

THE EXCELLENCE NETWORK

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



Meeting Minutes 9/21/18 Midwest Health Services

• Old Business/Updates

- **Vocational Habilitation Providers** - by Aug. 1st, 2019 need to have a plan as to how you will be in compliance with guidance. **“If a provider identifies an area of non-compliance with compensation standards, the provider must develop a plan by August 1, 2019, indicating how they will resolve the issue. The plan should include a realistic timeline for achieving compliance.”**
 - Additional guidance from DODD by end of the year
 - Refer to DODD’s recent guidance on Voc. Hab. & ADS. Please contact David with questions.
- **Organizational Culture** – how many of us have taken a look at our agency culture since last month?
 - A great place to start is talking to your staff at all levels about what makes your agency fantastic, and where you could get better.
- **Improving DSPOhio profiles** – the group determined that they are not getting traffic from DSPOhio, and that a Licking County-specific website could be more effective. Brandi Body is taking the lead on creating this. Watch this space for updates!

• New Business

- Discussion around **collaboration**: while a single Provider has a relatively weak voice in the system, if Providers combine their efforts they have much more leverage to help the system change.
- **EVV info.** – Distributed Provider Readiness checklist and covered/not covered services list
 - FYI- cannot add to ISP that people are exempt from using EVV.
 - Recent DODD presentation slides attached to email. These give a good overview of EVV.
 - EVV Readiness checklist attached to email.
 - Alvis said they are using Advisor Anywhere for their EVV system
- **DSP On-Line courses through Direct Course**- Help staff identify what they think would help them to provide the best services! Handed out course list for Competency/Longevity Add-On. (Attached.)
 - 16 Licking County-specific employees are now eligible for the Competency/Longevity Add-On! (Plus 60 more at Alvis!!!) Great job to all those DSPS and their employers.

- **What's working/not working with Community Inclusion efforts?**
 - Noted that taking smaller groups out makes it harder to maintain staff coverage and ratios.
- **How is each of your agencies using Learning Logs?**
 - Good discussion around how this is being done, what DODD rule requires, and what the intent of rule really is. Some agencies using Learning Logs only for significant things or Outcome changes. Others using them for routine documentation, while others using emails to communicate with teams instead.
 - Per DODD rule, the ISP specifies how often the Provider is required to give input to the team on the person's progress towards their Outcome. Would be wise to do it no less than that. More often is better.
 - There appeared to be consensus that the point is to communicate high-quality, actionable info. to teams about the progress a person is making (or not making) towards their Outcome. Teams need to be able to use this info. to adjust services as needed, or to help the person determine what the next steps towards their Outcome could be.
- **Addressing the basics of service provision and documentation-** we've recently become aware that at least 2 of our agency providers have scrambled to pull together, or possibly create, documentation and files in the face of reviews. THIS IS A RECIPE FOR DISASTER! Before you bill, assure you have all documentation required to support that billing in hand, including processes specified in your own policies and procedures.
 - Please call David with any questions.

- **Miscellaneous**

- If you serve someone who lives in a home managed by a housing corporation (CDS & L.C. Coalition for Housing), be sure to let them know about maintenance issues as soon as they come up.
- If a former employee requests info. re: hours worked for the Competency/Longevity Add-On, and the provider declines to give it the employee COULD allege incorrect payment. This could potentially trigger a Fair Wage & Hour audit, during which the employee would receive a copy of all their hrs. (Please be aware of this possibility.)
- **Pathways** - services are available for DSPs; the group is interested in a presentation. Coming soon!
- Suggestion that CB staff could help Providers by emailing info. about "special" days, months, etc. (i.e.: Employment Awareness Month, Autism Awareness, DSP Celebration week), along with ideas for recognizing DSPs, etc. Brandi Body plans to work with this!
- Suggestion that DSP Employment Connections consider offering "mingle" events for DSPs that could include representatives from various community supports that might benefit DSPs. Also the possibility of a DSP newsletter.
- Discussion about trainings:
 - Consider offering trainings that would be of interest to people we serve, DSPs and other staff, and families. Everyone learning together would bring benefits to all.

- Suggestion that trainings and other opportunities be more available to both ADS and HPC staff (i.e.- offered at different times)
- Possible trainings on writing Outcomes for all team members, not just Service Coordinators
- Offer ISP training for new DSPs and other staff

Next Mtg: 10:00, Friday, 10/19/18

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