

AGING AND DISABILITY RESOURCE CENTER (ADRC) SITE MEETING MINUTES

March 16, 2011
9:00 a.m. – 11:00 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), Brian Wanbaugh (ADSD), Lisa Jones (ADSD), Brenda Mothershead (ADSD), Blanca Leon (Washoe County Senior Services), Cheyenne Pasquale (RAGE), Brittney Johnson (RAGE), Sara Brower (Lyon County Human Services), Debbie Enos (ADSD), Kristi Martin (ADSD), Becky Boatwright (ADSD), Shelly Newman (Washoe County Senior Services), Carlyn Grocholski (Lyon County Human Services-ADRC), Denise Earp (Lyon County Human Services), Teresa Sacks (Sanford Center for Aging), Shane Moulton (Sanford Center for Aging), Angela Broadus (Sanford Center for Aging)

Minutes Recorder: Brenda Mothershead (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 January 19, 2011, Meeting – Wanda Brown
 - Change noted on agenda item number 13, second bullet. Final minutes to be posted on www.nvaging.net under the ADRC “button.”
3. ADRC 5 Year Strategic Plan Review – Wanda Brown
 - ADRC 5 Year Strategic Plan was reviewed at the ADRC Advisory Board Meeting on March 8, 2011. The plan will be submitted to Administration on Aging on March 24, 2011.
 - Wanda stated the names of representatives who offered input would be listed on the ADRC 5 Year Strategic Plan cover page. Advise Wanda whose name you would like on the cover page by March 23, 2011.
 - Goal #5 Transition current Information, Assistance and Advocacy (IA&A) grantees into fully functioning ADRC sites to achieve statewide coverage.
 - Wanda stated this goal is to transition existing IA&A grantees funded with ADSD to become an ADRC in the next 5 years, if feasible.
 - Goal #6 Collaborate with Money Follows the Person (MFP) Grantee in order to develop ADRC processes as applicable.
 - During the National Conference, there was discussion about partnerships and utilizing money from different granting sources for ADRC. The Medicaid Services Department, Health Care Financing and Policy asked for approximately \$11.9M for MFP and received approximately \$7.5M from. Their plan is not completely structured regarding MFP and did not include the partnership with ADRC. Tammy Ritter, Chief of Community Based Care, was on the work group when the grant was developed and believes it is possible for us to add an addendum to the grant, but we will need to speak with the agency.
 - Goal #7 Increase the number of ADRCs statewide by expanding into rural/frontier areas.

- We are in the granting cycle for the new round of grants and it is very competitive.
 - Goal #8 Evaluate the effectiveness of the ADRC program and program sites.
 - The enhancements to the web portal will make it easier to capture data.
 - Wanda will send the full document and appendices the week of March 14th via email.
 - The Lewin Group assessment that marked Nevada's progress toward realizing the AoA/CMS vision of fully functioning statewide status, areas that need more attention, have been taken into account in the plan.
 - If you are not familiar with how the structure has worked within our agency for ADRC, the financial plan portion of the 5 Year Strategic Plan would be very informative to review.
 - Wanda discussed the estimated projected cost savings or offsets of having fully functional ADRCs statewide. We must show substantial cost savings.
 - Notify Wanda of any grammar or formatting errors found in the draft by March 23, 2011.
 - There were no questions or comments from the group regarding the plan.
4. ADRC Technical Assistance National Conference – Wanda Brown
- Kathy Greenlee, Assist Secretary for Administration on Aging, was a keynote speaker at the conference. She believes we need a national agenda for community living for people of all ages and disabilities. She does not want it to be defined by the funding source, but by what people need to stay independent and healthy as long as possible.
 - On February 14, 2011, President Obama announced a historic budget for AoA. The budget proposal included \$700M to the programs. The Federal AoA agency has \$1.6B, adding the \$700M, brings it to \$2.2B.
 - Continue to send community partnership information and forms to Wanda. We are required to document each partnership.
 - Email Wanda if you would like the notes from Ms. Greenlee's keynote address.
5. Data Collection – Wanda Brown
- The Semi-Annual Reporting Tool is due April 29th, 2011. The training sessions were announced on the Technical Assistance Exchange. They are scheduled for April 4th and 21st, 2011. Check in early for sessions as they have overbooked the teleconference portion previously.
6. Data Tracking Tool (DTT) Training in Portal – Wanda Brown, Teresa Sacks, and Brian Wanbaugh
- Wanda stated we need to go through the DTT for a couple of months in order to see where everyone is pulling their data from. She believes it is being pulled from different areas and will not match what is in our SAMS database. Once we troubleshoot the DTT, we can pull one report that is not as time consuming.
 - Teresa stated everything in the DTT is required by the Federal Government, service specifications, or ADRC Operations Manual.
 - Wanda discussed a question from Lyon County regarding "contacts." In SAMS, under consumers, we have "consumers served" and "consumer groups," the consumer groups equal unidentified people that you don't have information on who do not become a case for level 2 and 3 services. There will be some small level of consumer groups in level 1 service but there should be more consumers served in level 1 as this level of service also entails discussion of topics and possible follow-up. On the DTT, under line #10, "unknown," that is where your consumer group number needs to be entered. If you combine with line #7, consumers, the data will not match.

- Teresa will add Hispanic to ethnic race under the client registration form in the DTT to match SAMS.
- Teresa asked how she can provide sites with information on filling out the Semi-Annual Reporting Tool (SART) and Excel Entry Tool (EET).
- Sites can now track your training within the DTT.
- Under the narrative section in the DTT, enter your accomplishments, challenges, and additions you would like to see.
- Teresa recommended reviewing the ADRC specific SAMS manual.
- Teresa will email the spreadsheet showing the justification of the DTT.
- Teresa stated they will be auditing the data that is coming into the DTT and comparing it with SAMS reports for a few months and then it will be replaced by the online version.

DTT Training in Portal – Brian Wanbaugh

- Brian reviewed the steps required to access the Data Tracking Tool. He will email the steps and links discussed as well as a document on pulling reports.
 - Prior to creating your DTT account, you will need to create Help Desk account and submit a request to have access to the DTT.
 - Everyone needs to create a DTT account to include a user name and password.
 - You will receive an email with a link to verify you account.
- Use the online DTT for your March data that is due April 15, 2011.
- Please become familiar with DTT before it goes live by selecting the “Test User.” Anything submitted will be cleared out after 30 days. If you discover anything that is not working properly or things that do not look right, please advise Brian.
- When you set up your user name, it will be pre-populated in the user list.
- Every field in the DTT needs to be filled out. If you do not have a count for a field, you must enter a “0.”
- Any updates or changes will be at the top of the online DTT in red when you log in.
- Each “other” text field is limited to 250 characters. As you type, it will advise you how many characters you have remaining. If you find certain fields require more than 250 characters, please notify Brian and he can expand the field. All narrative fields are 2000.
- Any field that has a red asterisk next to it is a required field. If you do not have a count, please remember to put a “0.”
- The DTT will not allow you to submit the form if a field is left blank.
- The “i” icons are help bubbles; mouse over them as you are going through the DTT.
- Some sections have “unknown” or “other” boxes. These options will always be at the bottom of the list.
- At the bottom of every page, there is a report navigation menu. This is a quick menu system that will take you to the section selected.
- You can have multiple submissions within the DTT. If you split the submission with someone, you will need to enter “0” for the fields you are not responsible for. When the data is reported, it will pull from the reporting period, even if five people entered and submitted information separately.
- If you forget a count within a submitted report, you do not have to edit the report. You can fill out a new report and submit.
- Brian asked each site have one contact person for him to reach if he has questions as to where you are pulling your data from.
- Use the “validate now” button at the bottom of each form to ensure there are no errors on the current screen. If there is an error, it will tell you which field or fields have the error. After you correct the error, be sure to revalidate before submitting.

- Verify your totals from the summary sheet before submitting.
- You can attach multiple types of documents to the report, here are a few: DOC, JPG, PDF, PPT, XLS

7. ADSD Grant Applications – Wanda Brown

- There are seven new grant requests for ADRC sites statewide.
- Reviews to Pre-Project Control are due April 25, 2011. ADSD granting staff will review the amount of money and requests for funding as well as what reviewers suggested and recommended based on their reviews.
- Project Control is due to Carol Sala by May 11, 2011, and she is the final decision maker.
- Notice of Grant Awards (NGA's) will be mailed on June 2, 2011.

The following four agenda items were not addressed due to lack of meeting time. They will be addressed at the next scheduled site meeting:

8. Chronic Disease Self Management Program (CDSMP) - Wanda Brown

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

- The DTT portion was discussed in agenda item number six (6)

10. Community Partner Agreements-Wanda Brown

- This was addressed in agenda item number four (4)

11. Advisory Board - Wanda Brown

12. Anything Else?

- Teresa thanked everyone who attended the different site visits and orientations.
- **Next meeting date 04/20/11 at 9:00 a.m., no administrative meeting.**