

# THE EXCELLENCE NETWORK

FOSTERING COLLABORATIVE LEADERSHIP  
TO DRIVE AGENCY EXCELLENCE IN  
LICKING COUNTY



## Meeting Minutes

2/18/22

- **Old Business/Updates**

- **Current County Board Provider support offerings:**

- LCBDD Provider Staffing Assistance – CB staff helping fill DSP hrs.
- LCBDD will pay DSP wages to take the 60hr training to qualify for rate add-on, and lend iPads for that purpose
- Med Admin training – offering initial certification & re-certifications
- CPR/First aid training
- All required DODD training
- EVV training and assistance
- Financial assistance for training, business associations, strategic planning etc.
- DSP Employee Assistance Program
- Referral bonus for CB staff who refer DSPs to provider agencies
  - Contact David for info. on accessing any of these- or if you have other ideas!

- **Medication Administration 1 trainings-** MEORC offers an online class 1x/month; would you prefer that over the monthly in-person trainings? Or a combination?

- Members present thought the on-line would work best, along with an in-person session either quarterly or as needed

- **Agency certification application black-out dates-** DODD is suggesting they won't be able to process new or renewal certification applications between 3/14/22 and 7/2022.

- **New Business**

- **Review of feedback from recent DSP Employment Connections mtgs.-** see back of agenda

- **Training Library-** selection of on-line courses being created, will be available 24/7

- **Updated DSP training requirements-** reviewed new requirements and forms

- Forms are attached to email.

- **“Family Summer Kick Off” at Canal Market-** LCBDD (EI and DSP EC) and the Licking County Health Dept are planning a summer kick-off party at Canal Market May 14th from 4-8. The event will be packed full of free family fun. Licking County partners will be offered free space to showcase their agency. Each participant will be asked to do summer activity themed swag as giveaways for the attendees. There is financial assistance available for agencies who would like to participate but are not able to afford the swag request. We will have a petting zoo, activity

center, Sheriff command center (will be interactive with kids), lots of entertainment and food trucks. I would love for some providers to join in and have a table!

- Contact Brandi for additional info. or to sign up for a space!

- **Miscellaneous**

- **Reporting UIRs to other Providers-** from DODD's "MUI" rule: *"The provider providing services when an unusual incident occurs shall notify other providers of services as necessary to ensure continuity of care and support for the individual."*
- **Checking your ads?** Is anyone in your agency checking your ads on Indeed and other hiring platforms?
  - Brandi reports that Provider's ads are not showing up in searches, suggests Providers check daily when they have an ad running
- **FREE online MUI/UIR training-** through MEORC website. Covers UIs, MUIs, Reporting Requirements, Patterns & Trends, Rights of Individuals, and Health & Welfare Alerts. Requires creating a free account to access MEORC member benefits. Available to all providers in DODD Region 5. <https://www.meorc.com/county-boards-support/training>
- **FREE Tech.** trainings available through partnership with Licking Co. Library. Includes 2-session series on being safe online.
  - Flyer attached to email.
- **ADS Participant Handbooks-** discussion around whether ADSs have handbooks that lay out expectations & potential consequences for not meeting expectations, whether they're reviewed with participants initially and afterwards, and whether the person/guardian signs off that they understand and agree to abide by.
  - CDS & CSS both have handbooks, but are not reviewed or signed off on; LCAP does have a handbook that is reviewed on entry and signed off on.
  - Donna mentioned that a large ADS Provider in Franklin Co. reviews the handbook and obtains agreement at initial meeting and annually afterwards as part of annual ISP process.

**Next Mtg: 10:00, Friday, March. 18<sup>th</sup> at LCBDD office**

### **Feedback from recent DSP Employment Connections mtgs**

We continually try to assess how to best support the providers in Licking county and build programs that support that mission. We met with several providers to gauge current needs as well as looked at what has been and hasn't been working the plan below was derived from looking at how to best meet all of the needs.

The most common areas of need for agencies who participate in DSP Employment Connections were: recruiting, onboarding, training, retention support & social media/tech support. The following plan/procedures were developed to try to best meet those needs (giving consideration to Brandi's capacity.)

**Recruiting:** Brandi will recruit for agencies who participate in DSP Employment Connections & provide the requested data on a bi-weekly basis. (Vacancies, shifts open, start pay). Providers will receive an email and

remain eligible for potential applicants by answering a brief email. The applicants will be emailed to all providers who are selected by the individual or offer the pay/shift as desired. The applicant's information will be emailed to the person(s) identified by each agency to receive them and agencies will receive a phone call to confirm email received.

**Retention:** We will continue to look for ways to recognize staff who are doing amazing work and offer trainings that lead to increased retention.

**Social Media/Tech:** We're utilizing Silfies Media to create videos/still shots, etc. for agencies to use on their social media as well as LCBDD. We'll feature a different DSP story each month. More info. to come.

**Training:** Brandi is working with Ericka to create a training library that will cover a variety of training topics that are applicable for staff of all levels. The training will be a living library that will (most likely) live on the DSP Employment Connections web site so all agencies and DSPs have access.

**Onboarding:** Participating providers have a form to use to send applicants to Ohio Health Consortium. The drug screens and BCI checks will be sent directly to the agencies. The agency is responsible to email the name of each individual who is sent to OHC prior to the person going to Brandi.

Programs currently in place to help all providers:

- LCBDD Provider Staffing Assistance – CB staff helping fill DSP hrs.
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- Financial assistance for training, business associations, strategic planning, etc.
- DSP Employee Assistance Program

Although these are the items we currently assist with, we are always happy to entertain any requests.