

**AGING AND DISABILITY RESOURCE CENTER (ADRC)
SITE MEETING
MINUTES**

January 19, 2011
9:00 a.m. – 10:30 a.m.

**Teleconferenced & Attempted Videoconference between
Northern Nevada Center for Independent Living (NNCIL) – Sparks and
Rebuilding All Goals Efficiently (RAGE) – Las Vegas**

Attendees: Wanda Brown (ADSD-ADRC), Tina Gerber-Winn (ADSD), Brian Wanbaugh (ADSD) , Tammy Brown (ADSD), Blanca Leon (Washoe County Senior Services), Cheyenne Pasquale (RAGE), Brittney Johnson (RAGE), Michelle Heinze (RAGE), Reggie Bennett (RAGE), Sara Brower (Lyon County Human Services), Warren Bottino (Lyon County Human Services), Denise Earp (Lyon County Human Services), Debbie Enos (ADSD), Kristi Martin (ADSD), Grady Tarbutton (Washoe County Senior Services), Debby Stevens (Fernley Senior Center), Rod Sanchez (Silver Spring Senior Center), Carlyn Grocholski (Lyon County Human Services -ADRC), Teresa Sacks (Sanford Center for Aging), and Shane Moulton (Sanford Center for Aging)

Minutes Recorder: Wanda Brown (ADSD)

1. Introductions—Wanda Brown

- The meeting was called to order by Wanda Brown at 9:10 a.m. after videoconference equipment did not work.

2. Minutes Review from the December 1, 2010 Meeting—Wanda Brown

- Change noted on agenda item number 3, second sentence. Final minutes to be posted on www.nvaging.net under the ADRC “button.”

3. ADRC/NNCIL dissolution as ADRC Site- Wanda Brown

- Wanda explained to the group NNCIL requested de-obligation of ADRC Funding in a letter dated to the ADSD Administrator 12-23-10. The past year there have been 4 technical assistance visits to the site. The following are some of the reasons for the request of dissolution:
 - It was a business decision based solely on their core mission and business perspective of NNCIL.
 - They have had extreme difficulty the past year to produce data the way ADSD required (through SAMS and DTT).
 - They have several non-communicating databases currently in use.
 - Paperwork and reporting was overwhelming for their staff.

NNCIL is no longer an ADRC Site as of 12-31-10. Wanda will update the operations manual to reflect any changes. She asked if anyone had Community Partner Agreements with NNCIL, they may need to be updated and revised.

Washoe County's strategy is to complete a courtesy intake for basic I&R. If consumer's need advocacy and assistance with Independent Living they will refer them to NNCIL. They will track if they see an influx of younger persons with disabilities coming to their site. Grady confirmed the terms of their ADRC funding. It includes assistance for seniors, persons with a disability (any age), care givers and their families and anyone wanting to plan for future long-term support.

- Reggie extended any support needed for the Northern sites if they need help assisting consumers with disabilities.

4. ADSD Grant Orientation and Applications—Kristi Martin

- ADSD released a request for proposals January 12, 2011 statewide for the next grant cycle in Fiscal Year 2012 (July 1, 2011 through June 30, 2012) and Fiscal Year 2013 which will be noncompetitive funding. Second year funding will be based on funding availability and grantee performance in meeting grant requirements.
- This year the Division is combining all funding sources into one grant cycle. Funding for Older Americans Act, titles IIIB, D and E; Independent Living Grants, State transportation, State Volunteer. Disability Services competitive grants are the Federal Assistive Technology and Independent Living grants.
- Those for Traumatic Brain Injury, Personal Assistant Service, Deaf and Hard of Hearing Advocacy Centers are non-competitive and grantees will receive an application later in the year.
- The orientations will be held January 25 in Las Vegas, January 26 in Carson City, and January 27 in Elko, and they are open to everyone but mandatory only for new grantees. The RFP stated the times and locations. Applications were emailed out to ADSD Grantees with the RFP and posted on the web site on January 12, and applications are due on March 3, 2011.
- There will be an internal review process and an outside review process so write your grant as if someone reviewing it does not have any idea what your agency or organization is about. The internal review will also look at past performance, participation of requirements or any compliance issues.
- There is ongoing recruitment for ADRC sites for statewide coverage.
- If submitting a grant for ADRC funding, please detail what your agency does and explain how it fits in line with the ADRC philosophy, how your agency will perform the levels of service and how your agency will meet site participation and requirements.
- New grantees will be asked to perform a readiness assessment and IT Infrastructure assessment.

5. SAMS Topics Discussion- Wanda Brown & Teresa Sacks

- Home Health Agency vs. Community Based Care
- Debt Assistance vs. Financial Assistance
- Follow Up

- Wanda read the update from John Ruiz regarding the request to add topics into SAMS and to have sites test them and inform Wanda if it's working better. Teresa stated in the December DTT email the topics and reasoning behind them.
- There was discussion to develop an easier way to track follow-ups without having to search, possibly a topic in each level of service. Creating a new service delivery in a later month when the follow up is completed is the current method.
- It was suggested if the follow up topic is added, it should be reflected in the operations manual to identify which level of service is pertaining to the follow up.
- Washoe County will share their IT process to set up their follow up reminder on their desktop. It works well within their SAMS system. Blanca to follow up on this.
- There is a mechanism in SAMS but sites do not have access to it.
- The goal is to have our IT Consultant work on setting up the method to report. If sites would provide what types of reports they need and the reason for it, it would be appreciated. This way we could plan ahead with your parameters of tracking within SAMS.
- Please continue sharing your needs, frustrations, and input. It is always welcome 😊

6. ACCESS Nevada Partnership/ 2-1-1 Partnership—Wanda Brown

- Wanda asked the sites if anyone needed more ACCESS Nevada brochures. Lyon County requested 200 and Washoe County was given a batch. RAGE stated they do not need any.
- Brittney stated she was able to submit two ACCESS Nevada Medicaid applications electronically. Wanda to ask if there will be a way to attach supporting documents electronically or do we have to submit hard copies, or does the applicant/authorized representative wait for a letter from Welfare requesting the information. Wanda will email the response from Welfare to site staff.
- Wanda met with Grady Tarbutton, 211 Executive Committee Member, and it was recommended that Wanda submit a Memorandum of Understanding instead of the ADRC Community Partner Agreement that includes all roles and obligations with United Way (North and South), 2-1-1 North (Crisis Call Center), 2-1-1 South (Nevada Help), ADSD-ADRC. There is no corporate structure for 2-1-1, it is a partnership.

7. IT Update—Brian Wanbaugh

- Brian reported he is still working toward launch of portal. There have been delays with Harmony that prevented the site from going live. He's been testing some unanticipated changes Harmony made without notification.
- The group will be getting an email to login to the site to test it as soon as it is ready.
- The merging of resources from the Nevada Care Connection site to the new Nevada ADRC site is complete.

- Brian will be training Sanford Center for Aging on implementation of the DTT into the portal for reporting. At the next site meeting there will be a training to the sites after it's been tested by Sanford Center for Aging.

8. CIS/FCIS; DTT; New Training Modules Update—Teresa Sacks, Shane Moulton

- Teresa reported 109 Consumer Intake Surveys (CIS) were received from July 1 through December 31, 2010.
 - 67 RAGE
 - 12 NNCIL
 - 21 WCSS
 - 9 LCHS
- 136 Follow-Up CIS administered in same time period.
 - 95 RAGE
 - 13 NNCIL
 - 26 WCSS
 - 2 LCHS

Findings will be included in the next program evaluation report in February.

Teresa did set up a meeting with WCSS to train on CIS distribution, but needed to reschedule to February 3, 2011. Sanford Center's received the Institutional Review Board (IRB) final approval. They have developed a training to implement new survey orientation with new processes because of the IRB approval. Gail will be contacting the remaining ADRC sites to schedule a date to orient, train and conduct site visits.

- Teresa sent out the current Data Tracking Tool (DTT) for December 2010. She thanked Sara at Lyon County for submitting early. If you are completing the section "other" in the DTT please identify what your "other" is. If you don't specify ethnicity, please put "unspecified".
- Shane reported they are developing two new training modules that are both in different stages—one on Mental Health, has had a couple of reviews from mental health professionals; clinical psychologists and has incorporated their feed-back. In process of conducting internal reviews and then additional outside professional review with social workers, psychologists. They will then have the sites review for beta testing to get your feedback before completion. Wanda stated the purpose of this module was to provide ADRC Sites with some training to serve individuals with mental health issues or strange behaviors so you feel more comfortable or confident meeting with an individual so you can move forward with interviewing and accessing services to help them. Some sites may feel comfortable in serving this population while some sites may not encounter these individuals as regularly.

- Private Pay (how to serve consumers who don't qualify for publicly funded services). This module is still in the development stage. They will identify different reviews and then beta test with the ADRC Sites.

9. Community Partner Agreements—Wanda Brown

- Wanda emailed updated ADRC Community Partner Agreements to the sites. If you have partnerships with NNCIL you may need to update and resign based on what you decided you would do for each other. She reminded the sites that we still have the laminated posters, and these are available for partners. Contact Wanda if you need posters.
- Please email Wanda a copy of any agreements you complete. This is a question on the SART and now is being tracked within the Data Tracking Tool (DTT).

10. Updated Marketing Materials- Wanda Brown

- There are updated brochures and fliers available on the www.nvaging.net website for downloading.

11. Advisory Board and 5 Year Strategic Plan—Wanda Brown

- Next Advisory Board meeting is March 8, 2011 at 1:30. It will include the final review of the Five-year strategic plan draft due March 24th. Anyone welcome to attend the meetings as they are open meetings.
- Draft review of 5 Year Plan at next ADRC Site meeting for final input.

12. ADRC Technical Assistance National Conference- Wanda Brown

- Nevada, along with UT and OR has been invited to be part of a panel discussion at the conference. After reviewing the narrative sections of our most recent Semi-Annual Reporting Tool (SART), they have identified each of these states as a leader in preparing our workforce to offer quality decision support. They were particularly impressed with the thought we put into assessing training needs, developing curricula and evaluating our efforts to train staff on Options Counseling. Wanda and Teresa thanked the sites for their contribution during beta testing for this module.

13. Anything Else?

- NCOA newsletter: [States Get Additional LIHEAP Funds](#)
Additional funding is now available to help eligible low-income families meet their home energy needs, bringing the total made available since Oct. 1 to \$3.9 billion. Funds will go to states, tribes, and territories under the Low Income Home Energy Assistance Program (LIHEAP). For FY 2011 cumulative LIHEAP allocations under the continuing resolutions Nevada will receive \$15,646,324.00
- Fielding Questions about Reverse Mortgages- Wanda will forward the email so sites will be familiar with the letter being sent to 30,000 people nationwide that

they owe money so they don't lose their home. Nevada may have some of the population included in that number.

- **Next meeting date 03/16/11**, 9:00 a.m. Administrative meeting at 8:30am for Sara, Grady and Reggie.