

# **AGING AND DISABILITY RESOURCE CENTER PILOT SITE MEETING MINUTES**

**October 15, 2009**

**9:00-10:30am**

**NNCIL – Sparks**

Call in: 888-363-4735

Access code: 1672671

Debbie Enos, Cherrill Cristman, Diane Ross, Kristi Martin, Reggie Bennett, Brittney Johnson, Michelle Heinze, Cheyenne Holcomb, Teresa Sacks, Rori Lee, Richard McFeely, Tiffany Young, Wanda Brown and Tina Gerber-Winn.

Lee Derbyshire announced and then excused herself due to an emergency.

## **1. Minutes Review from Last Meeting**

- Minutes from the September 3, 2009 meeting were not complete. Defer from review and approval until the December 4, 2009 meeting.
- Tina gave an overview of the last meeting.

## **2. Site Meeting Attendees and Structure Follow Up**

- Administrative staff will meet every 12 weeks or every other site meeting to address site issues that may come up. It will be the first half hour prior to site staff attendance.
- Site staff attendees will continue to meet every 6 weeks. The time will be 1 ½ hours unless otherwise noted prior to the meeting.
- When sections of the Operations Manual are complete these meetings will also have a training component to cover and discuss the completed sections.
- Wanda will provide information sheet for attendees of what we'll expect at the site meetings.

## **3. SART Report**

- SART webinar training 10/08/09. No large narrative at this time. This report covers 6 month period.
- ADRC has always had 2 reports. The federal report is due next month. Tina will send out to the sites and establish a deadline in the next 2-3 weeks.
- Teresa reminded site staff to get their Data Tracking Tools submitted. This report is for quality assurance. Hopefully, this will be the last time site staff has to fill it out and submit. Teresa wants to compare if the information the Lewin Group suggests is needed is the same information in SAMS. The idea is to have this report in SAMS and be able to generate the report needed.

## **4. Las Vegas site visit 9/16/09**

- Project Manager accompanied RD Specialist, Kristi Martin, to first program assessment for RAGE.

- Wanda shared she was able to meet all pilot site staff and see their processes. They vary a bit. The RAGE staff and space is very impressive.
- There was some technical assistance on recording consumers served and units of service.
- The RD Specialist submitted her final report with minimal corrective actions to be complete.
- Wanda also reminded staff that because some of the funding is funded under Title IIIIE not to forget to try and get information on caregivers you serve and count them. The numbers are looking weak for the federal report Lisa Wallace submits for ADSD.

## 5. AoA Grant Submission

- ADSD was awarded \$241,000 for continuation of ADRC. The goal of this grant is to strengthen ADRC structure and enhance service delivery.
- Just for clarification, this is a structural grant. No money for direct service.
- Will be using the SART reports to go back and strengthen areas we are weak in.
- Grant is for the first year. Second and third year will depend on performance and possibly if AoA changes their focus.
- No adding of personnel, ADSD personnel is in kind match.
- Travel money for project manager
- Reinstate Advisory Committee
  - In the past they met 4 times per year
  - Recommendations for IT process, marketing, etc.
  - Videoconferencing possible
  - Please email Wanda or Tina if you have any recommendations of people who might be interested.
  - Target date for first meeting- January 2010
- Supplies
- Sanford Center for Aging
  - Quality management
  - Training
- No marketing money for the first year. No request from WCSS.
- Largest portion of the grant- \$171,000 Developing IT Tools
  - to finalize development with AGIS website
  - E learning solution, so people don't have to travel.
  - Wanda Cox, ADSD IT Manager, will work with Tina to hire IT person to work solely on ADRC project
- 5 year plan for sustainability
  - Possibly missed out on UNLV student group to assist. Tina responded to the email sent by the professor but Cheyenne reported the groups are already assigned.
  - Wanda and Tina will give updates as they occur.

## 6. Marketing update

- No funding for FY2010
- Need to go back to basics (grassroots) outreach

- Phil Ulibarri provided RAGE and NNCIL with quick facts insert that was very good. WCSS must also have one. Use at all 3 sites.
- Wanda is working on information sheet to be given out to providers. Diane Ross suggested another simple sheet she can give to consumers she sees through their RTC contract. She feels they may be at risk and need further assistance with planning.
- Simple hand out/flyer for consumers asking some imminent risk questions
- No-Cost advertising
  - RAGE and NNCIL already initiates outreach each month. Ask to be a speaker at any monthly meetings you attend to spread the word about ADRC.
  - Ask to submit ADRC article to any local newsletters you receive. *i.e. Senior Center newsletters, Non Profit News, Challenger Newspaper*
- Reggie suggested training on ADRC in the rural communities by videoconferencing.
- Wanda reminded the sites to count community presentations, provider trainings and outreach under visibility and awareness in the ADRC Data Tracking Tool. Teresa reminded the group they were sent the tool and it is due for the three month period July 1 to September 30, 2009. Rori will be sending a friendly reminder soon.
- The state was also awarded a Respite grant. There might be some training to 2-1-1 staff. Might be a good idea to present ADRC to 2-1-1 staff. Cheyenne stated she's not sure what the respite training module will be. The Respite Coalition meets on 10/16/09, she might find out then.

## **7. Training- Teresa Sacks**

- Teresa thanked internal and external partners for their participation in finalizing the modules.
- Final training modules were submitted to ADSD.
  - Imminent Risk101
  - Aging and Disability Awareness
  - NV Consumer-Directed Care
- Teresa will send them out electronically to the sites.

## **8. Imminent Risk Discussion and Operation Impact**

- ADSD has a list of essential services to target funding and highest need.
- ADRCs need imminent risk to trigger level 2 options counseling and level 3 benefits counseling.
- The group agreed that imminent risk should be a factor for the Options Assessment.
- Wanda to finalize Options Assessment
- Operational Impact- ADRC to come up with one sheet outreach tool
- Diane shared that through the RTC Para Transit Assessment they have seen 1600 consumers. She feels a lot of them could fall under imminent risk and would like to have a hand out that is helpful and non- threatening to their independence so they could contact the ADRC if they choose.

- Reggie offered to do outreach to RTC in the south. Kristi to provide him the contact information.
- The first year of this grant we need to figure Service Regions to cover the state. Reggie stated Independent Living uses sponsoring agencies like Family Ties to provide a strong referral base. Need to see copy of MOU from Todd Butterworth. This would be a formal way to set up agreements to refer.

## **9. Anything Else**

Wanda shared what she is currently working on. The ADRC Operations Manual was submitted by the Sanford Center for Aging (SCFA). It provides good bones but needs some editing and completions in some sections specific to ADRC Specialist tasks.

- The processes for the specialist when taking intake on the public partner programs like CHIP, WEARC, COPE, Medicaid referrals.
- Marketing plan

Possibly in December, Wanda and Tina will discuss where ADRC Nevada is at with our AoA representative.

**The next meeting is scheduled for December 4, 2009 at 9am.**

Items on the agenda will include:

- Review site meeting structure handout
- Review quality report from Teresa
- Status on AoA and Respite Grants
- Marketing
- Review training modules
- Imminent Risk handout