



Developmental Disabilities/Mental Health Committee Minutes

June 26, 2013

<i>Members present:</i>	Buhl Bowman, Carol Conlon (via phone), Sally Cumberworth (via phone), Trish Jordan (via phone), Patricia Lawrence, Susan Melero, Cynthia Owens, Noel Suarez, Joy'e Willman
<i>Members absent:</i>	Dayna Davis, David Richmond, Marilyn Schuster, Margaret Theisen, Kelsey Weigel, Mike Parr, Mason Windhorn, Ryan Yency
<i>Others present:</i>	Elvyss Argueta, Mary Guyzinger, Roxy Tolva, Glenna Hayes
Commissioners present:	Mark King (via phone), Joseph Lowe
<i>Staff present:</i>	Leslie Houston, Suzanne Huffman, Cheree Kline, Ron McGhee, Cheryl Miller, Kelly Rosenau, Lindsay Terrett

Meeting Called to Order

Joseph Lowe called the meeting to order at 1:05 p.m.

Introductions

Attendees introduced themselves.

Adoption of Agenda

The agenda was approved by consensus as written.

Approval of Minutes

The May 22, 2013, minutes were approved by consensus as written.

Coordinator Report

Lindsay Terrett, DD/MH Coordinator presented her monthly report:

- In November & December the monthly meetings are on or during holiday weeks.
 - Both meetings will be canceled.
 - If any issues occur, a special teleconference meeting will be held.
- Requested that the Committee consider moving the Workers' Compensation and DD/MH Coordinator reports from monthly to quarterly reports. This change will allow time slots for guest

presenters during the Committee meetings.

Joseph Lowe asked if there is a motion to move to quarterly reports.

Cynthia Owens made a motion to move the Workers' Compensation report and DD/MH Coordinator reports to quarterly.

Susan Melero seconded the motion.

This decision was approved by consensus.

- **Lindsay** participated in ARC of Marion County monthly board meeting.
- Attended Shaping Supports to Fit the Person (Case Manger Exhibit Conference).
 - Discussed possible training opportunities with different organizations.
- Binders for the DD/MH Committee should be done by the end of July.
- Met with Margaret Theisen to discuss the direction of the DD/MH Committee.

Registry and Referral System Report (RSS)

Ron McGhee, gave a monthly report on the Registry and Referral System:

- Lead Developer has returned back to work.
- User-Interface person resigned.
- The Database Administrator has some HTML experience and has taken over the user-interface work.
- The team is currently working through infrastructure issues and working through firewall change requests.
- As soon as URL issues in website clear up, a link will be sent out to share publicly.
- This link will be accessible to stakeholders/partners to review the screens in the expanded Registry.

Cynthia asked if Personal Support Workers (PSW) be tested in the Registry.

Ron stated the database team is behind schedule. The provider database should be fully loaded tomorrow. Currently, there are 39 records in the system for testing purposes.

PSW Training Committee Report

Cheryl Miller, Executive Director had a meeting with Sharon Brothers, from the Institute for Professional Care Education. Discussion entailed the following:

- Online training for Enhanced Homecare Workers and Personal Support Workers.
- The OHCC is considering two pilot projects with the Institute for Professional Care Education.
 - An Enhanced Homecare Worker training pilot project for Enhanced HCWs participate in the Bridge to Care Program.
 - A PSW online training program (6-month pilot project).

Cost Association:

- Customer service provides by phone, email, or online chat assistance.
- All customer service included in monthly fee \$2,500.00.
- Participant fee of \$1.90 per user up to 250 users.
- Drops to \$1.80 and to \$1.75 depending on the number of users.
- One time set up fee for portals for users to have easy access to the online training.

Leslie Houston, Training Manager discussed the eligibility criteria for CPR and First Aid Training:

- The current Homecare Workers CPR and First Aid benefits will be extended to Personal Support Workers.
- Same guidelines as given out in prior meeting will be adopted for PSWs.
- Eligibility criteria for CPR and First Aid Training were handed out please see attached.

The Committee discussed the recommendation from the PSW Training Committee to explore a pilot project with the online training program provided by the Institute for Professional Care Education.

Cynthia Owen's moved HCC staff continue to negotiate with the Institute of Professional Care Education for a six-month pilot project for PSW online training. She also recommended six month costing versus annual costing. In addition staff will request a presentation from the

company for the July PSW Training Committee meeting, and that the company should supply OHCC with references.

Susan seconded the motion.

The decision was made by consensus.

Cheryl stated that she has also requested information from the College of Direct Support Workers that has an online training program for workers that provide services to persons with developmental/intellectual disabilities. She will bring information to the committee once she has received pricing information from the College of Direct Support Workers.

Joseph asked if there was a motion to move forward on CPR eligibility.

Cynthia made the motion to move forward on CPR Eligibility.

Susan seconded the motion.

Cheryl recommended replacing the word "workers" with "HCW/PSW".

Joseph asked all those in favor?

The decision was made by consensus.

Workers' Compensation Report

Kelly Rosenau Worker's Compensation Coordinator reviewed the April 2013 claims. **Kelly** provided details on the claims and reported that:

- Four PSW claims were filed in April.
 - Two hand, and two back injury claims were filed.
- Average age of injured worker is forty-eight years old.

STEPS Update

Suzanne Huffman, STEPS Coordinator report included:

- DD/MH STEPS Program currently with staff at the Office of Contracts and Procurement.
 - Expect to have a draft by the end of the week.
- Putting together an evaluation committee.
 - Anyone interested in reading proposals for STEPS providers to contact Suzanne.
- Attended Shaping Supports to Fit the Person (Case Manger Exhibit Conference).
 - Presented PSW Training and STEPS Training.
 - Provided sample materials of scenarios showing how

STEPS would be presented to consumers.

Adjournment

Joseph Lowe adjourned the meeting at 2:14 p.m.

Handouts

- ◆ Agenda
- ◆ Meeting minutes, May 22, 2013
- ◆ Workers' Compensation Report for April