

# THE EXCELLENCE NETWORK

**OUR PURPOSE:**  
IGNITING AND FUELING A PASSION FOR LIVING  
LIFE TO THE FULLEST THROUGH LEARNING,  
INNOVATION AND COLLABORATION



## Meeting Minutes

6/9/17

SPARK Employment Solutions

### • Old Business/Updates

- **Action Plan Training-** 24 people attended on May 31<sup>st</sup> at Newark Library; lots of great discussion, increased understanding of how processes affect our different roles. Presentation slides available if you weren't able to attend. (E-mail David.)
- **Hartford Fair** – these dates/times available to pass out info. at the County Board's booth:  
**8/7, 9, & 10-** 1:00-2:00 (2 free fair passes available for each day)  
**8/11-** 11:00-1:00 & 1:00-3:00 (4 free fair passes available each shift)

Vendor Booth- 5 agencies expressed interest in one ½ day each. Please commit to days & times and send to David. (Please see the chart on the accompanying e-mail.)

- **Imagine IS-** at this time there is no way to show what's new in the Discovery sections. (This was reportedly a request to the developers from early on.)

### • New Business

- **Provider Utilization reports-** took a look at how to pull utilization reports from DODD's Data Warehouse. (Instructions attached.) It's increasingly important for Providers to keep track of how much authorized funding remains for them to bill against. If you see someone is running out, talking with teams sooner is much better than after you provide services there's no funding for. This cannot always be fixed, meaning you might not get paid for services provided above what was authorized in the ISP.
  - Changes made to the PAWS (and the CPT) generate an e-mail notification to the e-mail contact listed in DODD's PCW system. This is how providers know changes have been made. If you are not being notified and need to be, follow up to see who notifications are going to. David can help with this if needed.

- **SPARK's Community Connections-** SPARK presented info. re: volunteer activities available through this program. Additional info. and application materials are attached. Contact Rochelle for additional info. [ses@sparkllc.org](mailto:ses@sparkllc.org)
- **LCBDD website-** Reviewed Request for Providers page and list of community resources available for people served and for staff members.
  - TEN members asked for notification from SCs that their RFP e-mails have been received and whether a selection has been made. This request has been forwarded to SC staff.
- **Bridges Out of Poverty** – Poverty is a complex issue many families in Licking County face on a daily basis, including the people we serve, co-workers, friends, and neighbors. *Bridges Out of Poverty* provides key lessons in working with individuals experiencing poverty. Topics include increasing awareness of the differences in economic cultures and how those differences affect opportunities for success. Please call David or Angie for more info. or to register. (740) 349-6588
  - Presentation                      7/7/17              10:00-12:00              Newark Library
  - Poverty Simulation              7/13/17              1:00-4:00              Newark Library

● **Miscellaneous**

- Many people we serve rent homes in typical neighborhoods. It's important that their yard maintenance and general upkeep match neighborhood standards. Staff can help people be aware of what needs done and help them do the parts they can or that isn't being done.
- Before authorizing anything that may incur a cost for the person served, Providers should obtain the individual's and team's consent. If not, the Provider may be responsible to cover the costs. (Emergency situations: still notify the team, but may not be time to obtain consent.)
- SC staff asks that Providers sign ISP addendums even if the changes did not affect your services. The addendum replaces the original ISP as the most recent agreement.

**PLEASE NOTE: No July TEN mtg.**

**Please join us for the Bridges Out of Poverty presentation on 7/7/17  
and Poverty Simulation on 7/13/17**