



# The Torch

The official newsletter for State of Indiana employees

FEB  
2024

## Governor Holcomb unveils 2024 Next Level Agenda

Governor Eric J. Holcomb unveiled his 2024 agenda at the Indiana School for the Blind and Visually Impaired on Jan. 8, 2024. The governor focused on work that will continue this year because of an incredibly successful 2023 budget session as well as new administrative and legislative items that build on major progress already made in key priority areas such as childcare, education and workforce.

To showcase resources and programs that Indiana has built for individuals, businesses, and communities across the state, the governor unveiled the Hoosier Playbook – a place-making resource guide for local leaders and partners.

“The Hoosier Playbook will assist local leaders locate state resources to further strengthen their communities. From health and wellness initiatives to education and training to cultural amenities and placemaking tools, the State of Indiana seeks to be a partner with our cities, towns, and counties as they work to develop in their own unique ways,” Gov. Holcomb said. “This Administration and this year’s agenda approaches the work ahead as an all-hands-on deck effort to connect Hoosiers with the assistance they need and when they need it the most.”

New administrative and legislative initiatives on Governor Holcomb’s 2024 agenda will continue his efforts to increase early childhood education access, affordability, and expansion as well as take additional steps to bolster K-12 literacy efforts. Among other priorities, the governor also said he will work directly with local communities to better help them prepare and recover from natural disasters, and he announced the One Start to Stop campaign, an effort to connect Hoosiers with a single source to lead them to education, training and jobs programs and services.

[Read the full press release on the Governor’s website >](#)

## In this issue

- 2 Willie Brooks recognized at the 2023 Serve Indiana Awards for Excellence ceremony
- 4 Behind the scenes with INSPD’s Talent Acquisition team
- 5 IDEM accepting applications and nominations for the 2024 Governor’s Awards for Environmental Excellence
- 6 Retirement plan education is now available in SuccessFactors
- 7 “Preventive Care: What You Need to Know” training begins Feb. 6
- 8 It’s American Heart Month
- 9 ActiveHealth Diabetes Coaching is now available
- 10 FAFSA filing deadline is April 15
- 11 Individual income tax season is here
- 11 Self-Service Family Status Changes (FSC) Events are back in PeopleSoft
- 12 Leadership Education and Development CBT required for new managers starting Feb. 5
- 13 Paid parental leave survey now open

The Torch is published monthly by the Indiana State Personnel Department and is available online at [on.in.gov/TheTorch](https://on.in.gov/TheTorch).

### Got a story?

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

X



LinkedIn



Instagram



Facebook



# Willie Brooks recognized at the 2023 Serve Indiana Awards for Excellence ceremony

The Department of Workforce Development's (DWD) Willie Brooks was recognized as one of two winners (along with Katherine L. Barrett, PhD) of the 2023 Serve Indiana Awards for Excellence Outstanding AmeriCorps Alum Award during a ceremony that took place at the Indiana Historical Society on Nov. 15.

Brooks served three full-time terms of service with AmeriCorps. Originally signing up without truly knowing what he had signed up for, that decision ultimately proved to be what would serve as the groundwork for his entire career.

Brooks ended up serving a total of 6,132 hours throughout his three terms. From New York City following Super Storm Sandy to Lyons, Colorado flash floods, to New Orleans following Hurricane Katrina, Brooks learned that being compassionate on the worst day of someone's life can make all the difference in the world.

## Other award recipients recognized during the Nov. 15 ceremony were...

**Corporate Volunteerism Award:**  
American College of Education (ACE)

**National Service Member Award:**  
Nina Porter

**Government Entity Volunteerism Award:** City of Goshen

**ASN Program Director of the Year Award:**  
Amber Werner

**Achievement Award:** Francis W. Price Jr., MD

**Volunteer Program Award:**  
Frankton High School Students in Action



Willie Brooks (DWD) was named co-recipient of the Outstanding AmeriCorps Alum Award on Nov. 15.

**Volunteerism Award:** Rupal Thanawala

**Youth Volunteer of the Year Award:**  
Lauren Cochran

[Read the full article here >](#)

Article submitted by the Indiana Department of Workforce Development



Serve Indiana recognized winners in multiple categories during a ceremony that took place at the Indiana Historical Society.

Artwork by Moumita Mukherjee  
(Indiana Department of Natural Resources)



## Hatchett honored as Sagamore, 'Public Health Hero' as he departs IDOH

Indiana Department of Health (IDOH) Deputy Commissioner and Chief of Staff Shane Hatchett was honored as a Sagamore of the Wabash and with a Public Health Hero award as he prepared to depart the agency Thursday, Jan. 4.

Hatchett is pictured with State Health Commissioner Dr. Lindsay Weaver who presented the outgoing chief of staff with the agency's first Public Health Hero award. He received the esteemed Sagamore of the Wabash from Gov. Eric J. Holcomb's Chief of Staff, Earl Goode. The Sagamore is the highest honor an Indiana governor can bestow on a Hoosier citizen.

Hatchett helped lead the agency's COVID-19 pandemic response, was instrumental in the Health First Indiana initiative, and worked to address health disparities – among many other accomplishments – during his time at IDOH. He plans to continue pursuing his doctorate.

"His achievements will leave a lasting impact at this agency," Dr. Weaver said. "We are all forever indebted."

*Article submitted by the Indiana Department of Health*

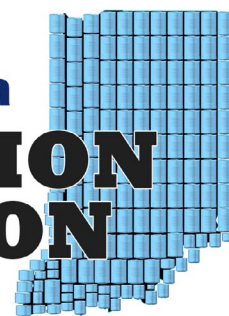


Shane Hatchett with State Health Commissioner Dr. Lindsay Weaver.

## 2024 Canstruction Competition winners announced tomorrow!

Thirty-eight teams are competing in the 2024 Canstruction Competition in hopes of taking home the coveted "Best Structure," "Most Cans Collected," and "People's Choice" awards. Our team of special guest judges is made up of the Governor's Office, the Lieutenant Governor's Office, INSPD Director Matthew Brown and a representative from Gleaner's Food Bank. Judges are reviewing all Canstructions to determine which team will be awarded "Best Structure."

### 2024 State of Indiana **CANSTRUCTION COMPETITION**



Using canned goods, art supplies and teamwork, the teams got creative and paid tribute to Hoosier landmarks, state initiatives, pop culture and much more. Most importantly, State of Indiana employees collected and donated an outstanding 16,051 cans for food banks and shelters across the state, for which we are very grateful!

Thank you for your generosity in helping us restock the shelves at our local food banks after the holiday season.

**Be on the lookout TOMORROW for the announcement of the winning teams!**

# Behind the scenes with INSPD's Talent Acquisition team

By creating job posts that attract qualified candidates, matching internal candidates with the right positions and finding external talent to join the State of Indiana, the INSPD Talent Acquisition (TA) team is hard at work supporting the state's hiring managers. Here's a behind the scenes look at the work they do and how you can best partner with their team:

## How does the TA team search for quality talent?

LinkedIn Recruiter and Indeed are two primary tools the TA team uses for external recruiting. Through LinkedIn Recruiter, the state is able to post a select number of job opportunities to the State of Indiana's LinkedIn page, receive recommended candidates to create candidate pipelines and create customized search efforts to find qualified applicants.

With Indeed, the TA team can create

postings that direct candidates to complete an application, then review resumes and encourage qualified candidates to apply on the Work for Indiana site. Their job postings also spider (meaning other job boards access their postings and advertise them directly) to sites like ZipRecruiter, Monster, Glassdoor and Talent.com. These job boards direct candidates back to the Work for Indiana site to apply and are a great way for the State of Indiana to be exposed to a wider candidate pool. The TA team also utilizes career sites and job boards that are industry and/or agency specific, helping to find talent with specialized knowledge or skillsets.

But the work of the TA team doesn't stop there. In 2023, the State of Indiana received over 179,000 job applications to support its workforce of over 30,000 employees with an average of 11.3 applications per requisition. When a candidate

applies to one position and saves their profile, the TA team can then review their information and connect them with other open positions that could be the right fit. By searching through profiles of candidates that have already expressed interest in jobs with the State of Indiana, the TA team acts as a bridge between hiring managers and candidates that are in the market for a new job.

## How does the TA team highlight Hoosier talent?

INSPD's TA team partners with local organizations attracting qualified candidates that live in and care about Indiana communities. These are a few of those sites:

- **INvets:** INvets is a nonprofit partnership with the State of Indiana that's all about attracting, retaining and

*continued on page 16*



Some of the INSPD TA team. Front row, left to right: Greg DaSanto, Lindsey Davis, Cindy Miles, Lindsey Platt, Karis Wilson, Madison Wilson. Back row, left to right: Marc Behney, Jerry Herrell, Nita Perkins, Taylor Targgart, Jeremy Zahs, Chris Elliott.

# IDEM accepting applications and nominations for the 2024 Governor's Awards for Environmental Excellence

IDEM is accepting applications and nominations for the 2024 Governor's Awards for Environmental Excellence and are encouraging government agencies to apply.

This year, IDEM and Governor Eric J. Holcomb's office will present seven awards, one in each of the following categories:

- Energy Efficiency/Renewable Resources
- Environmental Education/Outreach
- Five-Year Continuous Improvement
- Greening the Government
- Land Use/Conservation
- Pollution Prevention
- Recycling/Reuse

Agencies may apply for categories outside Greening the Government and can submit nominations on behalf organizations they work with. Eligible projects must have occurred in Indiana and been implemented in 2022 or 2023. The awards will be based on project innovation, measurable results and transferability.

[Forms and instructions are available here >](#)

The deadline for nominations is **March 1, 2024**. Awards will be presented in September.

Presented annually since 1994, the Governor's Award for Environmental Excellence has become one of Indiana's most prestigious environmental awards. In 2023, award winners included: *GM Fort Wayne Assembly, Red-Tail Land Conservancy, VA Northern Indiana Health Care System, Michigan City Sanitary District and Delta Institute, DePuy Orthopaedics, Inc., and Carroll Elementary School – Flora.*

*Article submitted by the Indiana Department of Environmental Management*

## IOT High School Robotics Tournament debuts February 17

The Indiana Office of Technology is hosting the first ever IOT Robotics Competition on the government center campus in February!

- **When does the event take place?** The event will be held in the Indiana Government Center South on **Saturday, Feb. 17, 2024**. Doors open at 8 a.m. for participants from all Indiana High Schools that have registered.
- **Why is IOT hosting this?** This is an opportunity for IOT to engage in our community in support of STEM (Science, Technology, Engineering and Mathematics) education, hoping to demonstrate the agency's values and commitment to being an employer of choice in the Indiana tech industry.

Indiana hosts the most robotics tournaments of any state or country in the world. Using [Vex Robotics'](#) platform, these tournaments are held year-round, usually at high schools across Indiana. Two teams go head-to-head and compete in a 12 by 12-foot square. [TechPoint Foundation for Youth](#) is helping IOT with the logistics of this new event on the Indiana Government Center campus, by providing judges, referees and any consulting IOT might need.

Are you interested in volunteering for this event? Email Devan Penn at [dpenn@iot.in.gov](mailto:dpenn@iot.in.gov).

# Retirement plan education is now available in SuccessFactors

Boost your retirement plan knowledge in just 15 minutes.

The Indiana Public Retirement System (INPRS) and INSPD are proud to share a new learning resource initiative to help state employees better understand their valuable retirement benefits. The first offering, [Understanding the PERF Hybrid Plan for State Employees](#), launched today in SuccessFactors and is available to all employees.

The course is designed to provide a general overview of the PERF Hybrid Plan, how it works and how it plays an important role in saving for retirement. After completing this course, learners will know more about INPRS, how to access their accounts, how long it takes to vest in the PERF Hybrid Plan, what investment options are available and when they may become eligible to retire.

This optional training can be taken multiple times and may also be assigned to employees by their managers. Newly hired employees will receive this learning assignment as a part of their required onboarding modules. Some state employees may not be members of the PERF Hybrid plan and instead may be in the PERF My Choice: Retirement Savings Plan. Work is already underway to develop a module specific to PERF My Choice members, which is expected to be available in the coming months.

The more you learn about your retirement benefits, the closer you'll be to realizing your retirement dreams. Log on to SuccessFactors and search "PERF Hybrid" in the navigation to begin the course today.

*Article submitted by the Indiana Public Retirement System*

Learn about the  
PERF Hybrid Plan  
in 15 min. or less  
on SuccessFactors.

Realize your retirement  
dreams with INPRS.



---

## Preparing for your performance appraisal discussion

Your 2023 Performance Appraisals will be reviewed soon by agency leadership teams and then it's time for a one-on-one discussion with your manager. Your performance appraisal discussion is the perfect time to set the tone for the year ahead by going through expectations, career goals, your performance and the tools that you need for success. To prepare, think through your goals and what will enable you to continue improving in your position. If you need a helping hand, the performance management team at INSPD has created this [Performance Appraisal Discussion Guide](#) to support you. And if you're a manager, the [Performance Appraisal Job Aid for the Manager](#) can help guide you through the process.

## “Preventive Care: What You Need to Know” training begins February 6

In our ongoing commitment to your health and well-being, the State of Indiana is pleased to announce the launch of the next module in our HealthCare Literacy series: Preventive Care: What You Need to Know. This online training will be assigned to you in SuccessFactors beginning Feb. 6, 2024. The CBT will highlight some of the most important preventive care practices according to evidence-based medicine, their role in maintaining your health and how you and your spouse can earn up to \$500 each through the state’s Wellness Rewards Program just for completing them.

### This interactive training module will explore:

- The significance of preventive care: Discover how proactive healthcare management can help prevent future health problems, manage chronic conditions and ultimately save you money in healthcare expenses.
- Understanding your benefits: Gain a high-level understanding of what preventive care services and programs are offered through the State Employee Health Plan (SEHP).
- Wellness Rewards Program: Explore the opportunities available through the Wellness Rewards Program and discover how your commitment to preventive care leads to monetary rewards.

### Completion Timeline and Participation:

The "Preventive Care: What You Need to Know" training will be assigned to all employees enrolled in the SEHP on SuccessFactors from Feb. 6 through Feb. 29, 2024. All state employees are encouraged to complete the training at their earliest convenience.

By prioritizing preventive care, you're not only investing in your long-term health, but also contributing to a stronger and healthier workforce. We encourage you to take advantage of this valuable learning opportunity and gain new insights into protecting and optimizing your well-being.

### Stay Informed for Future Trainings:

This module is just one part of the ongoing HealthCare Literacy series intended to level set employee knowledge on general healthcare terminology, costs, and best practices; as well as on the SEHP and our Wellness Rewards Program. We will continue to provide regular updates and information about future training modules through The Torch and other employee communication channels.

## Mark your calendars! The total solar eclipse is on April 8

Excitement and interest are growing for the total solar eclipse on April 8, 2024. Much of the state will experience momentary darkness as the moon passes in front of the sun. Hundreds of thousands of people are expected to visit Indiana to get a prime viewing of the eclipse.

Communities and families can visit [eclipse2024.in.gov](https://eclipse2024.in.gov) to learn how to prepare for the eclipse and get safety information.

Governor Holcomb encourages all Hoosiers and visitors to enjoy the eclipse, but to do it safely. [Watch his full message here >](#)



## It's American Heart Month

February is American Heart Month and it's the perfect time to take control of your health for the new year. Heart disease is the leading cause of death in the U.S. with [1 in 5 deaths](#) attributed to cardiovascular disease in 2021, but there are things you can do to minimize your risk factors. These activities are a good starting point:

**Schedule your annual physical:** Understanding your health is a great first step to taking care of your heart. At your annual physical you'll find out your blood sugar, cholesterol, blood pressure and more. Plus, eligible employees and spouses earn \$200 in Wellness Rewards from completing their annual physical.

**Try meditation:** Managing your stress through meditation is a great way to take care of your body and mind. You can try on your own or find a guided meditation online or in person. Even a few minutes a day can make a difference in your stress levels and support heart health.

**Get moving:** Aim for at least 2.5 hours of physical activity every week. It's okay to start small by adding 10 or 15-minute activities



and building your way up from there. And if you track your physical activity through a device synced to the ActiveHealth portal, eligible employees and spouses can earn \$15 for every 30 days at the goal activity level of 10,000 steps or 30 minutes of exercise per day.

**Start your journey to quit smoking:** Not only will quitting smoking lower your risk of cardiovascular disease and 12 different types of cancer, but eligible employees and spouses can earn \$100 in Wellness Rewards by completing ActiveHealth's six-session Tobacco Cessation program. Get started today.

In addition to these activities to support your heart health, it's a great time to schedule other preventive care visits. Eligible employees and spouses can earn:

- \$50 for completing a dental exam and cleaning
- \$50 for completing an eye exam
- \$50 each for eligible cancer screenings

Explore these rewardable activities and others in the ActiveHealth portal.

[Visit the ActiveHealth portal >](#)

## WHAT'S IN

### Outdoor Adventures IN Indiana This Winter:

Chase the chill away with these Outdoor Adventures IN Indiana. Follow along from north to south and create memories with these snowy outdoor adventures throughout the Hoosier state.

[START YOUR ADVENTURE HERE](#)

Find Your Winter Wonder  
**IN INDIANA**™



## February ActiveHealth Learning Labs

Join ActiveHealth coach, Jackie, in a Learning Lab. Each lab lasts 30 minutes followed by a 15-minute Q&A. You can explore topics like healthy eating, being active, getting better sleep and being more mindful. And you can talk about lasting changes you want to make in your daily life.



### Checking in with your checkups

Healthy habits are important for your long-term health, and so is seeing your health care provider for preventive care. In this learning lab, coach Jackie will talk about routine care, health screenings, and how to make the most of your visit.

#### In this lab you will:

- Learn how to be an active member of your health care team.
- Understand preventive screenings.
- Learn what you can do to take control of your health.

### Register for a Learning Lab

Tuesday, Feb. 6 | noon to 12:45 p.m. (ET)

Tuesday, Feb. 13 | noon to 12:45 p.m. (ET)

*ActiveHealth Learning Labs are rewardable activities in the 2024 Wellness Rewards Program. Earn \$5 for attending an ActiveHealth Wellness Learning Activity. You can earn up to \$10 max per year. Verify your attendance in the [ActiveHealth portal](#).*

## ActiveHealth Diabetes Coaching is now available

In 2024, eligible employees and spouses can earn up to \$100 in [wellness rewards](#) by participating in individual health coaching through ActiveHealth, receiving \$20 for each completed session for up to five sessions per year. These coaching sessions can help you reach goals related to diet, exercise, sleep and more—and starting in February, ActiveHealth will offer one-on-one diabetes coaching that can count towards this reward.

They've added Denise Erickson, RN, BSN to their coaching team who is a Diabetes Registered Nurse Specialist. As a Diabetes RN, Denise specializes in educating individuals on how to manage their diabetes and can help explain care options, medications and more. You can get started with

Denise by calling ActiveHealth at 855-202-4219. Coaches are available:

- **Monday–Friday 9 a.m.–9 p.m. ET**
- **Saturday 9 a.m.–2 p.m. ET, by appointment only**

#### More about Denise:

Denise Erickson, RN, BSN obtained her nursing degree from Northern Illinois University and has worked with ActiveHealth for six years, offering lifestyle coaching and condition education coaching. In addition, she is a presenter for the group coaching series on Blood Pressure and Diabetes. As a nurse, she has a vast background working in hospitals, clinics, disability case management and major U.S. corporations. She is very proud of



Denise Erickson, RN, BSN

the work with these corporations developing, implementing and evaluating condition-based educational programs. Denise looks forward to working with State of Indiana employees again in this role.

# FAFSA filing deadline is April 15

Following the 2023 legislative session, high school seniors are required to file the FAFSA, with opt-out provisions available. Filing the FAFSA is the first step toward accessing over \$400 million in state financial aid and billions of dollars in federal aid. Indiana's priority deadline for filing the FAFSA each year is **April 15**. Financial Aid is provided on a first-come, first-served basis beyond April 15. **It is strongly recommended students file the FAFSA as soon as possible when the form opens each year.**

## Creating an FSA ID

Students and parents (of dependent students) or spouses (of independent students) must create an FSA ID at least three days before filing the FAFSA.

Resources needed to create an FSA ID include:

- Social Security Number (SSN)
- Full legal name
- Date of birth
- Mailing address
- Personal email address
- A memorable username and password



## How to file the 2024-2025 FAFSA

Students can file the FAFSA online at [studentaid.gov](https://studentaid.gov). Information needed to complete the FAFSA include:

- FSA ID
- Federal income tax returns, W-2s, and other records of money earned from 2022
- List of any federal benefits received
- Asset information including bank statements and records of investments (if applicable)
- Records of untaxed income (if applicable)

## Help is available

The Commission's Outreach Coordinators are available to assist students and families in the filing process. Outreach Coordinators are strategically located in eight geographic regions in Indiana and can help students, families and educators with questions about state financial aid and filing the FAFSA.

To send a direct message to your region's Outreach Coordinator, visit [learnmoreindiana.org/contact](https://learnmoreindiana.org/contact).

## Additional resources:

- The U.S. Department of Education provides email and live chat assistance for FAFSA filers as well as a helpline at 1-800-4-FED-AID.
- Hoosier families can also access free FAFSA help through INvestEd at [investedindiana.org](https://investedindiana.org).
- ¿Necesitas ayuda en español? Llame al 317-617-0358 o 317-617-0318.

## FAFSA Filing Events

Higher education institutions around the state are hosting FAFSA filing events for students and families. To view the upcoming events calendar, visit [learnmoreindiana.org](https://learnmoreindiana.org).

*Article submitted by the Indiana Commission for Higher Education*

# Statewide Employee Event Survey

The Indiana State Personnel Department Communications team wants your feedback on employee engagement events. Let us know your thoughts on current and future events in a brief survey.

[Take the survey here >](#)

# Individual income tax season is here

Individual income tax season opened Monday, Jan. 29, and our team has put together some information to help you navigate filing your taxes.

## Key Dates

- DOR started accepting filings for the 2024 Individual income tax season on Monday, Jan. 29, 2024.
- Customers must file both their state and federal tax returns and pay any taxes owed for 2023 by Monday, April 15, 2024.
- Indiana tax returns for those granted extensions are due by Friday, Nov. 15, 2024.

## File Electronically and Use Direct Deposit

- Wait until you have all your official tax records before filing. This reduces errors, return processing and refund delays and the potential of needing to file an amended return. W-2s are [available in PeopleSoft](#).
- Electronic filing coupled with online payment and direct deposit will significantly improve the security and speed of return and refund processing.

Most information can be found on our [Individual income taxes page](#).

Send us a message in [INTIME](#) for the most efficient customer service. You can also check the status of a refund, make a payment, set up a payment plan or request an extension of time to file your taxes. [Use INTIME guides](#) for more guidance.

Be sure to follow [@INRevenue](#) on social media and subscribe to [DOR's News & Notices](#).

*Article submitted by the Indiana Department of Revenue*

---

# Self-Service Family Status Changes (FSC) Events are back in PeopleSoft

Beginning today, Feb. 1, you can again complete your family status changes through PeopleSoft self-service. Whether you're welcoming a new family member, experiencing a change in health coverage or adjusting your life insurance options, self-service FSCs allow you to begin making the changes yourself in PeopleSoft on your own time. No more waiting for office hours to report your family status change!

The following family status changes can be completed through PeopleSoft self-service:

- Marriage
- Birth
- Adoption/gaining legal custody/guardianship of child
- Divorce/Legal Separation
- Loss/Gain of Medicare or Medicaid
- Loss/Gain of health coverage
- Changing Health Savings Account

- Changing Life Insurance coverage
  - Waive Supplemental life, Spouse life, Child life, Voluntary AD&D
  - Elect Voluntary AD&D and Child life if already enrolled in Basic Life
  - Reduce coverage amount for Supplemental life, Spouse life, Child life, Voluntary AD&D
- Change Commuter Benefit FSA
- Revoke Non-Tobacco Use Agreement

To initiate a family status changes in PeopleSoft, first log in, make sure you are in employee self-service, and then select the Benefits Details tile. For most actions, employees will follow the below steps to initiate and complete a FSC:

- Select the type of family status change you are experiencing.
- Enter the date of the family

status change. If making a change to your Health Savings Account, Life Insurance, Commuter Benefit or revoking your non-tobacco use agreement, please enter the current date.

- If required, upload documentation within the self-service event to support the requested change.
  - Common documentation requested includes the following (will depend on the event type)
    - Marriage License
    - Front page of the most recent Federal Tax Return (may redact financial information)
    - Birth Certificate/Birth Confirmation

*continued on page 17*

# Leadership Education and Development CBT required for new managers starting Feb. 5

A new leadership education and development computer-based training, a new component of IMC, is set to go live on Feb. 5 and will be required for all newly hired and promoted managers. This training supports managers, supervisors and leaders in developing foundational skills for effective leadership. The course has been revamped to provide a more engaging and comprehensive learning experience in an interactive platform. The Indiana State Personnel Department (INSPD) is excited to provide this optional development opportunity to current managers and leaders in the State of Indiana.

Because effective management sets the foundation for successful teams, this training is mandatory

for all newly hired and promoted managers. All those who were hired or promoted on or after Jan. 19, 2024, can expect to see an automatic enrollment under their SuccessFactors learning tile as of the launch date. Managers who were enrolled in or who completed the former version of the program (all those hired before 1/19/24) will be able to complete their existing enrollment/maintain the learning history for completion and will not be enrolled in the new course. This series of courses should take approximately two hours to complete and is *not* intended to be done in one session. To maximize learning and retention, it is suggested that learners complete only one section at a time and utilize the included notetaking guide.

Mandatory enrollments will be given 30 days for completion.

Although the course was built to upskill onboarded managers and supervisors, the competencies covered in the course content are useful for all leaders, and we highly encourage optional enrollment through the SuccessFactors library. To access the course directly, learners can utilize this [link](#). For more manager specific resources, please visit the [Indiana Manager Central](#) page on the INSPD website.



---

## Historic Preservation Month photo contest opens

The annual DNR Division of Historic Preservation & Archaeology photo contest has started.

Open to photographers of any age and skill level, the contest has been held since 2005 to promote Indiana's historic resources.

All structures in photo entries must be at least 50 years old and in Indiana but don't have to be fully restored. Photos of exclusively natural elements will not be accepted.

Photos can be black and white or color and must have been taken within the last two years. New this year is a category highlighting the annual theme of Historic Preservation Month. This year, the theme is Indiana's historic scholastic gymnasiums, so consider sending photos of your favorite community basketball gym that meets the contest criteria.

Each photographer may enter up to three images along with the required respective entry form for each photo. Images should be emailed to [DHPACconnect@dnr.IN.gov](mailto:DHPACconnect@dnr.IN.gov) and must be JPEG files that are 10MB or smaller. Participants should only send one photo and one entry form per email.

[View the full press release from DNR here >](#)

# Paid parental leave survey open now

Dear employee of the State of Indiana,

The State of Indiana has offered a New Parent Leave benefit to all full and part-time employees since 2018. We are participating in an effort to evaluate the impacts of this policy, for both the workplace and for employees. Information gathered will be used to help inform other Indiana organizations considering offering parental leave benefits.

This evaluation is being conducted as part of Indiana’s [DELTA AHEAD](#) Cooperative Agreement with the Centers for Disease Control and Prevention. The purpose of the project is to evaluate the ways that employee benefits like parental leave can contribute to a range of

positive public health outcomes by supporting families’ economic stability as new parents form strong family bonds.

We have created two surveys—one for employees who were eligible for the New Parent Leave benefit and one for supervisors who have helped to administer the benefit. We strongly encourage your participation in the survey, and if you are a supervisor who has also welcomed a new child, we encourage you to complete both surveys. **The survey should take less than 10 minutes to complete and will open for your participation through March 1, 2024.**

Any information that you provide in this survey will be confidential.

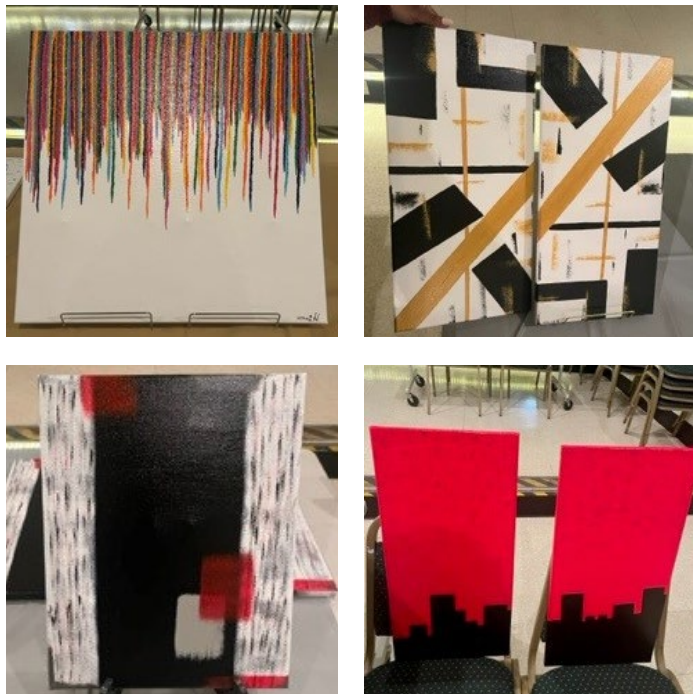
Information from employees working in a range of settings, all over the state, will be compiled and summarized. Where quotes are used, any identifying details will be removed (information like workplace type or location). For anyone who is interested, there will also be a follow up opportunity to participate in an interview to tell us more about your experience with the New Parent Leave benefit.

[Parent Survey >](#)

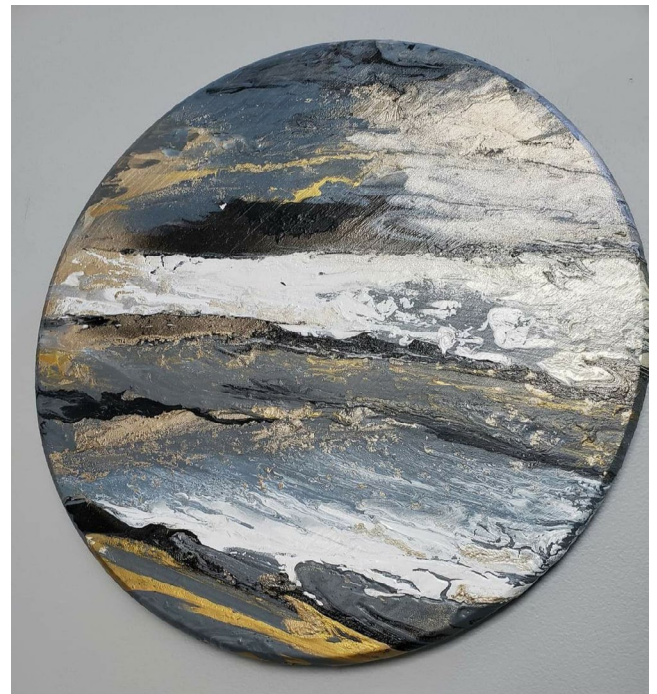
[Supervisor Survey >](#)

Thank you for sharing your perspective about the new parent leave benefit!

Artwork by Lindsay Holley (Family & Social Services Administration)



Artwork by Traci Dedor (Indiana Department of Transportation)



**Feb. 2, 2024**

### **Origins of Indiana State Parks | McCormick's Creek State Park**

Explore the story of McCormick's Creek, how it became Indiana's 1st state park, and the people who made it possible on this brief hike.

[More Information >](#)

**Feb. 3, 2024**

### **Winter on the Farm | O'Bannon Woods State Park**

Dress warm and come enjoy Winter on the Farm at O'Bannon Woods State Park. Activities will take place from noon to 3 p.m. with the 1850 Haypress Demonstration at 1 p.m.

[More Information >](#)

### **Ghosts of the Old Woods | Pokagon State Park**

Join the Naturalist in the Nature Center Auditorium as we journey through the years and meet the ghosts of species no longer found in Indiana.

[More Information >](#)

### **School as it Used to be | Chain O'Lakes State Park**

Class is in session! Join us in the Stanley Schoolhouse and take a step back in time to 1915 to discover what school used to be like in a historic one-room schoolhouse.

[More Information >](#)

**Feb. 10, 2024**

### **Hike to the Ice Age | Chain O'Lakes State Park**

Did you know that 2/3 of Indiana was once covered in glaciers? Learn more about glaciers and how

they shaped the landscape around us on this family friendly hike.

[More Information >](#)

### **Valentine's Luminary Hike | Pokagon State Park**

Bring your Valentine to the Nature Center and enjoy an illuminated stroll together. Begin this self-guided, 1-mile hike between 7 and 8 p.m., followed by fire and cocoa on the Nature Center Lawn.

[More Information >](#)

### **Nature's Mating Game | Brown County State Park**

Bring your loved one(s) to the Abe Martin Lodge for a delightful after dinner show. The "Nature's Mating Game" program will take you on a wild adventure! Learn about how Indiana's animals reproduce, attract mates, how mating is completed and some rather unusual life cycles that exist.

[More Information >](#)

**Feb. 13 - 16, 2024**

### **Greenhouse Planting Days | Prophetstown State Park**

Assist with native plant propagation at Prophetstown State Park! Plants grown at Prophetstown SP are used in restoration efforts at the park, supplied to Indiana State Parks across the state and used in our Native Plant Sale.

[More Information >](#)

**Feb. 17, 2024**

### **2024 Polar Plunge | Versailles State Park**

It's that time of year again for our annual Special Olympics

Polar Plunge! Organized annually by a dedicated group of Special Olympics volunteers and supporters in southeastern Indiana, our #VersaillesPlunge invites members of the local community to Be Bold, Get Cold again this winter at Versailles State Park!

[More Information >](#)

**Feb. 17-18, 2024**

### **Civil War Winter Battle | Spring Mill State Park**

Spring Mill State Park invites you on February 17 and 18 with an event that explores the hardships of the winter for the soldiers of the Civil War.

[More Information >](#)

**Feb. 24, 2024**

### **Cowboy Gathering | Salamonie Lake**

More details to come!

[More Information >](#)

**Feb. 29, 2024**

### **Leap Year Hike | Spring Mill State Park**

Take advantage of the "extra day" this year by going on a beautiful hike through nature. Learn leap year facts, superstitions and folklore along with some Spring Mill history on this rugged 2-mile hike of Trail 4.

[More Information >](#)

[View all DNR special events >](#)

# This Month WITH



**Feb. 10, 2024**

**Victorian Floriography | Lanier Mansion State Historic Site**

Discover the Victorian language of flowers with H.H. Apothecary and Holly Wood Floral and Design. Gather at the Lanier Mansion Visitor Center for a hands-on floriography experience and take home a flower arrangement of your own.

[More Information >](#)

**Follow the North Star | Levi and Catharine Coffin State Historic Site**

Discover how people have used the stars throughout history as a guide. Immerse yourself in a night sky experience in the Joseph Moore Museum's planetarium and learn how freedom-seekers followed the North Star to escape slavery and find their way to freedom. Then partake in astronomy-focused crafts and hands-on activities.

[More Information >](#)

**Feb. 16-18, 2024**

**Geofest | Indiana State Museum**

Whether you're a rockhound, a fossil enthusiast or you just love crystals and gems, there is something exciting for everyone to discover. This annual program features three days and three floors of rock, mineral and fossil vendors along with hands-on activities and community partner displays for visitors to enjoy. Meet GeoFest sponsor Irving Materials, Inc., to do some special make-and-takes and check out a real cement truck!

[More Information >](#)

**Feb 19, 2024**

**Free Day! Presidents Day | Indiana State Museum**

Enjoy hands on activities on all levels of the museum during this free day. Learn the joys of being a prehistoric president from Dunky the Dunkleosteus and his cabinet members. Practice using your voice to enact change by voting on your favorite prehistoric animal and learn more about how to be your presidential best through an assortment of constitutional activities!

[More Information >](#)

**President's Day with Abe Lincoln | Levi and Catharine Coffin State Historic Site**

The 16th president, Abraham Lincoln, will be on site to celebrate Presidents' Day! Enjoy a performance filled with hilarity and heartbreak and hear some of Lincoln's most famous of speeches. Stay after the performance for a chance to meet the president up close.

[More Information >](#)

**Feb. 21, 2024**

**Restoration Tour | Culbertson Mansion State Historic Site**

Restoring the Culbertson Mansion to its former glory has been a three-decades-long process! Join us during this special behind-the-scenes tour to find out about the restoration process. Discover the ongoing work and get a glimpse of restoration in action at the mansion—no hardhat required!

[More Information >](#)

**Feb. 22, 2024**

**The Unmasked Project: The Anti-Lynching Exhibits of 1935 and Community Remembrance in Indiana | Levi and Catharine Coffin State Historic Site**

Join Indiana University professor Alex Lichtenstein as he discusses his recent project, The Unmasked Project: The Anti-Lynching Exhibits of 1935 and Community Remembrance in Indiana. See how this traveling exhibition uses art and community discussion to determine the best way the state of Indiana can create a memorial to acknowledge occurrences of lynching in Indiana and honor victims of an once all-too-common public expression of white supremacy.

[More Information >](#)

**Feb. 24, 2024**

**The Princess Academy | Vincennes State Historic Site**

Little princesses will have a lot of fun learning all things royal (and some real history!) while attending a royal academy! Discover dances and play games, plus enjoy teatime, create a royal craft and receive a royal makeover—complete with a princess picture and presentation of crowns.

[More Information >](#)

[View all Indiana State Museum and Historic Sites events >](#)

## Go behind the scenes with INSPD's Talent Acquisition team

cultivating Indiana's veteran workforce.

- **The Ascend Network:** The Ascend Network is a job matching platform that connects job seekers with promising careers while helping Indiana employers find and hire qualified candidates. The network partners with students in 4-year degree programs and is also the direct partner to EmployINDY.
- **Indiana Career Connect:** WorkOne helps Hoosiers find a new or better job and get the information needed to succeed in today's job market. Their job board provides workforce services and tools to help employers connect with job-ready talent.

### What about new graduates and interns?

The TA team partners with college job boards and programs to target upcoming/recent grads and alumni for relevant positions. They also use Handshake, a platform created to ensure that all college students have equal access to meaningful careers.

Through Handshake they can post open positions, join virtual hiring events and source student profiles to find potential candidates.

Internships are another critical tool for recruiting and retaining the next generation of state government employees. Over the last two years, agencies have supported over 250 interns through the Governor's Summer Internship program. Interns that have a positive experience are likely to seek out full-time employment and agencies like IDEM, FSSA, INSPD and IOT have all seen interns convert to full-time employees in roles ranging from program directors to junior security engineers to accountants. You can learn more about the Governor's Summer Internship Program by visiting the [INSPD internships page](#).

### As a hiring manager, how can you best partner with the TA team?

- Collaborate in qualification calls to talk through preferred candidate education, experience and skillset.

- Provide a detailed and accurate role overview within the job posting to give candidates additional details about the open position.
- Add screening questions (including disqualifiers) to help when deciding which applicants to screen or interview.
- Double check for realistic salary detail and external title information so postings are more candidate-friendly and attractive.
- Disposition candidates quickly, to improve the overall candidate experience and keep the requisition more organized for quick review.

Want to learn more about how the TA team sources candidates? Don't hesitate to reach out to your Talent Acquisition Consultant or Strategic Business Consultant. Don't know who your Talent Acquisition contact is? Email TA at [jobs@spd.in.gov](mailto:jobs@spd.in.gov) and they'll connect you with the appropriate member of their team!

*Article submitted by the Indiana State Personnel Department Talent Acquisition Team*

---

## Pulse Survey is coming!

The Indiana State Personnel Department conducts the Pulse Survey twice a year to give you the opportunity to tell us more about your experience working for the state. We use this survey to ask for your feedback so we can build a culture that serves you while you serve your community.

The Pulse Survey is confidential, and no identifiable information will be shared with your agency or your managers.



**Mark your calendars! This spring's survey is open Mar. 6 - Mar. 22.**



## Self-Service Family Status Changes (FSC) Events are back in PeopleSoft

- Adoption Decree
- Legal custody/ guardianship paperwork signed by a judge
- Divorce Decree
- Medicare Card/ Medicare Entitlement Letter
- Medicaid Entitlement Letter
- Certificate of Coverage
- Documentation from other employer showing loss/gain of employment/ benefit coverage on letterhead
- Documentation will be reviewed by Benefit Administrators
- Upon approval of the documentation, you may proceed in completing your FSC.
- You must submit your elections and select the “Complete” button on the last page of the self-service event for your elections to be completed.

Please remember, you are not required to use the self-service option to report a family status change. You may continue to report your FSCs through email and phone:

- [SPDBenefits@spd.in.gov](mailto:SPDBenefits@spd.in.gov)
- 317-232-1167 or toll free at 877-248-0007

Family status changes must be reported within 30 days of the event to use PeopleSoft self-service. If you need to report an event outside of 30 days, such as loss/gain of Medicaid (within 60 days) or to report an event that resulted in loss of eligibility for a dependent (such as divorce) over 30 days, please call the Benefits Hotline.

If you have any questions regarding self-service family status changes, please call the Benefits Hotline at 317-232-1167 or toll free at 877-248-0007.



INDIANA UNCLAIMED RETURNS  
**\$1 MILLION**

IN UNCLAIMED PROPERTY TO HOOSIERS EVERY WEEK

**SEARCH NOW FOR YOU AND YOUR LOVED ONES!**

**START MY SEARCH**



February 2024: Tips for well-being

# Live healthy, save money

Does healthy living mean you have to join a pricey gym or buy organic food? Not at all. Healthy living can fit your budget if you make a plan.

Each week, write up a list of healthy meals and a shopping list. Instead of grabbing fast food, make more quick, fresh meals at home. You'll save money and eat healthier, because you control the salt, fat and calories\*. Search for easy, healthy recipes online or at your supermarket. Check out ingredients that are on sale or that you can buy in bulk and store, like canned beans or tuna.

## Look for free or low-cost workouts to help you stay active, too\*. Is there a free gym in your office or apartment building? Use it! Check out more tips:

- Buy produce in season. Just get the amount you need. Spoiled food is like throwing away money.
- Subscribe to a fresh meal delivery service. They send you healthy ingredients and simple recipes to follow.
- Download your supermarket's app or join their rewards program to save money on groceries.
- Surf online for tons of free workout videos. Check out classes, like salsa dance, Pilates or kettlebell.
- Let the great outdoors be your gym. Take walks or hikes. Play soccer with your kids in the park.

### Wellness Webinar: Staying Healthy on a Budget\*

Join our coach for expert tips to help stick to new, healthy changes and your budget this year.

**Tuesday, February 27, 2024 10:00 AM, 12:30 PM and 4:30 PM, ET**



Save your spot

\* FOR HEALTHY MEALS SOURCE: American Heart Association, "Eat Healthy on a Budget: Plan Ahead." September 14, 2023. Accessed January 11, 2024.

\* FOR EXERCISE SOURCE: MedlinePlus.gov, "Exercising on a budget." May 12, 2022. Accessed January 11, 2024.

\* The wellness webinar classes are not offered in Spanish.

Services are provided by ActiveHealth Management, Inc. ActiveHealth Management, Inc. is part of the CVS Health® family of companies. Our programs, care team and care managers do not provide diagnostic or direct treatment services. We assist you in getting the care you need, and our program is not a substitute for the medical treatment and/or instructions provided by your health care providers.

©2024 ActiveHealth Management, Inc.