

# THE EXCELLENCE NETWORK

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



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## **AGENDA**

**7/19/19**

**Hosted by the Licking County Transit Board**

- **Old Business/Updates**

- **Documenting progress on people's Outcomes-**

- Outcome Progress form- Tell the SC if you don't want to complete it, and they will request the info. from you and complete the 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
- Please make sure you're updating teams on people's progress towards Outcomes. (DODD reviewers are asking for this info.) ISP indicates how often required- more frequently is great.

- **DSP Magnet Workshop!- Thurs, July 25, 9:30-5:00, Zanesville or Weds, July 27, 8:00-3:30, Ravenna**

- **Excellence Network re-branding efforts** – Thanks to the 4 Agencies who completed Agency bios! You can still have your agency's info. included if you send by the end of this week (7/26).

- **Vocational Habilitation services-** everyone receiving Voc. Hab. should be on a path to competitive employment (even if that goal is a ways off). All Voc. Hab. recipients will have an Employment Supports Specialist joining their team to help with those conversations.

- Group Employment – Suggestion to have an Employment Specialist assigned to those teams as well, which provider relations will forward to the Employment Support Department as a next step

- **New Business**

- **New ISP Process** – review of new ISP process that started 7/1/19.

- Starting ISP process 120 days (4 months) ahead of ISP due date.
  - First step of process is to talk to person, family, Providers
    - Concerns expressed about starting the plan so early that outcome may not be relevant

- The hope is to obtain information for all involved in order to front-load the information – Updated discovery/draft of plan to have available at the time of the meeting (90-day ahead of ISP due date)
- Funding will be submitted to SSR and Finance shortly after meeting
  - Aligning roommate span dates will definitely be helpful for timely funding submissions
    - Only split is the fiscal split to annual funding
- Outcome will be communicated to come to agreement on the wording prior to 30-day request for signature
- Only the Process Excellence Coordinator will be the only person reviewing the plan from the county board
- Plan to be distributed at the 30-day mark and Service Coordinator will note changes made as a result of the review by the Process Excellence Coordinator
- Only the Service Coordinator and Employment Specialist will be signing the plan, not a TL
- Providers continue to have 7 business days to review the ISP and return signature page.
- Will request signatures 1x only-
  - Assure that your internal processes can support that! Otherwise, you risk providing unauthorized services.
    - Consider having multiple people receive draft ISPs
    - Take a look at your review process: any way to streamline?
- After 7 business days, the ISP with received signatures will be distributed to the team.
  - The plan distribution with the note about not having all signatures will serve as second reminder
  - If the person responsible for signing the plan and receives an out-of-office reply directing them to another staff person, the Service Coordinators will forward the plan accordingly
- If you haven't signed but it's before the start date, you can still review and sign off. A new copy of the ISP will be distributed with your signature.
- The hope is that this will minimize requests for a waiver of the 15-day rule
  - Providers should only be waiving the 15-day rule if they feel comfortable doing so
  - If provider doesn't agree to waive the 15-day rule, the rule isn't waived for the plan or any of the providers involved, which puts the county board out of compliance
    - However, the provider is not in a payback situation unless they have not signed the plan by the first day of services (span)
      - Currently, 10% of plans not meeting span
    - Service Coordinators should time stamp the request for signatures in the Imagine portal, so providers can hold their staff responsible
- Service Coordination is going to revisit this process to evaluate

- **Miscellaneous**

- **Med Admin** – Initial training available through CLE and NRH being scheduled for August 8 & 9
  - Current price is \$120/person, but cost will decrease as more people attend
  - Maximum attendees is 10

- Talk to Deb Chamberlain if interested in the recertification training, which is also being scheduled for August
- **Local Equine facility-** Vickie Doeringer: owner
  - Community activity, volunteer, and vocational opportunities
  - Free of charge/donations accepted
  - **Contact info:** [www.newlifechristianstables.com](http://www.newlifechristianstables.com) ; (740) 893-2606  
14134 Downing Rd, Croton OH 43013
- **Summer Dance!** - 6-8:30pm, July 27th \$6 American Legion Hall (85 S 6th St, Newark, OH 43055) Sponsored by the Center for Disability Services.
- **ADSs-** let team know if someone is no-showing for an extended period of time
- **Mileage estimates in ISPs-** Help teams take a better look at what is realistic for a given service. Bring info. on previous utilization, if available. Consider the person's desired Outcome and what's needed to help them accomplish it. (Does person live outside of town? Are services to be in the community or at the home? Are there appts. in other cities?)
  - Providers are encouraged to communicate and document the needs (services and corresponding units) during the ISP planning process and that will be unable to provide services in excess of what is authorized unless paid to do so
    - If needed units not approved, remind Service Coordinator of inability to provide services
- **Service ratios-** along the same lines, for certain services- like community access, making friends, making connections in the community- help teams consider adding multiple ratios on ISPs (1-1, 1-2, 1-3, etc.) if it's appropriate.
- **Competency/Longevity Based Add-on** – LCBDD will fund the add-on for locally-funded HPC services
  - Providers will need to communicate the number of units provided by a qualified staff to Angie, so adjustments can be made before billing submitted through OhioDD
  - Provider Relations will follow up with Primary Solutions regarding marking billing by qualified staff in OhioDD
- **Next Month's Agenda Suggestions**
  - **Level One Waiver & Benefit Management Funding Challenges**
  - **Additional administrative time/cost to address service ratio needs**

**Next Mtg. 10:00, Friday, August 16th, 2019**

**Location: Consumer Support Services training center**

**640 Industrial Pkwy, Heath, OH 43056**