

AGING AND DISABILITY RESOURCE CENTER (ADRC) SITE MEETING MINUTES

**June 3, 2010
9:00 a.m. – 10:30 a.m.**

Video Conference between Northern Nevada Center for Independent Living (NNCIL) – Sparks and Rebuilding All Goals Efficiently (RAGE) – Las Vegas

Attendees : Diane Ross (The Continuum), Reggie Bennett (RAGE), Cheyenne Pasquale, (RAGE), Brittney Johnson (RAGE), Michelle Heinze, (RAGE), Shane Moulton (SCFA), Wanda Brown (ADSD-ADRC), Teresa Sacks, (UNR-SCFA), Sue Harris, (UNR-SCFA), Rori Lee (SCFA), Carole Allison (WCSS), Richard McFeely (NNCIL), Debbie Enos, (ADSD), Brian Wanbaugh (ADRC IT Consultant)

1. Minutes Review from the March 11, 2010 & April 15, 2010 Meeting - Wanda Brown

Ms. Brown thanked the group for their input and editing to the March minutes. The updated draft was e-mailed to everyone prior to the site meeting. No current changes were noted. March Site Meeting Minutes will be marked as final and placed on www.nvaging.net website for posting.

No current changes were noted on the April minutes. April will be marked as final and posted to the website as well.

2. ACCESS Nevada discussion- Wanda Brown

It was stated that none of the sites have had the opportunity to utilize the online Medicaid application.

- Carole from WCSS stated they attempted to login but had trouble creating passwords.
- RAGE was able to login successfully.
- NNCIL has been using e-forms on the ADRC website but will attempt to login to ACCESS Nevada.

It was requested that all sites attempt to login and report back to Ms. Brown so she may relay the experience to the Welfare partners on the next teleconference. The teleconferences are every two weeks currently and the purpose is to troubleshoot any issues prior to them making the website available to the general public.

3. Operations Manual Section Update; VI Publicly Funded Program Information and Links- Wanda Brown

It was reported the program content is complete except for adding last minute appendices that were sent on June 2, 2010. Ms. Brown reported the sections along with the table of contents and appendices are being edited at the same time as they are related. Programming includes information as Medicaid program that include medical and MAABD eligibility, forms needed etc.

Ms. Gerber-Winn asked if the Low Income Energy Assistance Program (LIHEA) information was included with Welfare. It was stated and agreed, within the site staff present, it is a popular program that is assisted with on a regular basis. Ms. Brown will include LIHEA program information into the section.

4. ADRC Grant Funding for IIIE-Wanda Brown

It was announced that IIIE funding competitive granting cycle has ended. Lyon County Human Services (LCHS) was awarded a grant to become an ADRC Site for rural Nevada. The grant starts July 1, 2010. Lyon County staff will be present at the next site meeting in July. They have expressed excitement to get on board. They will cover Lyon County that includes Fernley, Silver Springs, Dayton, Yerington, Smith Valley, Wellington and surrounding areas.

RAGE, NNCIL and WCSS, the existing sites have also been granted funding to continue on as ADRC Sites.

5. ADRC Granting Applications – Debbie Enos

The Independent Living Grant applications for FY 2011 were due for submission on 05/19/10. Resource Development Specialists and outside evaluators will review applications and make recommendations for Project Control, where they will determine funding levels. Funding levels will be submitted to Carol Sala, ADSD Administrator and Ms. Sala will give the final approval on/or about 8/10/10-08/11/10.

The notice of grant awards will go out 08/13/10. The grant year is from 10/01/10 through 09/30/11.

6. Options Counseling Training Module; DTT; CIS/FCIS updates Shane Moulton and Teresa Sacks

Mr. Moulton thanked those who reviewed the Options Counseling content outline and incorporated suggested revisions. He stated he has created the Power Point presentation. It contains 50 slides and is in the process of second round SCA peer

review. The content might be too much currently but the peer review might weed out some of it.

Beta testing will take place in July for face to face feedback. He will start to schedule meeting times and dates with the sites.

At this time, more information is better as it's utilized for the development of the supplemental curriculum that accompanies the Power Point. As he begins scheduling the trainings, he will make it clear that the Beta testing is not a final training module. The purpose of the meetings is to gain feedback from participants for refinement of the final module.

SCA was asked to provide questions for a test for the e learning solution. Ms. Sacks agreed they could add a pre/post test to measure if people are understanding the training material.

Ms. Sacks thanked the sites for submission of their April Data Tracking Tool (DTT). She sent the May DTT out to the sites at the end of May. The May Data Tracking Tool (DTT) is due 6/15/10.

Out of 145 CIS's received from October through May only approximately 10% have not been able to be contacted. Rori Lee is still working on those. The breakdown of the CIS received follows:

- 104 from RAGE
- 21 from NNCIL
- 20 from WCSS

The Follow-Up Consumer Intake Surveys (FCIS) are completed 90 days following date of consent. They have experienced a higher volume of consent recently. Currently they are in various stages of review.

Ms. Sacks stated the new versions of the consumer intake survey (CIS) and the follow-up consumer intake survey (FCIS) have been reviewed and approved by the state. The new instruments will be disseminated to sites after the Institutional Review Board (IRB) provides final approval.

7. ADRC IT Consultant- Wanda Brown, Tina Gerber-Winn, Brian Wanbaugh

Mr. Wanbaugh explained that he has been working on the following:

- Working on a comparison of the two websites; Nevadacareconnection.org and Nevadaadrc.com

- Working on the new version to add functionality for items such as a registry and e learning.
- Reviewing Harmony/SAMS data bases and looking to offload data to allow for off line reporting.

Brian will want to work with RAGE staff as he starts working on the I and R feature.

The Sites were asked to please start writing down your requests for the website and business processes so that it can be considered in development. Please e-mail Mr. Wanbaugh at the following address:

Bawanbaugh@adsd.nv.gov

ADRC portal will serve all ADSD programs as well as ADRC sites for training, information exchange, self assessment, and other program goals. Some examples would be a housing registry that includes map quest, pictures of units, and updates of available units regularly. The e learning solution is not just for sites. It would be useful for the public as well such as access to information and training on respite care. It can also include PAS Training from the Money Follows the Person Initiative.

There will be a demonstration of the new website design for interagency committee to consider additions for the website.

It is likely that ADSD will move away from using AGIS and e-forms. Richard was concerned that he needed some info from e-forms. While the information would be available as we migrate to using other solutions, there may be a lag, so Richard was asked to print off any information he may need long term. Brian stated he may be able to export the data.

Brian is meeting with Diane Ross and Lyn Bremer regularly (every two weeks) to update requirements on the website and ensure Lyn is involved in setting up tools.

Brian may also need to meet with Azra at WCSS to discuss reports and data transfer.

8. Updates: Advisory Board and Interagency Group – Wanda Brown

The next advisory board meeting is scheduled for June 22, 2010. Ms. Sara Brower, Board Member and Program Manager for LCHS, has submitted her resignation due to the award of Lyon County Human Services becoming an ADRC Site. She is able to attend the June meeting but we will be looking for a replacement prior to the September meeting. It complies with open meeting law so anyone can attend.

Ms. Brown stated the Interagency Group has been helpful submitting program information for development of the last section of the Operational Manual. It has trickled

in but she is receiving it. Each agency is willing to come and present clarification or training at future site meetings if needed.

9. Lifespan Respite Care Program- Wanda Brown

ADSD received a grant for this program. ADRC is named as a specific program partner. This will include evaluation and service detail.

This means that once the program hires a coordinator;

- Sites will receive training on the program once developed
- Assist consumers with access to respite
- Sites will infuse the service option in their outreach efforts to make their communities aware of the existence.

10. Anything Else

- Marketing and Outreach clarification from ADSD Public Information Officer.
 - If sites create PSA's or other outreach materials to be used they are cleared to cite their ADRC site as an "official ADRC Site" but if they cite the actual Aging and Disability Services Division name in the context it needs to be authorized. Please forward anything needing authorization to Wanda Brown, Project Manager, and she will get the authorization prior to release of the materials.
- Laminated posters were given to all three sites with draft copies of the Community Partner Agreements. The purpose is to give your partner a poster to display at their business. The purpose of the Community Partner Agreements is to document and formalize the partnership. The site agreements could include agreement for cross training, eligibility, information exchange, passing out flyers, etc.
Documenting the partner agreements is a component of reporting to the Semi Annual Reporting Tool (SART).
- The SART Excel Entry Tool was submitted on time. It was due April 30th. Ms. Brown thanked the sites and managers for their efforts in getting the information submitted prior to the due date for review and editing as necessary.

Next ADRC Site meeting is scheduled for Wednesday, July 14, 2010 at 9 a.m.

There is no Administrative meeting that day.

Ms. Brown adjourned the meeting at 10:15 a.m.