

AGING AND DISABILITY RESOURCE CENTER (ADRC) SITE MEETING MINUTES

**October 5, 2011
9:00 a.m. – 10:30 a.m.**

**Videoconference and Webinar between
Northern Nevada Center for Independent Living (NNCIL) – Sparks
and
Rebuilding All Goals Efficiently (R.A.G.E.) – Las Vegas**

Attendees:

ADSD

Wanda Brown, Cheyenne Pasquale, Debbie Enos, Kristi Martin, Melissa Thrower, Brenda Mothershead

ADRC - IT

Brian Wanbaugh, Tom Chinn

Sanford Center for Aging

Not in attendance

East Valley Family Services

Alicia Davisson, Shareece Bates

Lyon County Human Services

Carlyn Grocholski, Sara Brower

Rebuilding All Goals Efficiently (R.A.G.E.)

Michelle Heinze, Celeste Graham, Brittney Johnson

Ron Wood Family Resource Center

Joyce Buckingham, Ellen Prose, Veronica Valladares

Washoe County Senior Services

Grady Tarbutton, Blanca Leon, Joti Bhakta

Minutes Recorder: Brenda Mothershead (ADSD) and Wanda Brown (ADSD)

1. Introductions and Welcome new ADRC Project Manager - Wanda Brown

- The meeting was called to order by Wanda Brown at 9:05 a.m.
- Welcome Cheyenne Pasquale, the new ADRC Project Manager. Cheyenne has related experience from being the Program Development Manager at R.A.G.E.

2. Minutes Review from the August 17, 2011 Meeting - Wanda Brown

- No changes noted. Final minutes to be posted on www.NVAging.net under the ADRC button.

3. Chronic Disease Self Management Program (CDSMP)- Sharon Goldstrohm

- Sharon Goldstrohm was unable to attend due to a scheduling conflict.
- Cheyenne announced that in early November, there will be a four day Leadership Training in Las Vegas to become a certified CDSMP instructor.
- Please email Cheyenne if you are interested in becoming an instructor or would like flyers on the program at CPasquale@ADSD.NV.GOV.
- Cheyenne will research if the CDSMP Leadership Training can be offered in Reno.

4. Semi Annual Reporting Tool (SART)- Cheyenne Pasquale

- The six month SART report is due from all sites on October 20, 2011.
- Ron Wood Family Resource Center and East Valley Family Services will only be reporting on activities from July to September 2011; the remaining sites will report on activities from April to September 2011.
- If you need site level access to complete specific sections in the SART, please advise Wanda or Cheyenne.

5. Intake (level 1) and Options Counseling (level 2) forms in ADRC Portal-Demonstration, navigation and questions

- Please test the Intake and Options Counseling forms in the portal. If you have any issues, comments, or change requests, please send a help desk ticket to Brian by October 14, 2011.
- Intake Form Discussion:
 - The Intake form is required and replaces the cluster 1 form.
 - Some of the fields marked “required” will no longer be a requirement, e.g. social security number.
 - When entering the consumer’s name, please capitalize the first letter of the first, middle, and last name.
 - A middle initial and suffix box will be added.
 - Three separate boxes will be added for the social security number.
 - Consumer searches can be done in the portal or SAMS.
 - Under ethnicity, Latino will be removed.
- Options Counseling Discussion:
 - Do not print from the form page, please use the results page.
 - The site manager will be the only person with access to delete.
 - Form can be exported to Excel.
 - Edits to the Options Counseling form can be made in the grid format or online.
 - A signature line will be added to the printable form.
- Each site will be able to view all the intake forms to avoid duplicate entries.
- The “Help” icon will have a video showing how to use the forms.
- Cheyenne will discuss group training options with Wanda. Please advise Cheyenne if there are specific topics you’d like to see in the training.
- Please decide how often you’d like to have the intake information on the portal uploaded to SAMS. This will eventually be an automated task and will not have to be done manually.
- The Options Counseling form will not be uploaded into SAMS.
- Service delivery, care enrollments, and topics will continue to be entered into SAMS.

6. Data Tracking Tool (DTT) submission; Excel / Portal update- Teresa Sacks

- Teresa Sacks was unable to attend.
- The Program Evaluation Report was emailed to the site managers. If you did not receive a copy, please advise Wanda or Cheyenne.

7. CIS/FCIS; New Training Modules update- Teresa Sacks, Shane Moulton

- See above

8. New ADRC Partnership agreements- Wanda Brown

- Wanda sent the partnership agreement template to the new sites. Please formalize any existing partnerships and send the agreements to Cheyenne.
- If you have agreed to different terms than listed on the template, please use the last page to edit the terms.

9. *Anything Else?*

- No comments.

The following is the website to submit help tickets specific to SAMS:

<http://Help.nevadaadrc.com/desk/harmony>

Next Meeting: November 2, 2011, at 9:00 a.m., no administrative meeting.