



**Developmental and Disabilities/
Mental Health Committee
July 27, 2016 – Meeting Minutes**

Committee Members Present

In Person	Ruth Geislinger, Joseph Lowe, Rachel Simpson (chair), Joye' Willman
By Phone	Mark King, Katie Rose, Kelsey Weigel
Absent	Carol Conlon, Sally Cumberworth, Cynthia Owens, Marilyn Schuster, Becky Smallwood, Noel Suarez

Non-Members Present

OHCC Staff	Jim Gravley, Suzanne Huffman, Nancy Janes, Roberta Lilly, Cheryl Miller, Joan Medlen, Lindsay Vanderworker
Others In Person	Kiani Fuller, Rebecca Hill
Others By Phone	Marsha Wentzell

Call to Order: 10:46 a.m.

Adjournment: 11:55 a.m.

Item	Presenter	Discussion	Next Steps
Introductions	Rachel Simpson Committee Chair	Introductions were made by all in attendance.	
Adoption of Meeting Agenda	Rachel Simpson	<ul style="list-style-type: none"> Joye' Willman moved to adopt the agenda as written. Ruth Geislinger seconded. Motion passed. 	
Review/ Approval Minutes	Rachel Simpson	<ul style="list-style-type: none"> Ruth Geislinger moved to approve the May minutes with correction. Joye' Willman seconded. Motion passed. 	
Announcements	Lindsay Vanderworker Developmental Disabilities and Mental Health Coordinator	<ul style="list-style-type: none"> Lindsay and Joan Medlen presented a recommendation from the Personal Support Worker (PSW) Training Committee. It was recommended that the Enhanced/Exceptional no show rate be the same as the rate for the Professional Development Certification which is 20%. <ul style="list-style-type: none"> Ruth Geislinger moved to recommend to the Oregon Home Care Commission to change the no show rate from 30% to 20% for the Enhanced/Exceptional program. Kelsey Weigel seconded. Motion passed. 	<ul style="list-style-type: none"> Lindsay and Joan will present this recommendation to the Commission for approval.

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Steps	Suzanne Huffman Steps Coordinator	<ul style="list-style-type: none"> • Suzanne reviewed the Activities Chart, which shows what Steps Consultants have been doing. <ul style="list-style-type: none"> ○ In December, she held a few technical assistance webinars which explained the program beginning with Fairview all the way through until December 2015 and Oregon Department of Development Disabilities Services (ODDS) programs, eligibility, etc. ○ Consultants have been communicating with Brokerages and County Developmental Disability Programs (CDDPs) to promote Steps. ○ Consultants have also been providing two different types of direct services: <ul style="list-style-type: none"> ▪ Initial Meeting-sets goals that employers of record would like accomplish. ▪ Direct Services-to provide the tools, etc. to accomplish the goals. • Suzanne presented a sample My Steps Booklet used during initial meetings. • Rebecca Hill talked about a family who had been having some issues with their PSW, and how Steps was able to help. <ul style="list-style-type: none"> ○ She had been meeting with the family for about two weeks. This family needed some direction in how to direct their PSW. They reviewed the Oregon Administrative Rules (OARs) to take corrective action regarding what the PSW had been doing. The employer was so excited about 	

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		<p>having tools and information on how to manage that it helped her move forward to do the things that needed to be done. Before the next scheduled meeting, the employer had a worker agreement, house policies, etc. ready to discuss with the PSW. The employer and PSW had a good discussion, and there is now more peace in the house. The family is also prepared to replace the PSW if it becomes necessary. Rebecca said that she presents Steps a little bit at a time so that employers do not become overwhelmed with too much information.</p> <ul style="list-style-type: none"> • Suzanne followed up saying that Steps is about teaching employers their rights and responsibilities. She stressed that Steps can help structure the working relationship so that employers can be successful. 	
Professional Development Certificate (PDC)	Roberta Lilly OHCC Program Manager	<ul style="list-style-type: none"> • The PDC pay differential will be effective beginning 1/1/2017. • Providers completing this certification will qualify for 50 cents above the base rate pay increase per hour. It is not “stackable” with any other certification, etc. • The total number of people who can qualify for the PDC is limited, per the Collective Bargaining Agreement (CBA). If the number of providers eligible for the pay differential exceeds more than 30% of the total number of workers, the program is capped. There will be a meeting of Department Human Service (DHS)/ Oregon Health Authority (OHA) / Oregon Home Care 	<ul style="list-style-type: none"> • Lindsay asked if providers who are both HCWs and PSWs could qualify for the PDC and receive the pay differential for both programs. Roberta will add the answer to the Professional Development Certification document.

Developmental Disabilities and Mental Health Committee – July 27, 2016

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		<p>Commission (OHCC) and Service Employee International Union (SEIU) to keep the cost of the differential within the available dedicated funds.</p> <ul style="list-style-type: none"> • Each class will have its own 10 question assessment instead of having a large assessment at the end. • Classes taken since 10/29/15 can be used towards the PDC. Emails will be sent to individuals who have completed classes informing them of how to take the on-line assessments in Go-To Training. Providers will need to register to take assessments, which will be open during a specific time. For providers who do not have computer access, paper forms can be mailed, or completed at the end of each class. All assessments must have an 80% passing rate. • All assessments will be 15 minutes in duration and will have a one-time pro-rated stipend of \$3.50 for each class. • There is a plan to develop on-line classes to expand availability. Electronic classes can reduce the barriers we currently have in class accessibility. There will still be classes that have a participation element. 	
Workforce Update	Cheryl Miller OHCC Executive Director	<ul style="list-style-type: none"> • Cheryl gave an update on the two workforce development committees. The primary committee is the Worker Classification: Workforce Development Committee. The sub-committee is working to develop strategies for the primary committee. • Cheryl talked about what OHCC staff are doing to help make each event a success. 	

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		<ul style="list-style-type: none"> • Cheryl discussed some of the types of people that OHCC is inviting to work as either a Homecare Worker (HCW) or PSW. • The recruitment events have been temporarily halted to assess which areas needs providers and what types most. The analyst that OHCC is collaborating with has been compiling a map of where all employers, employers of record (EORs), HCWs, and PSWs live by zip code and county. Due to HIPPA protections, if there are less than 10 employers or EORs in a county, the report will show zero employers or EORs. OHCC will also look at the number of workers available for referral through the Registry, and the number of employer who have placed help wanted ads. The data will be given to our marketing firm, PacWest to create targeted materials. • Unfortunately, there is no universal provider number. This means that an individual has to apply at multiple entities in order to serve all program types. • There is great concern about the number of PSWs available in the Registry to help individuals with mental health issues. They are working on doing a pilot project in the metro area to educate local mental health providers about the PC-20 Mental Health program. • During the last recruiting event, Steps Consultants from Creating Opportunities participated to meet families and workers. The plan is to continue to invite Steps Specialists and/or Consultants to participate. 	

Developmental Disabilities and Mental Health Committee – July 27, 2016

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		<ul style="list-style-type: none"> • OHCC also wants to streamline the onboarding HCWs and PSWs process. We will soon be able to offer on-line orientations through a learning management system. • OHCC is planning to launch on-line “Power Hours” soon. This is where providers and employers can learn how to use the Registry. During employer sessions, specialists and/or consultants should also participate. • OHCC is working toward collaborating with Washington State to learn what they are doing with their in-home services programs. • The strategy committee proposed that a training be developed to assist workers on how to be successful workers and to understand the systems. 	

The next meeting will be August 23, 2016. The location is 676 Church Street NE, Salem, Oregon.

- Handouts:
- July 27, 2016 Agenda
 - June 22, 2016, 2016 Minutes
 - My Steps to Success with PSWs sample
 - Steps to Success with PSWs Activities
 - Professional Development Certification document
 - Professional Development Certification Fact Sheet