

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

December 1, 2010  
9:00 a.m. – 10:30 a.m.

**Teleconferenced & Videoconferenced 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), Lisa Jones (ADSD), Tammy Brown (ADSD), Lisa Erquiaga (NNCIL), Mary Kehn (NNCIL ADRC Specialist), 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), Debbie Enos (ADSD), Kristi Martin (ADSD), Shelly Newman (Washoe County Senior Services), Deborah Stevens (Fernley Senior Center), Rod Sanchez (Silver Spring Senior Center), Carlyn Grocholski (Lyon County Human Services -ADRC), Tracy Simpson (ADSD), Corrie Herrera (NNCIL), Teresa Sacks (Sanford Center), Shane Moulton (Sanford Center)

**Minutes Recorder:** Lisa Jones (ADSD) and Wanda Brown (ADSD)

**1. Introductions—Wanda Brown**

- The meeting was called to order by Wanda Brown at 9:00 a.m.

**2. Minutes Review from the October 20, 2010 Meeting—Wanda Brown**

- No changes noted. Final minutes to be posted on [www.nvaging.net](http://www.nvaging.net) under the ADRC “button.”

**3. SAMS Internal Manual Deadline—Debbie Enos**

- There is a new requirement asking each grantee to develop an internal SAMS manual with their procedures for managing SAMS and entering data in order to provide consistency in how SAMS is done, even when there are staff changes. Recently we have discussed the fact that the sites already have a SAMS manual in place. The sites that have other grants are expected to have an internal SAMS manual for those other grants, but the existing SAMS manual meets the ADRC grant requirement for the first deadline.

**4. ADSD Grant Orientation and Applications—Kristi Martin**

- ADSD is releasing a request for proposals in January 2011 for the next grant cycle in Fiscal Year 2012. This year the Division is combining all competitive funding sources into one grant cycle. Some Disability Services grants (those for Traumatic Brain Injury, Personal Assistant Service, Deaf and Hard of Hearing Advocacy Centers) are not included, as they are noncompetitive this 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. Applications will be emailed out with the RFP and posted on the web site on January 12, and applications are tentatively due on March 3.

**5. Public Awareness Collaboration Events (PACE)—Wanda Brown**

- PACE events were held in Las Vegas on November 18 and 19. Reggie reported there were about 200 attendees, and the event went well. Pahrump also went well but attendance was low.
- Wanda reported the last PACE event of the year will be held at Sparks High School on December 7. Deborah Tyler sent out emails and fliers publicizing the event, which Wanda has forwarded to everyone.

**6. Public Program Applications (Medicaid)—Wanda Brown**

- Wanda reminded everyone that, although the service specifications in the operations manual refer to Medicaid as the medical programs and the food-stamp applications (SNAP), the medical programs encompass many programs. These include Temporary Aid for Needy Families (TANF) and all of the Medicare savings programs. We need to keep in mind that these are something that staff needs to be familiar with, as they fall under this one line item in the list of thirteen programs that we are knowledgeable in and have information on to assist consumers. We need to be prepared to help with applications for everything that falls under this, too.

**7. ACCESS Nevada Partnership—Wanda Brown**

- Wanda stated that when trying to help a consumer do an application online, you can give them the brochure and write their password on the brochure. We can get as many of the brochures as we need, we just need to let them know. Lyon County Human Services requested 100. Wanda to request from partners and mail them to Sara. Problems with logins and passwords, etc., need to be emailed to Wanda so she can submit them. Include the details, including user ID and password, so the site specialist has all of the necessary information. Keep in mind that this is still a testing period, and we are helping them to work the bugs out of the process before this is rolled out to the general public. Please also email positive comments and constructive suggestions in addition to reporting problems, as all of this input will help to make the end product better.

**8. SART Report—Wanda Brown**

- The Semi-Annual Reporting Tool (SART) was submitted on time. Wanda thanked everyone who submitted early enough for her to review the information and submit it before final submission.

**9. IT Update—Brian Wanbaugh**

- Brian reported he is still working toward launch of portal. Currently he is merging resources from the Nevada Care Connection site to the new Nevada ADRC site

and testing that. They are working with Sanford Center for Aging to finalize the layout for their data tracking tool so it can be implemented in the portal. They are working on getting copies of the repositories for the SAMS and OMNIA data at DoIT in Carson City and hope to have this in place by the third week of December. We will then have access to more detailed reports.

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

- Teresa reported that Angela Broadus has taken over some of what Rori Lee was doing previously, and Maryl is working with consumer intake surveys. She presented her report detailing the 98 surveys received from July 1 through November 22, as well as the 99 follow-up surveys received.
- Teresa stated the data tracking tool has really evolved over time, and she thanked everyone for their patience. Sanford Center's institutional review board (IRB) will allow them to report to audiences beyond ADSD. Once the final review comes back, they will be meeting with the sites to go over the details of changes in the survey process in order to meet the IRB requirements. Teresa offered to visit the Washoe County site to conduct an orientation on the details regarding the consumer intake survey process. She asked that the sites contact her directly to request additional surveys or particular data.
- Shane reported they are developing two new training modules—one on Mental Health (Depression, Addiction, Dementia, etc.), and one on Private Pay (how to serve consumers who don't qualify for publicly funded services). The Mental Health module is further along, has been outlined and is in internal review. The Private Pay module is still in the research/outline stage. Wanda stated her concern that some of the sites have consumers with mental health issues, but site staff may not be well versed in those issues. The Mental Health module is needed to help them feel more comfortable serving those individuals. Teresa added that once a module is out in the field, further feedback to Teresa can allow Sanford to add additional information to the module, such as an additional scenarios.

**11. Community Partner Agreements—Wanda Brown**

- Wanda thanked everyone for the partner agreements that were turned in recently and asked everyone to keep working on partnerships. She reminded the sites that we still have the laminated posters, and these are available for partners. Contact Wanda if you need posters.
- Wanda stated that signed agreements need to be reviewed yearly to make sure sites and partners still agree on the details.

**12. Advisory Board and Subcommittees—Wanda Brown**

- Next Advisory Board meeting is 12/14 at 1:30. Partnership subcommittee met yesterday. Feel their goals and objectives complete for now, so they will submit their draft to AB and suspended for now. Program Evaluation subcommittee still

suspended, submitted their draft. Sustainability subcommittee meeting later today and still working on their draft. Five-year strategic plan due March 24th. Anyone welcome to attend the meetings as they are open meetings.

**13. Anything Else?**

- Wanda asked about extra topics that sites were going to email to her for adding to SAMS Level 3, but Wanda did not receive any. RAGE sent one about housing/utility assistance and Teresa added to reporting tool. RAGE will re-email request from earlier to Wanda. If there are any more please email to Wanda and cc Teresa. Teresa's deadline is 4 pm today so data tracking tool can be put to bed for synching up with portal.
- Next meeting date 1/19/11, 9:00 a.m. No Administrative meeting.