

AGING AND DISABILITY RESOURCE CENTER (ADRC) SITE MEETING MINUTES

June 15, 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 (R.A.G.E.) – Las Vegas**

Attendees: Wanda Brown (ADSD-ADRC), Tina Gerber-Winn (DA-ADSD), Brian Wanbaugh (ADRC-IT), Tom Chinn (ADRC-IT), Brenda Mothershead (ADSD), Debbie Enos (ADSD), Becky Boatwright (ADSD), Blanca Leon (Washoe County Senior Services), Grady Tarbutton (Washoe County Senior Services), Brittney Johnson (R.A.G.E.), Celeste Graham (R.A.G.E.), Michelle Heinze (R.A.G.E.), Reggie Bennett (R.A.G.E.), Sara Brower (Lyon County Human Services), Debby Stevens (Lyon County Human Services), Rod Sanchez (Lyon County Human Services), Carlyn Grocholski (Lyon County Human Services-ADRC), Jessica Cutts (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 April 20, 2011 Meeting – Wanda Brown

- Change “R.A.G.E.” to “all sites” on agenda item number 5, 4th bullet.
- Final minutes to be posted on www.nvaging.net under the ADRC “button.”

3. Semi Annual Reporting Tool (SART) Submission – Wanda Brown

- The SART report was submitted on time with assistance provided to all three sites. Wanda Brown completed NNCIL’s report on their behalf and informed AoA by a statement within their report.
- AoA was very impressed with the level of detail included in the SART and said the evaluation report from Sanford Center was very good and gave a different perspective.

4. ADRC 5 Year Strategic Plan Draft Review with AoA – Wanda Brown

- The ADRC 5 Year Strategic Plan Draft was submitted early for review, changes, and questions.
- On May 17, 2011, Wanda Brown had a teleconference with Program Specialist, Elizabeth Leef and Dennis Dudley from Region 9 AoA.
 - They were very impressed with the plan and happy with the progress that Nevada is making with ADRC.
 - They saw no red flags and authorized the draft as a final and to proceed.
 - They said the plan is meant to be a fluid document and changes may occur as goals and objectives are being met.

5. ADRC IT Update – Wanda Brown, Brian Wanbaugh

- Wanda introduced Tom Chinn, the new ADRC IT Consultant. He will be here until the end of September helping with Options Counseling and assessing the I&R tool in SAMS. He will create a plan and timeline to design, implement, and train ADRC sites and staff to document I&R calls for data entry and Options Counseling Assessments.
- Tom will assess the I&R tool and ADRC Options Counseling Assessment and determine if they should be in SAMS or the ADRC portal.
- For sites doing level 2 and level 3 service delivery, please review the Options Counseling Assessment form, list what questions are missing, and where you would like them on the form. Track your changes on the form and send it to Wanda and Tom Chinn via email by July 1, 2011.
 - Tom's email address is TChinn@logiktc.com
- We will keep the National Standards in mind when developing the Options Counseling Assessment form.
- The Options Counseling Assessment form needs to be all encompassing and not heavily weighted on elders; please include the important questions for persons with disabilities.
- Please email Wanda Brown and Tom Chinn the questions you use on your ADRC initial intake; they are going to create and streamline one form for everyone to use for ADRC initial intake.
- Page numbers need to be added to the Options Counseling Assessment form.
- Wanda Brown will send an email reminder of requested items during the meeting and due dates.
- Thank you to everyone for completing the ADRC IT Audit Tool, nothing alarming was noted. The tool is on the ADRC Portal website at the bottom and reads "STAT." The tool collects information about the operating system and physical hardware, not any personal information.

6. Data Tracking Tool (DTT) submission of April data in Portal – Brian Wanbaugh, Teresa Sacks

- The DTT is not pulling up for some users; Brian will research.
 - There is no access to review March, April, and May data.
 - Please email Wanda and Brian whether you have access to the DTT.
- a. Reports – Wanda Brown**
- If all sites are entering data correctly (per the ADRC specific SAMS tutorial), Wanda would like to develop reports for site reporters to ensure more accurate numbers and to streamline the tool.
 - A DTT work session has been scheduled with R.A.G.E. on June 27, 2011 at 9:00 a.m.

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

- The Consumer Intake Surveys received from April 1, 2011 to June 10, 2011 totaled 71;
 - 35 from RAGE;
 - 12 from Lyon County Human Services; and
 - 24 from Washoe County.
- The Follow-up Consumer Intake Surveys received from the same time period totaled 59;
 - 45 from RAGE;
 - 3 from Lyon County Human Services; and

- 11 from Washoe County.
- Only 5 clients refused to participate out of 39 contacts.
- Very positive responses were received from the surveys.
- There was an average time difference of 17 days from the site date of service to the client signature date, with this time ranging from 0-50 days difference.
- Shane discussed the two beta test modules: Difficult behaviors and Serving Private Pay Consumers.
 - A beta test was held at WCSS; it may be rescheduled to get additional feedback.
 - The next beta test is being held on June 29, 2011 at R.A.G.E. from 1:00 p.m. - 4:00 p.m.
 - Wanda will send an email to the staff at ADSD in Las Vegas to attend the beta test on the 29th at R.A.G.E. If the response is positive, she will ask to reserve another location to accommodate all attendees.

8. Advisory Board – Wanda Brown

- The next Advisory Board meeting is scheduled for June 21, 2011 at 1:30 p.m. You are invited to attend, as it is an open meeting. Updates are provided on IT, Program Evaluation, and a Program Manager update based on current grants.
- NNCIL is Sparks has a new Executive Director, Lisa Bonie.

9. Interagency Group

a. DWSS-Nevada ACCESS

- **Manual submissions of Medicaid applications (45 day timeframe)**
 1. If Medicaid does not meet the 45 day timeframe, the solution for the client is to file a request for a hearing, as they have the right to timely processing of their application.
 2. If you have any issues with online submissions, please email Wanda.

b. MIPPA Data Sharing

- MIPPA is a grant that some of the ADRCs participate in for documenting and helping people get signed up for Low Income Subsidy (LIS) and the Medicare Savings Plan (MSP) (which is the QMB, SLMB, QI1 programs paying the co-pays for Medicare through Medicaid).
- Lyon County and R.A.G.E. have MIPPA grants and it is going well.
- Benefits assistance is tracked on the DTT.
- Data Sharing; Welfare contacts for Reno, Carson City, and Yerington have been established.
- Lyon County and R.A.G.E. need to make arrangements with their contact and decide how they are going to obtain the applications and how many they can process each time they pick up files.
- It is very important to attend the monthly partner meetings.
- The MIPPA Partner manual was sent to each MIPPA Partner electronically.

10. Anything Else?

- Welcome to Jessica Cutts at Lyon County.
- Please email Wanda if you would like to add a topic to the next agenda.
- Wanda will announce via email any new ADRC sites that are funded.
- If you have any tips or tools that Wanda can share with the new ADRC sites, please email her.

Next Meeting: August 17, 2011, at 9:00 a.m., no Administrative Meeting.