of the AZ 100 ranks the largest providers by total market rate units as of December 31, 2007 (the listing is included on page two of this week's printable version of the newsletter).

Fast Facts on the 2008 AZ 100

- 925 total (CCRCs, IL, AL, SNF) communities (MN with the highest count: 139)
- 54% of the organizations provide government-subsidized 'affordable' housing
- 473 total CCRCs (PA with the highest count: 70)
- 39 organizations with rated debt (45 ratings in total; the majority in the "BBB" category)
- 38 organizations with CARF-CCAC accredited CCRCs (153 accredited CCRCs in total)
- The average FTE/Resident is .59
- The oldest AZ 100 organization (Lutheran Senior Services) was founded in 1858; the newest (SQLC) in 1999
- The year in which the most AZ 100 organizations were founded was 1961
- The Lutheran denomination has the most organizational-affiliations (17 organizations) as well as the most unit-affiliations (43,645 units)

Organizations reported in listings of the 2008 AAHSA Ziegler 100 will be receiving hard copies of the publication in the next few weeks. Others will find the document posted on www.aahsa.org or www.zieglerseniorkingfinance.com shortly.

Website Notes,

Computer Tips & ListServs

Whats New

The following publications have been added to the **Publications** link under **For Members**:

From the GA Tech Enterprise Innovation Institute

[Retirement Communities: An Innovative Retiree Attraction & Edlercare Living Strategy for Rural Georgia](#)

From the Andrew Young School of Policy Studies

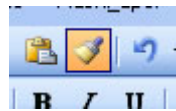
[Georgia's Aging Population: What to Expect and How to Cope](#)

Computer Tips

In Microsoft Word:

AutoCorrect

Click on the Tools menu, then on AutoCorrect and enter a piece of text in the left-hand column. Whenever you type that text, it will be replaced by the text in the same row in the right-hand column of the dialogue box. This is a great way to save keystrokes (i.e. for example I have my AutoCorrect set so that when I type "gahsa" it replaces it was "Georgia Association of Homes and Services for the Aging"!



The Format Painter

Use the Format Painter to copy formats from one place and apply somewhere else. Select the Format Painter button from the Word toolbar, then click on the portion of text you want to copy a format from. Now drag the pointer over the selection you want to apply the formatting to.

Scraps (this is really cool)

You can create 'scraps' in Word, which are small blocks of text from a document. Highlight some text in an open document and drag it to the desktop and you will see it appear as a document scrap. You can arrange and rename your scraps on the Desktop, and simply drop them back into Word documents as you need them. The scraps can be pasted into most other applications too.

ListServs replaced with Yahoo Groups

Several new Yahoo groups have been created and will be up and running this summer:

- gahsaServiceCoordinators
- gahsaNursingCare
- gahsaMarketing
- Hud Administrators

Yahoo is hosting the groupws and you will be invited to join the appropriate group in the coming weeks. If you are interested moderating of any of these groups or if you would like another group set up, contact Barry at 404-872-9191 ext. 14.