



MEETING MINUTES
June 5, 2014

Commissioners Present	Commissioners Absent	Others Present
Mark King	Scott Bond	Katie Coombs
Joseph Lowe		Tom Jaeger
Roxie Mayfield		Cal Labbe
Angela Munkers		
Lyla Swafford		
Staff Present	Staff Absent	
Yvonne Fleming		
Leslie Houston		
Suzanne Huffman		
Roxanne McAnally		
Ron McGhee		
Joan Medlen		
Cheryl Miller		
Kelly Rosenau		
Lindsay Terrett		

Meeting called to Order

The meeting was called to order at 10:15 am by Chair Joseph Lowe. Introductions were made by all in attendance.

Adoption of Agenda

The agenda was reviewed. **Motion** was made by Mark King to accept the agenda as written. **Seconded** by Angela Munkers. **Motion carried.**

Approval of Minutes

The April 3 meeting minutes were reviewed. **Motion** was made by Mark King to accept the minutes as written. **Seconded** by Roxie Mayfield. **Motion carried.** Angela Munkers abstained.

Announcements

Roxie Mayfield mentioned that she will be participating on the panel for the third annual "No Excuse for Adult Abuse" conference to be held at Lane Community College, June 3 – 5. This conference provides attendees with opportunities to obtain information, build skills, and acquire resources to stand united for the dignity of and justice for vulnerable adults.

APD Update

Mike McCormick, Director, Aging and People with Disabilities spoke to the Commissioners announcing the hiring of a new Deputy Director, Ashley Cottingham. Mike stated that APD and IDD are presently overwhelmed with priorities: DD is being restructured and APD is burdened down with new initiatives. In addition, to this and new regulations, APD is working very hard to minimize the fiscal impact and minimize the impact on workers and consumers.

Senate Bill 21 - Long Term Care Update

In Bob Weir's absence, Jeanette Hulse and Mike McCormick gave an update on the progress being made by the Long Term Care subcommittees.

Budget Update

Tom Jaeger reported on the Oregon Home Care Commission's budget for the July 2013 – June 2015 biennium. Tom stated that 38% of the biennium has passed, and the Commission has spent 26% of their budget.

Public Testimony

Michael Volpe gave a report on the make-up, activities, and areas of focus of the Linn/Benton/Lincoln Community Advisory Council.

Workers' Compensation Update

Kelly Rosenau, Workers' Compensation Coordinator, presented:

- Workers' Compensation Report for Homecare Workers (HCWs), March 2014:
 - Injury claims submitted to SAIF – 17.

- Average age of injured workers – 49.
 - Workers with non-disabling injuries – 7.
 - Injured workers who had taken safety training – 7.
 - Injured workers who were covered with health insurance – 14.
 - The leading cause of injuries was *strain/injury by lifting* with 8 injuries.
 - The most injured body part was the *back*, followed by the *neck* with 3 injuries each.
- Workers' Compensation Report for Personal Support Workers (PSWs), March 2014:
- Injury claims submitted to SAIF – 7.
 - Average age of injured workers – 45.
 - Workers with non-disabling injuries – 3.
 - Injured workers who were covered with health insurance – 5.
 - The leading cause of injuries was *strain/injury by lifting* with three injuries.
 - The most injured body part was the *back*, followed by the *neck* with three injuries each.

Homecare Worker Training Update

Mark King, Commissioner, reported on training statistics for March 2014:

- 79 training classes were held.
- Total attendance – 1,190. 1,081 of those in attendance were HCWs.
- Number of “no shows” at the training classes - 111 (9%).
- Average attendance per class – 15.
- Unduplicated HCWs trained to date – 7,074.
- Unduplicated PSWs trained to date – 134.
- Union representation at the training classes – 26 (33%).
- Professional Development Recognition to date – 513 HCWs.

Leslie Houston, Training Manager, reported that Joan Medlen will be teaching a new four-hour basic nutrition class on June 14 in Lincoln City and on June 23 in Pendleton. Leslie stated that the class is relevant for both HCWs and PSWs. **Motion** was made by Mark King to pay eligible HCWs and PSWs a stipend for attending

the nutrition class. **Seconded** by Lyla Swafford. **Motion carried.**

Kelly Rosenau reported that there has been a huge increase in requests for CPR/First Aid training. Over 100 requests were received in April and a total of 343 requests have been received from January through April 2014; 37 of those requests were for PSWs.

Leslie Houston presented a Quarterly Training Summary Report, January – March 2014. Total first quarter attendance was 7,812, and the average attendance per class was 14.

Personal Support Worker (PSW) Training Committee Update

Joan Medlen, PSW Training Coordinator, reported:

- Total of 183 classes were attended by PSWs in the first quarter of this year (January – March 2014). Total number of classes attended by PSWs in the previous quarter was 54.
- The number of individual PSWs attending training classes this quarter quadrupled compared to the last quarter of 2013.
- Joan has issued a contract for two experts to write the class curriculum for a new class called “Everyone Communicates,” pilot it, and train initial instructors for the class. This class focuses on communication issues and being a good communication partner.
- The Commission is collaborating with Oregon Technical Assistance Corporation (OTAC) and the Developmental Disabilities Council (DDC) on developing training curriculum for PSWs. At the core of the curriculum will be a class on “Person-Centered Thinking” which teaches how to use person-centered tools in providing quality support in varied situations using a variety of skill sets.

Enhanced/Exceptional Workers Workgroup Update

Cheryl Miller reported that the workgroup reviewed their entire report on worker prerequisites, the certification process, and continuing education requirements for Enhanced Homecare Workers and Enhanced/Exceptional Personal Support Workers.

Treatment modules from APD and ODDS for all worker classifications will be presented in the report. A section on the Registry and Referral System will be included that will identify workers who have achieved recognition awards and will also notify workers of certification renewals.

Cheryl mentioned that the workgroup will include final recommendations in their report to DHS regarding the need for:

- Clear instructions on what triggers enhanced/exceptional services and guidelines and procedures on how to authorize enhanced/exceptional services.
- Procedures on what steps to take when the consumer's service needs change.
- Knowledge of the higher service payment rates for workers performing enhanced/exceptional tasks.
- Communication to all consumers, families, case managers, personal agents, service coordinators and APD/ODDS partners when the rollout of the Enhanced/Exceptional Program will occur including training dates.
- Communication to stakeholders/partners by providing training, presentations, workshops, etc., through various organizations.

Traditional Health Worker (THW) Update

Roxanne McAnally, THW Coordinator, reported:

- Roxanne listened to a CMS webinar regarding a new federal Medicaid rule that became effective January 1 allowing preventive services reimbursement when prescribed by a provider. She is seeing how the new rule affects Oregon's OHP and Traditional Health Workers.
- Some confusion exists with Oregon Health Authority's Flexible Budget Committee workgroup and the THW program. Roxanne is attending on behalf of the THW Commission to promote how certified THWs would be utilized by Coordinated Care Organizations' funds from this budget.
- Roxanne attended a THW Commission meeting and a Health System Integration Committee meeting.
- Focus groups are being formed, supervisor training is being developed, and the tasks delegated to CHWs and PHNs are

being identified through the Mt. Hood Community College Business & Industry Workforce Training contract.

- The Intercommunity Health Network Coordinated Care Organization plans to pilot a program on alcohol and drug screening in the fall. Roxanne is working with the group to submit a proposal for THWs.

Developmental Disabilities/Mental Health (DD/MH) Coordinator/Committee Update

Lindsay Terrett, DD/MH Committee Coordinator, reported the following:

- Ryan Yency, self-advocate and consumer on the committee, resigned due to a full schedule.
- Ron McGhee presented an update to the progress being made on the Registry.
- Joan Medlen updated the committee on the progress being made in the PSW training program.
- Jane-Ellen Weidanz reported on the Medicaid K-Plan.
- Suzanne Huffman reported on her conversation with Oregon Support Services Association (OSSA) who is writing a job description for a STEPS Specialist.
- Cheryl Miller updated the committee on the activities of the Centralized State Payment System Workgroup.
- Lindsay attended a meeting of the Oregon Council of Developmental Disabilities where she learned about the activities of the council and met other self-advocates, parents with DD/MH children, and other professionals in the DD/MH field.
- Lindsay met with Rachel Simpson, a new advocate on the Enhanced/Exceptional HCW/PSW Workgroup.
- Lindsay helped co-present a new member orientation for PSWs.
- Lindsay attended a meeting to discuss a presentation for the Eastern Oregon Support Services Brokerage regarding orientations, the Collective Bargaining Agreement, and the Registry.

STEPS Update

Suzanne Huffman, STEPS Coordinator, distributed the STEPS Statistical Report for March 2014 that showed:

- 35 planning interviews were held.
- 35 participants received STEPS services.
- 64.50 hours of STEPS services were provided to participants.

Minutes of the STEPS Specialists' April 15 meeting were distributed as well as a STEPS Reports for March 2014 which highlighted outreach activities, best practices, challenges or barriers, and success stories of the STEPS contractors.

Suzanne attended a Field Leadership meeting for supervisors and managers where she answered many questions about STEPS services. Suzanne also presented a newly reformatted and updated promotional card on STEPS services.

Suzanne and Cheryl Miller worked with Contracts and Procurement to come up with a special solicitation procedure for STEPS services.

Suzanne mentioned that STEPS now has representation in all of Oregon's 36 counties.

Suzanne continues to work with Oregon Support Services Association (OSSA) on the breakdown of which services STEPS provides and which services that OSSA's case managers provide.

Registry and Referral System Update

Ron McGhee, Registry Coordinator, reported that there is a low number of HCW/PSWs who are updating their profile on the Registry. Phone calls will be made to those who have not updated their profile in the last 30 days. Workers will also be encouraged to periodically check the Help Wanted ads through the Registry where consumers post notices when they are looking for workers.

Registry Unfair Labor Practice

Cheryl Miller reported that the Unfair Labor Practice against the Registry had been withdrawn.

Centralized State Payment System Update

Cheryl Miller reported on the Centralized State Payment System (CSPS). Oregon Developmental Disability Services (ODDS) was to have the CSPS implemented by January 1, 2014, which would consolidate and centralize all payroll, voucher, and invoice systems used for payment of all HCWs and PSWs; this did not happen. A Letter of Agreement was then drawn up whereby the Commission would host monthly meetings with labor and management representation from specified organizations/agencies to work on a centralized payment system whereby all partners/stakeholders can enter data into a system for workers to receive payment. This would include workers also entering their own data (including provider numbers) into the system. All data captured in the payment system (eXPRS) will be forwarded to the fiscal intermediaries who will then pay the workers. The revised implementation date was set for July 1, 2014. The workgroup also concluded that fact sheets would be developed and made available to all parties involved so that all information required by eXPRS would be entered by the July 1 deadline.

Community Advisory Councils/Coordinated Care Organizations

Lyla Swafford and Joseph Lowe gave an update on the activities of Health Share of Oregon. Joseph stated that he would like to have Roxanne McAnally attend one of the Community Advisory Council's meetings to talk about the role of Traditional Health Workers.

Roxie Mayfield's caregiver gave a report on the activities of Trillium Community Health. She also announced a statewide *Community Advisory Council Summit: Communities in Action* to be held on May 29-30, 2014, at the Hilton in Eugene.

Executive Director's Report

Cheryl Miller, Executive Director, reported on her April activities:

- Held interviews in April for an Office Specialist 2 and an Administrative Specialist 1 for the Training Department. Cheryl will be calling the references of the candidates that best met the criteria for the positions.

- Cheryl reported that there are two vacancies on the Commission and distributed a flyer announcing the positions.
- Cheryl met with Sharon Brothers about the online training that she created for PSWs which has had some revisions.
- Facilitated three Enhanced HCW and Enhanced/Exceptional PSW Workgroup meetings.
- Attended Commission Training and Registry Committee meetings.
- Cheryl and Mike McCormick met with the Urban League of Portland who was interested in getting data from DHS to assist them in their State of Black Oregon report.
- Participated in an Oregon Older Adult LGBT collaborative with AARP stakeholders and partners.
- Attended meetings regarding two Letters of Agreement: 1) to address the low mileage rate for workers and 2) to discuss the paid time off agreement in the Collective Bargaining Agreement.
- Cheryl and Suzanne Huffman met with EOCIL regarding the renewal of their contract to provide STEPS services.
- Attended an OHCC budget review meeting.
- Attended a one-on-one meeting with Mike McCormick.
- Attended a STEPS referral meeting.
- Attended the PSW Training Committee meeting.
- Attended the DD/MH Committee meeting.
- Facilitated the PSW Issues Committee meeting.
- Facilitated an OHCC staff meeting.
- Attended a DOL kick-off meeting.
- Attended DHS Career Day where Lindsay Terrett and Cheryl talked about the five new positions that will be open at the Commission to meet the requirements of Senate Bill 1542.
- Attended a Joint APD/DD Management Team meeting.

Adjournment

The meeting adjourned at 2:05 p.m. The next meeting will be held on June 5, 10:00 am, 676 Church Street NE, Salem.

Attachments:

- Agenda
- Oregon Home Care Commission Meeting Minutes, April 3, 2014

- Office of the Home Care Commission, Budget to Actual Report, 2013 – 2015
- Workers' Compensation Report – Homecare Workers, Claim Reporting Period: 03/01/2014 – 03/31/2014
- Workers' Compensation Report – Personal Support Workers, Claim Reporting Period: 03/01/2014 – 03/31/2014
- Home Care Commission Monthly Training Report, March 2014
- Quarterly Training Summary Report, January – March 2014
- Personal Support Worker Class Attendance, October 2013 – September 2014
- STEPS Statistical Report, March 2014
- STEPS Specialist Meeting, April 15, 2014
- STEPS Report for March 2014
- Registry Statistics 2014, April 30 – May 14, 2014
- Oregon Home Care Commission, Seeking New Commissioners flyer
- DOL Concerns, April 3, 2014
- Community Advisory Council Summit: Communities in Action, May 29 – 30, 2014, Eugene, Oregon