



Georgia Association of Homes & Services for the Aging (GAHSA)

GAHSA Coffey-Break

December, 2006

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A mission of caring ... A commitment to quality

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The Georgia Association of Homes and Services for the Aging is the statewide association of over 135 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.

General Notes of Interest

Happy Holidays!

The Board of Directors of GAHSA and the Georgia Institute on Aging, along with staff, wish each of you a joyful and peaceful holiday season -

2007 is around the corner!

Watch for –

- Upcoming events the first quarter of 2007!
- Dues invoices for 2007 will be sent to you in December. Please note they are due January 31st as that is when our first payments are due to AAHSA.
- In the January Coffey-Break, there will be a list of opportunities to participate in the Association – we hope you will see a way you can be involved!

GAHSA – GIA Annual Business Meeting

We hope to see representatives from gahsa provider members at the Annual Business Meeting on Thursday, December 7th, beginning at 9:30am at Canterbury Court in Buckhead. Thanks to Morrison's Senior Dining for sponsoring the lunch. Please contact the gahsa office if you have not registered to attend.

with Part D and additional coverage and services. Often, seniors are coping with not just one, but several chronic illnesses – in a Special Needs Plan, the benefits, services, drug coverage and formulary are tailored to fit individuals with illnesses such as diabetes, heart failure, end stage renal disease, or chronic obstructive pulmonary disease.

Most chronic illness-focused Special Needs Plans offer specialized *disease management* services to their members. The goal is to help members with a chronic illness live a more active and comfortable life and help prevent, reduce or delay complications that can result in hospitalization or institutional care.

To find out more about Care Improvement Plus, a Special Needs Plan available to Georgia seniors, please call 866-766-8698 or visit www.careimprovementplus.com .

Georgia Institute on Aging Events & Information

Please continue to watch the gahsa web site for Institute event information

You may contact the office if you have not received information regarding the opportunities listed in Events at a glance above

Member Information

TIPS OF THE MONTH ...

A Tip From TechBridge

Hello All!

I hope that December is finding you well! This time of year is traditionally busy, busy, busy! Nothing seems to slow down, and everyone seems to be trying to get things wrapped up by the end of the year. If you are anything like me, you have looked at your calendar and realized that you only have 31 days left in this year, and your “to do list” just isn’t getting any shorter at all! It’s not time to panic, yet, but we definitely need to start prioritizing and looking for some shortcuts.

If I could give any of you one gift at this time of year, I would give you more time. Unfortunately, I can’t do that, so I’ll try to do the next best thing. I am going to share with you some keyboard shortcuts. These little tidbits can help

you cut down on the amount of time that you spend navigating your computer, and maybe even give you a chance for a much deserved breather.

Shortcut Key	Description
Alt + Tab	Switch between open applications
Alt + Shift + Tab	Switch backwards between open applications
Ctrl + Alt + Del	Bring up the windows security window
Ctrl + Esc	Bring up the start menu
F7	Spell check the selected text and/or document
F1	Help in almost every Windows program
Ctrl + A	Select all text
Ctrl + X, Shift + Del	Cut selected item
Ctrl + C, Ctrl + Ins	Copy the selected item
Ctrl + V, Shift + Ins	Paste
Ctrl + Home	Goes to the beginning of a document
Ctrl + End	Goes to the end of a document
Shift + Enter	New line within paragraph

These are by no means the only shortcuts available, but they are a good starting point. Open up a document and give them a try! Next month we'll add a few more shortcuts to your repertoire.

I hope you find these helpful!
If you have any questions, give us a call!
Happy Technology,

Anthony Young,
Director of Client Development

Do you have PDF capabilities? If not, go to www.primopdf.com and you can download a free program.

Senior Utility Discount Programs

**Atlanta Regional Commission
Area Agency on Aging**

Presents an Informational Session on:

Date: Wednesday, December 6, 2006