

THE EXCELLENCE NETWORK

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



Meeting Minutes

4/19/19

Hosted by Consumer Support Services

• Old Business/Updates

- **Open Futures Side-by-Side learning modules-** still rolling out to Providers. Please let me know how the registration process goes, and how the system works for you.
- **Employment efforts w/ Chad Strohl: Employment Supports & Trauma Debriefing w/ Mike Tomasi –** The group felt the info. from both had been useful.
- **Monthly Rate Calculator-** the first site is “flipped” to the new process and nothing has blown up” yet. (Doesn’t start until 5/1/19, though.)
 - *Provider will enter their actual hours provided into the system.*
 - *If services provided for the month are more than 3% higher than projected, Provider will receive an alert in the system.*
 - *Provider then alerts the Service Coordinator and provides info. on the overage.*
 - *We have a maximum of 60 days from date of service to make changes for the overage.*
 - *Will work best if Provider can enter their billing for the month ASAP, and no more than 30 days after the end of the month.*
- **ISP follow-up with SCs-** SC Director asks if Providers can move the 2nd step up to 45 or 60 days
 - From 9/2017 TEN sub-committee- ISP best practice recommendations
 - *Email input to SC 90 days before annual span end & inquire re: mtg.*
 - **Follow up w/ SC 30 days out, cc Kristen & Abby**
 - *14 days out, cc both again*
 - *Providers agreed to a 7 business day window for review & approval*

The group at the meeting today said that none of them are tracking this anymore, and they feel like this is a Service Coordination responsibility.

• New Business

- **Documenting progress on people’s Outcomes-**
 - Updated Outcomes Progress sheet for Service Coordinators – TEN members liked this form.

- Increased scrutiny from DODD on how Providers and teams are tracking, documenting, and communicating people's progress
 - Increased focus by County Board, especially around Vocational Habilitation services
 - From 3/2018 mins. - Providing info. to teams on people's progress- Some SCs reporting they don't receive any documentation from Providers. Please make sure you're updating teams on people's progress towards Outcomes. (DODD reviewers asking for this info.) ISP indicates how often is required- is great to provide more frequently.
- **Vocational Habilitation-**
 - New guidance recently issued by DODD workgroup, shared with local Providers of Voc. Hab.
 - Plans to time limit the service to 24 months (non-consecutive) for people 18-49 yrs. old, extensions possible with approval
 - New Retirement Service for people over 50
 - Rule changes projected to be effective by July 2020
 - **DSP Appreciation Event Friday, May 10th 11:00-1:00!**
 - Opportunity to recognize outstanding staff - nominations open until 4/22/18
 - On-line survey or paper forms
 - All nominees invited to the event
 - Managers and Supervisors who want to see their staff be honored can RSVP, too!
 - Additional invites forthcoming!
 - Let Brandi know if you want to set up a table to talk to prospective DSPs
 - **Imagine I.S. training available** – Tues, 4/30, 12:00 at 565 Industrial Pkwy. Who is interested? We can tailor it to whatever is needed. Some interest in sitting down 1-1 with an SC and viewing each other's screens. David will follow up w/ Abby re: how to arrange this.
 - **Training Updates-** Teresa said that certificates from the monthly DSP training will now be for 8hrs. instead of the previous 6. However, Providers will still need to train DSPs on their internal policies, procedures, forms, etc. A list of what is covered/not covered is attached to the mtg. mins. email.
 - **Excellence Network "re-branding" efforts & advertising-** The group was very positive about the new logo and liked the idea of a brochure with inserts about agencies.
 - **EVV webinars-** April 25th for agencies who are using an alternate system; will send details if you're interested. Let David know.

- **Miscellaneous**

- **Together We Grow gardens** - Providers said they are participating and it's going well. Only thing is there seem to be a lot of requests to help with things, and they feel bad for not being able to help more.
- **Provider Guide Plus-** no one is getting any feedback from this site, feel it's redundant
- **Changes for Independent Providers-** only a small number of Providers may be effected. The issue involves who is the employer of record for Independent Providers being paid with local CB funding.
- **ISP distribution email change-** Effective April 15th, finalized ISPs will come from ispdistribution@lcountydd.org instead of Connie Bryant's email.
 - Providers appreciate the file-naming protocol being used, please make sure it stays consistent as different people start sending the emails.

- **Extra NMT capacity** - Any extra NMT capacity between 2:30-4:30? ICKS may be able to help.
- **Open up your staff trainings to each other?** Share the costs of trainings? Or collaborate to access community resources? (i.e.: 1st aid/CPR, med. cert, transportation trngs, etc.)
 - Interest, especially around CPR/1st aid & Med. Certification. Encouraged the group to coordinate it with each other.

Group decided to replace May's TEN meeting (5/17/19) with the DSP Appreciation Event (5/10/19)

Next Mtg 10:00, Friday, June 21, 2019
Location: Community Living Experiences,
97 Granville Street, Newark