



Brian Sandoval
Governor

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
AGING AND DISABILITY SERVICES DIVISION

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CAROL SALA
Administrator

MINUTES

Name of Organization: Nevada Aging and Disability Resource Center (ADRC)
Advisory Board

Date and Time of Meeting: June 21, 2011
1:30 p.m.

Place of Meeting: Northern Nevada Center for Independent Living (NNCIL)
999 Pyramid Way
Conference Room
Sparks, Nevada 89431

Video-Conferenced to the following locations:

Las Vegas: Rebuilding All Goals Efficiently (R.A.G.E.)
2901 El Camino Avenue, Suite 102
Conference Room
Las Vegas, Nevada

Fallon: Northern Nevada Center for Independent Living
1919 Grimes Street, Suite B
Fallon, Nevada

Agenda

I. Welcome and Introductions

Wanda Brown, SHIP, SMP, ADRC Director, ADSD

Ms. Brown called the meeting to order at 1:35 p.m., called roll, and announced her promotion as the SHIP, SMP, ADRC Director for ADSD.

Board Members Present: Mary Brock, Donna Kollman, Tara Swartz, Ida Davis, and Ronnie Wilson.

Board Members Absent: Alicia Davisson, Barbara Tobin, Debbie Dauenhauer, and Jackie Kassower.

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ADSD Staff Present: Wanda Brown, Marilyn Wills, and Brenda Mothershead.

Guests Present: Angela Broadus, Sanford Center for Aging.

II. **Approval of Minutes from the March 8, 2011 Meeting** (for possible action)
Ronnie Wilson, Chairperson

Ms. Broadus asked that an amendment be made on page 5, bullet 5, by removing the word “extremely,” as it is redundant.

Ms. Wilson made a motion to approve the minutes from the March 8, 2011 meeting as amended. Ms. Kollman seconded the motion and the minutes were approved.

III. **Public Comment** (No action may be taken upon a matter raised under public comment period unless the matter itself had been specifically included on an agenda as an action item.)

There was no public comment.

IV. **ADRC Project Manager’s Report**
Wanda Brown

The new ADRC Project Manager, once named, will be trained by Ms. Brown and will work out of the ADSD office in Las Vegas.

Ms. Brown will continue to work and assist with the ADRC portal tools, federal reports, and develop the online training for volunteer programs and sites.

ADRC 5 Year Strategic Plan; Submission and Meeting Goals:

- The ADRC 5 Year Strategic Plan Draft was submitted early on March 24, 2011 for review, changes, and questions.
- On May 17, 2011, Ms. 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 said the plan shows moving towards sustainability.
- Ms. Brown thanked the Advisory Board Members, Sub Committee Members, consumers, and partners who assisted and supported the ADRC 5 Year Strategic Plan.
- Collaboration on the ADRC 5 Year Strategic Plan and project design. Ms. Brown is in the process of entering the goals, objectives, and key dates into the Project Management Tool in order to track and monitor the plan.

SART Submission May 2, 2011:

- The six month SART report (October 2010 to March 2011) was submitted on time with assistance provided to all three sites. Ms. Brown completed NNCIL's report on their behalf and informed AoA by a comment within their report stating the reason.
- 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.

Partnerships:

- Ms. Brown attended two meetings with 2-1-1/United Way representative, Kelsey Piechocki, to assess their database, functions, and service delivery. During these meetings, sharing of resources and cross training for their operators was provided.
- Ms. Brown met with Janet Serial, Program Manager for the Nevada Office of Minority Health in May 2011. Partnering with their office is one of the objectives in the 5 Year Strategic Plan and plans to collaborate in the near future were discussed.
- Ms. Brown was asked to attend a work group in Las Vegas for community based organizations, Hospital Valley Health Systems and Health Insight on submission of a Care Transitions Grant. R.A.G.E. may be the ADRC site that will be providing service delivery to the hospitals.
- ADRC partnering will consist with ADSD and the sites; R.A.G.E. in Las Vegas and Washoe County Senior Services in Northern Nevada are working to submit a Care Transitions Grant with their respective work group.
- More partnerships to be developed based on work with the ADRC 5 Year Strategic Plan goals.

Grant Work Plan Progress:

Recruit ADRCs in underserved areas:

- Ms. Brown explained we are in the middle of year two of the grant work and have reviewed 11 ADRC applications, 7 new applicants or new service area applicants, and 10 ADRC Readiness Assessments. It was a highly competitive round and the awards for ADRC grant funding should be announced the week of June 20, 2011. Ms. Brown recommended awarding two new sites in the state; however, ADSD Administrator, Carol Sala has the final decision.
- Site development starts with the organizations once awards are distributed and includes requirements training (documentation and reporting) and reviewing readiness assessment. Sanford Center for

Aging will meet with the new sites to provide Technical Assistance training to include Program Evaluation and Quality Assurance.

- The total amount that was recommended for ADRC was just under 1/2 million for the cycle. This includes existing sites, the Program Evaluator, and website maintenance through the Continuum.

Improve use of information and assistance software & develop and refine tools for data collection:

- There is money remaining in second year funding that needs to be spent by September 30, 2011. The money will be used for IT development and hiring the new ADRC IT Consultant, Tom Chinn. He will be here until the end of September 2011. 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 Assessment.
- Tom will assess the I&R tool and ADRC Options Counseling Assessment and determine if they should be in SAMS or the ADRC portal.
- Ms. Brown asked the sites to research the Options Counseling questions (developed in 2009) before the end of June 2011 to see if they are still relevant and if anything is missing. From the findings, an updated Options Counseling Assessment will be developed for the sites to use for level II and III consumers.

Deploy e learning solution; Ms. Brown read Mr. Wanbaugh's update.

- The deployment of the Portal E-Learning (LMS) has been configured and setup in the ADRC Portal. The Nevada Personal Assistance Services (NPAS) training modules are nearly complete. These modules will be the first use of the LMS module in the Portal. The modules are scheduled to go live, pending management approval, the first week of July 2011.
- ADRC site specific tools will also be configured and set up.

Training modules for ADRC expanded; Ms. Broadus will provide this update in the project update.

Collaborated on 5 Year Plan and project design;

- Ms. Brown stated she is process of entering plan goals and objectives into a project management tool to chart the progress and ensure deadlines are met.
- Some objectives have been in motion, some are starting and the Project Manager needs to start working on some.

V. ADRC Project Updates

- Information Systems Technology – Brian Wanbaugh, ADRC Technical Consultant

In Mr. Wanbaugh's absence, the ADRC Information Systems Technology report was given by Ms. Brown.

- Merge of the Nevada ADRC Portal (www.nevadaadrc.com) and Nevada Care Connection (www.nevadacareconnection.org) is nearly complete. Mr. Wanbaugh worked with Lyn Bremer at the Continuum last week and is finalizing her access to the tools for managing resources in the Portal. This includes the first use of the Email Campaign module incorporated in the Portal solution.
 - The Online Housing Registry is continuing to make progress as the templates for the registry are fine tuned. Consumers will be able to see the available properties statewide.
 - The Lifespan Respite assessment tool is on hold until after the first of July when NPAS is complete and online.
 - The Resource Sharing template has been updated and provided to Ms. Brown for distribution. Using this template, additional resources and services can be collected and imported to the Portal. The front end user submits form is also available for registered individuals to submit resources for approval through the online format. This option will be rolled out as needed and as requested.
 - More than 400 resources were received from the United Way / 211 database for possible inclusion in the Nevada ADRC Portal.
 - Additional filters were added to the Nevada ADRC Helpdesk and separate site templates were updated as well. Distribution lists for the helpdesk have also been updated and modified per request.
- Program Evaluation and Quality Management – Teresa Sacks, UNR Sanford Center for Aging

In Ms. Sacks absence, the Program Evaluation and Quality Management reports were given by Ms. Broadus.

The SCA ADRC Program Evaluation Team has been engaged in the following activities since the last Advisory Board meeting on March 8, 2011:

- On March 11, 2011, the SCA Evaluation Team attended an ADRC Portal and online DTT orientation conducted by Mr. Wanbaugh. They were very impressed with its features and potential for streamlining site data collection and reporting.
- ADRC sites were instructed to begin using the online DTT in April to report their March 2011 data. Since that time, they've been working with ADSD to identify system issues experienced by evaluators and site personnel including evaluator access to the data; the DTT was

turned off on May 18th for enhancements; sites are on stand-by to enter May 2011 data.

- On June 27, 2011 they will be participating in a SAMS work group session with the state, sites, and IT consultants to verify exact consumer data locations within SAMS; some data elements can be entered in several locations.
- They are working with the state and IT personnel to obtain full access to site data within SAMS; until this happens, Program Evaluator activities in this area are limited.
- 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.
- 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.
- Soon, the samples of CIS and FCIS will be large enough to test and validate for responsiveness to the 5 core areas of Program Evaluation and 5 Year Strategic Plan; based on the findings, CIS/FCIS questions and format will be revised, as necessary, for resubmission to the IRB.
- The Stakeholder / Partner Satisfaction Survey (SPSS) is on hold; consensus was reached between the state and SCA to launch the survey at the portal instead of via email that would access UNR's online Checkbox survey; IRB has questions that must be answered by the state before they can proceed.
- Technical Assistance was provided to Celeste Graham in May at R.A.G.E. who replaced Cheyenne Pasquale; ADRC consumer survey materials and February's orientation notes were provided to Joti Bahkta, the new Social Services Supervisor at WCSS; a face-to-face meeting will be scheduled with Joti Bahkta in mid-July.
- The ADRC Program Evaluation and Quality Assurance report was issued to Ms. Brown on April 28, 2011 and subsequently attached to the state's SART report submitted to AoA on May 2, 2011.
- If funded, the next SCA Program Evaluation/Quality Assurance report will be due in October for the reporting period of April to September 2011.
- ADRC training modules (Mental Health; Private Pay):
 - The modules are in the final stages of beta-testing. They've refined the content on the advice of internal and external

content experts as well as feedback obtained during two ADRC site beta tests that occurred at LCHS on April 20, 2011 and WCSS on June 7, 2011.

- Shane Moulton and Sue Harris are scheduled to conduct the next beta-test on June 29, 2011 at R.A.G.E.
- The final beta test will be conducted at WCSS in mid July due to only one staff person in attendance on June 7, 2011.
- Ms. Brown will send the Program Evaluation report to the ADRC Advisory Board members.

VI. **Consider Agenda Items for Next Meeting** (for possible action)

The following items were suggested to be included on the agenda of the next meeting of the ADRC Advisory Board:

- Approve minutes from June 21, 2011 Advisory Board Meeting
- Collaboration from all sites on the number of consumers served
- Fiscal Report on Grant to be included with the Project Manager's Report
- Review the Program Evaluation Report from Sanford Center for Aging
- IT Update

Ms. Brock motioned that the agenda for the next meeting be approved as presented. Ms. Davis seconded and the motion passed.

VII. **Schedule Next Meeting Date and Time** (for possible action)

Ms. Swartz moved to schedule the next meeting of the ADRC Advisory Board for 1:30 p.m. on September 20, 2011. Ms. Brock seconded and the motion carried.

VIII. **Adjournment** (for possible action)

Ms. Swartz made a motion to adjourn and Ms. Davis seconded. The meeting was adjourned at 3:05 p.m.

NOTE: Items may be considered out of order. The public body may combine two or more agenda items for consideration. The public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. The public body may place reasonable restrictions on the time, place, and manner of public comments but may not restrict comments based upon viewpoint.

Minutes submitted by: Brenda Mothershead, ADSD