

AGING AND DISABILITY RESOURCE CENTER (ADRC) SITE MEETING MINUTES

April 20, 2011
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 (ADRC-IT), Brenda Mothershead (ADSD), Debbie Enos (ADSD), Kristi Martin (ADSD), Becky Boatwright (ADSD), Blanca Leon (Washoe County Senior Services), Grady Tarbutton (Washoe County Senior Services), Brittney Johnson (RAGE), Celeste Graham (RAGE), Michelle Heinze (RAGE), Reggie Bennett (RAGE), Sara Brower (Lyon County Human Services), Deborah Stevens (Lyon County Human Services), Rod Sanchez (Lyon County Human Services), Carlyn Grocholski (Lyon County Human Services-ADRC), Teresa Sacks (Sanford Center for Aging), Shane Moulton (Sanford Center for Aging), Diane Ross (The Continuum).

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

1. Introductions – Wanda Brown

- The meeting was called to order by Wanda Brown at 9:04 a.m. after the videoconference equipment was set up.

2. Minutes Review from the March 16, 2011 Meeting – Wanda Brown

- Page numbers will be added to the minutes.
- Final minutes to be posted on www.nvaging.net under the ADRC “button.”

3. ADRC 5 Year Strategic Plan Submission – Wanda Brown

- The ADRC 5 Year Strategic Plan draft was submitted on March 24, 2011. Elizabeth Leef, AoA Program Specialist, will review the plan with other AoA reviewers and advise Wanda of recommended changes based on their assessment.

4. Semi Annual Reporting Tool (SART) – Wanda Brown

- The 6 month reporting for the Federal Government, Administration on Aging (AoA), needs to be submitted to Wanda by April 25th, 2011. She needs time to review before the final submission to the AoA on April 29, 2011. This reporting is for the past 6 months.
- The ADRC clients served includes consumers who have been reported with identifiable information in SAMS, and a case file, if warranted, for level 2 and 3 services. The number on the SART should not include consumer groups because they are unidentified people.
- There is a section for total contacts which includes all consumers and unidentifiable consumers.
- During the SART training, Joseph Lugo from the AoA, said that this was the most important and most critical stage of reporting. Data is being requested by the Office of Disability, Government Budget, AoA, CMS, and Department of Education. The data is driving the funding that will

trickle down to our state. The money we receive will enable other stakeholders to access the money in the future and serve more people.

- When you log-in to complete the SART at <http://adrc-tae.org>, an email will be sent to the state lead to ensure you are authorized to complete the SART.
- You can attach documents in the SART.

5. DTT submission of March data in Portal – Brian Wanbaugh & Teresa Sacks

- Feedback has been positive with the new Data Tracking Tool (DTT).
- Brian will fix the links at the bottom of the DTT.
- Remember to put “0” in the sections you are not reporting on.
- Brian will add a level to submissions by designating a supervisor for all ADRC sites to approve all the submissions before being sent for reporting. It will be a combined report. Brian will send the sites an email with instructions to test the new report in the next couple of weeks.
- When data is submitted, the submitter will now receive a printable PDF review sheet along with an email showing what was submitted.
- Moving forward, your log-in for the DTT Portal will be the same log-in as the help desk.

6. CIS/FCIS; New Training Modules update – Teresa Sacks, Shane Moulton

- The Consumer Intake Surveys received from October 1, 2010 to March 31, 2011 totaled 102;
 - 75 from RAGE;
 - 1 from NNCIL;
 - 14 from Lyon County Human Services; and
 - 12 from Washoe County
- The CIS 6 month period findings will be reported to Wanda on 4/20/11.
- There are 25 new CIS since mid-March 2011;
 - 15 from RAGE;
 - 1 from Lyon County Human Services; and
 - 9 from Washoe County.
- The Follow-up Consumer Intake Surveys (FCIS) received from October 1, 2010 to March 31, 2011 that were eligible for processing totaled 135; 93 of those were completed.
 - Challenges with surveys included: unable to reach people, searching for telephone numbers, some people have passed away.
- Teresa is going to send the Stakeholder Partner Satisfaction Survey link and information to Wanda.
- The results of all the surveys collected will be under the appendices in the Program Evaluation Report.
- Training modules are being developed on Mental Health and Serving Private Pay Consumers.
 - The first beta test was April 18th at Lyon County Human Services.
 - Shane presented the modules and asked what could be improved, added, or changed.
 - The next beta tests will be forthcoming with Washoe County Senior Services and RAGE.
 - The modules were sent to subject matter experts for feedback.

7. New Directions Newsletter – Wanda Brown

a. ADRC

- Wanda thanked Michelle from RAGE for providing the ADRC story in the New Directions Newsletter. It helped inform readers the process and time dedicated to help ADRC consumers. Good Job!

b. Resource: Chronic Disease Self Management Program (CDSMP) - Wanda Brown

- Wanda emailed everyone documents regarding the Chronic Disease Self Management Program.
- ADSD received this grant through the Federal Government to train people to be aware of and manage their chronic disease. The money ends March 31, 2012.
- Please refer this free program to people.
- Grady is going to speak with St. Mary's about offering this program in Spanish.
- We need to determine how to have the trainings occur at outreach centers.
- Some site dates in Northern Nevada are to be determined.
- This program was also highlighted in the New Directions Newsletter by ADSD.

8. Community Partner Agreements- Wanda Brown

- Continue to work on Community Partner Agreements.
- The Semi Annual Reporting Tool (SART) will ask about your agreements.
- Remember to send Wanda any new Partner Agreements via email or US Mail.
- Some sites are having a difficult time obtaining final approval or signature on Partner Agreements with government agencies.

9. Advisory Board - Wanda Brown

- The next Advisory Board meeting is scheduled for June 21, 2011. It is an open meeting if you would like to attend.
- The Advisory Board agenda will be posted by June 15, 2011.

10. Interagency Group

● **DWSS-Nevada ACCESS**

- Nevada ACCESS is the online Medicaid application through the Department of Welfare and Supportive Services (DWSS). The online application is in full production. Please advise Wanda if you have any questions or problems.
- If you are experiencing problems with Medicaid being unable to find the application after it has been submitted, please scan and email the online submission confirmation to Wanda and she will follow-up.
- DWSS is working on a grant for IT to develop a program that would allow supporting documents to be attached to the Medicaid application.

● **MIPPA Data Sharing**

- MIPPA (Medicare Improvements for Patients and Providers Act) grantees have a new contact, Maureen Drake, in the Reno Welfare office.

- The data sharing agreement with Welfare is as follows: Welfare has an unfunded mandate where they receive information from Social Security Administration in Pennsylvania. When a low income subsidy application is completed, Social Security verifies the information. If they find that the person may be a candidate for an MSP application, they then send those files to our state each month.
- Call your Welfare contact to make arrangements to pick up the files. They cannot be sent electronically. Each file will contain the person's name, address, phone number, and income. It may have been months since the applicant applied for the Low Income Subsidy (LIS) so they might need to be reminded what the benefit of MSP and the assistance includes.
- A MIPPA Partners Manual will be sent out and it will detail who the contacts are, what the purpose is, and the requirements on reporting.

11. Anything Else?

- **Options Counseling**
 - Piecing Together Quality Long-Term Care guide forwarded 4/4/11.
- **ADRC Audit Tool**
 - The ADRC Audit Tool will be sent to everyone via email. The email will contain a link and instructions to complete the ADRC Site Audit.
 - This process will assess your computer to report its capacity; it will not access any of your personal or confidential information.
- ADRC is in the process of reviewing the proposals for FY12 applications. Anyone funded for ADRC is going to be asked for a revised projected output measures form. This revision will identify the three levels of service in ADRC clients served. The form will be updated to reflect ADRC levels of service.
 - Debbie Enos reiterated that our funding is going to fund individuals, not unidentified groups.
- Wanda will provide ADRC brochures to Diane Ross at the Continuum.
- Please sign up for your log-in to the portal before it goes live. <http://www.nevadaadrc.com/>.
- Wanda will add Celeste from RAGE to the meeting request lists.

Next Meeting: June 15, 2011 at 9:00am; Administrative Meeting at 8:30am for Reggie, Grady, and Sara.