

# AGING AND DISABILITY RESOURCE CENTER PILOT SITE MEETING

September 25, 2008  
9:30 a.m. to 11:00 a.m.

Call in: 888-363-4735  
Access code: 4522177

Diane Ross, Lyn Bremer, Kristi Martin, Tina Gerber-Winn, Cissy Garic, Cheyenne Holcomb, Michelle Heinz, Lisa Erquiaga, Mary Alice Denning, Dominique Joseph, Blanca Leon, Grady Tarbutton and Brittney Fleischner were in attendance.

The meeting was called to order at 9:08 am.

## 1. Minutes Review from Last Meeting

The minutes were approved as written.

## 2. ADRC Title III E Funding Request Information; Status of the Application

Tina sent out an email to each grantee to let them know if more information needed. The NGAs will be sent out next week.

## 3. Review of Evaluation Activities Teresa/Dominique

Dominique explained they have collected 54 "Consumer Intake Surveys". A frequent comment on the surveys has been a need for better detailed explanations of the application and evaluation processes. Consumers also requested help after the referral process. The consumer population liked the website better than the staff population. Both populations want the information updated. Grady would like to see the written report.

## 4. Status of ADRC Website

Michael Woods and Tina are working on addressing the concern of having up to date information for providers and ongoing updates on the website. Michael is also working with Beacon, and the technology is being updated. He is still trying to set up the changes that were requested such as showing those providers accepting Medicaid and the different fee structures. NVCC information is current and the plan it to post it to the ADRC website when Michael is finished with his work on Beacon.

Unfortunately the website will be down for a few months while the contract is re-negotiated. The forms will not be available while the site is down, however they will be available through SAM apps in the future. If people ask, they should be informed that the website will be back up. Tina will work on getting the exact dates for everyone.

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Tina listed the forms the website now has and told the group there would not be any new electronic forms added in the next year. More discussion on this topic will take place at the next meeting.

#### **5. Review of ADRC Intake Assessment**

The group reviewed the six page new assessment form that was put together by Louis. Several changes and modifications were suggested. Under the question about the client's ethnicity, the choices will copy the ADRC assessment and Tina will see about adding a text line next to the "other" box. The question about the living arrangement will be removed. The privacy question will be re-written to pertain to the policy. The group will look at the questions with the long lists of choices and examine them to see if the choices can be reduced. Any suggestions for changes should be given to Tina by October 9<sup>th</sup>.

#### **6. Review of the ADRC Comprehensive Assessment**

Tina did not receive any questions to add to the assessment since the last meeting. She would like to receive some suggestions for making the assessment meaningful to users. Since no one brought any suggestions with them to the meeting, it was decided this would be a good item to discuss at a face-to-face meeting.

#### **7. Disclosure Statement**

There was a discussion about disclosure statements and privacy practice issues. Tina spoke with Patty Thompson who is the HIPAA privacy officer to discuss issues regarding forms and information that could be seen by several agencies in SAMs. It had been decided that a disclosure statement would be given to clients and a date would be entered into SAMs saying the client has received the statement, no signature is needed. Louis will be working on a program to track date history. A chapter will be included in the ADRC manual about privacy practices.

#### **8. Anything Else!!**

The filling of the ADRC Project Manager position has been delayed because of budget and position continuity concerns.

The next meeting will be held October 30<sup>th</sup> from 9:00 am to 10:30 am. Items that will be discussed are e-forms, evaluation activities, the website and assessment forms. November's meeting will possibly be face to face on the 20<sup>th</sup>. December's meeting is scheduled for December 18<sup>th</sup>.

The meeting adjourned at 11:00 am.