



agency for persons with disabilities
State of Florida

APD PROVIDERS / SUPPORT COORDINATORS JOINT MEETING

Thursday, March 17, 2011 9:30 A.M.

401 NW 2ND AVENUE, SUITE N-1011, MIAMI, FL 33128

AGENDA ITEM	ISSUE / DISCUSSION	ACTION / FOLLOW UP
I. CALL TO ORDER	Meeting began at 9:40 a.m. Mr. Kirk Ryon welcomed everyone in attendance. Mr Ryon announced that Ms. Alvarez will not be in attendance due to annual leave.	
II. STATE / AREA AND APD UPDATE	<p>Mr. Ryon asked the managers to introduce themselves.</p> <p>❖ Ms. Hillary Jackson spoke about several issues.</p> <p>I. CDC+</p> <ul style="list-style-type: none">• Area 3 & 4 will be test piloting the new training system online. After they have completed this, it will be rolled out to the rest of the state. Ms. Jackson mentioned to please monitor the monthly statements so that consumers are not overspending and issue corrective actions as needed.• There was a city wide power outage in Tallahassee during the same time the CDC+ money was to be transferred into consumers' accounts. This did not occur due to the outage. Consumers will not be held liable for negative balances that they may incur due to this.	<ul style="list-style-type: none">▪ For more information about the Agency for Persons with Disabilities, please contact Evelyn Alvarez at (305) 349-1478.

II. Tier Changes

- Ms. Jackson mentioned that our office will continue to send you all Zixmails of upcoming tier changes that we receive from APD Central Office. Please pay very close attention to these Zixmails so that if a consumer requested a timely hearing and their name appears on the listing you can dispute it with proof of your hearing request. Realize that our office receives the lists from Central Office to indicate the date a consumer's tier will change due to a withdrawal of their hearing request or because they did not request a hearing/not timely hearing.

III. Hearing Information and Hearing Withdrawals

- Ms. Jackson mentioned that all Support coordinators are again being reminded to withdraw hearing requests or assist your consumers with this process.

IV. Backdating of Services Authorizations

- Ms. Jackson announced that we have been given authority here in the local offices to make corrections within reason such as incorrect procedure codes, wrong unit cost, etc.

V. ABC Issues

- ABC technical assistance sessions began after our January provider meeting. Since then we have seen a few support coordinators take advantage of this opportunity. We encourage more of you to come in. Remember assistance is offered after the provider meetings and the 2nd Wednesday monthly. Support coordinators, you must reduce services within cost plans! Do not leave money there when the frequency/duration has changed.
- Ms. Jackson mentioned to all Support coordinators, that you are being reminded to make sure that cost plans are within tier cap limits. This will cause a problem at the end of the cost plan year

since providers will have claims denied due to negative balances. Remember you are to always check ATRBCH for the tier and also ensure the cost plan is showing a negative balance. The new tier caps implemented by APD Central Office should have reflected in ABC to begin 1/1/11 in ATRBCH with the new tier cap dollar amount but it does not which may cause negative cost plans for consumers.

VI. iBudget

- Ms. Jackson announced that APD received federal approval. Phase in will begin with North Florida counties. Also, an important notation is that the new Handbook for iBudget requires all providers to have emails and computers to conduct business.

VII. Reactive Strategies

- Ms. Jackson announced to all providers, that you were reminded that reactive strategy reports are due by the 5th monthly to Dr. Wesolowski's attention and copies her on the reports. We will be following up with those of you that are not submitting these to our office.
- ❖ Ms. Carolyn Eleby requested that each provider respond to a communication sent by email and by post-office mail to all providers. Each provider is being asked to verify demographic information needed to update the ABC system in preparation for the implementation of the new iBudget System. All Providers are requested to reply with the requested information by email by **March 25, 2011** to Austin_Dean@apd.state.fl.us. Ms. Eleby also emphasized that each provider will be expected to have an email address when the iBudget is implemented therefore suggested that one be created now to be privy to all communications that will be sent.
- Ms. Eleby also reported that the supported living staff requests that support coordinators make a referral for individuals who are

interested in supported living arrangements prior to the requesting approval for supported living coaching services. The support coordinator should participate with the consumer in a preplanning meeting with the supported living staff to explore all avenues that would be necessary to ensure the consumer is successful in a home of their own. The consumer should not be assisted to locate an apartment prior to the referral as the consumer may need an in home subsidy that must be prior approved by APD.

- ❖ Mr. Kirk Ryon discussed a memorandum from Mac McCoy at the APD Central Office regarding Background Screening. The memorandum notes "Providers must fully comply with all of the background screening requirements in Chapter 435, Section 393.0655, and Section 393.0657, Florida Statutes. This memorandum was distributed to all providers present and will be emailed to all Area 11 providers.
- Mr. Ryon discussed a memorandum from Dave Robinson at the APD Central Office regarding HIPAA training requirements for all provider staff. This memorandum notes that "...effective immediately APD is requiring staff of all business associates (providers) to complete a HIPAA course on an annual basis". The memorandum cites the DCF website where providers and their staff may take this training. This memorandum was distributed at this meeting and will be emailed to all Area 11 providers.
- Mr. Ryon distributed a document containing a number of questions concerning issues with Delmarva Reviews that had been discussed at the February 2011 meeting. The questions posed at the February meeting were subsequently forwarded to Delmarva for review and response. The Delmarva responses to the provider questions were reviewed at today's meeting. Any future questions can be addressed to the Delmarva Foundation Customer Service Representative Beth Stratigeas at 813-972-8100.

- ❖ Michael Cardello, MIG Employment Coordinator:
 - Mr. Michael Cardello reported on Miami-Dade Public Schools Transition Task Force and Monroe County's "Conch Connect". These meetings include Transition Specialists and teachers from the Special Education Division of Public Schools as well as: APD, VR, South Florida Workforce, etc. He stated that he witnessed a demonstration of Monroe County's TIES program baking enterprise.
 - Mr. Cardello spoke about Project Search and Project Victory of the Miami Dade Public Schools, which both concentrate on employability-related skill-building at actual work sites, including" Publix, Baptist Hospital, North Shore Medical Center, Mercy Hospital, Marriott Airport, South Miami Hospital, etc.
 - Mr. Cardello announced that he will be visiting most of these sites to meet with the assigned teachers, observe the students working, and make connections with these employers, who are bound to be "disability-friendly".

- ❖ Support Employment Ms. Montrese Albury announced:
 - Ms. Montrese Albury thanked the WSC's and SE providers for submitting the revised employment data form for the 5 year employment strategic plan update in a timely manner.
 - Ms. Albury announced a mini overview of supported employment and Social Security benefits will be held on **March 29, 2011** at 11:00 AM in the North Tower room 423 for WSC's And supported living providers.
 - Ms. Albury reminded all providers that individuals with developmental disabilities have the right and choice to choose employment. And that everyone should be supportive in helping them achieve that goal.
 - Ms. Albury informed all the providers that Brenda Lampoon from the Department of Vocational Rehabilitation was available to answer question after the meeting.

- ❖ Mrs. Maria Springer is happy to report that via the APD-AmeriCorps Initiative, we continue to offer our waitlist consumers, a variety of volunteer opportunities as well as recreational activities.
 - Mrs. Springer announced that we have received from the Marlins 500 baseball tickets for our Waitlist consumers.
 - Mrs. Springer mentioned that we are still receiving and offering waiver enrollment for the (CBC) Community Base Consumers.

 - ❖ Ms. Marcie Brittain announced at the meeting that the Person Centered Planning Training for Providers other than Support Coordinators would start in April and be offered every month. Also, announced that Kirk is offering a Remediation Workshop every month starting in April.
 - Ms. Brittain shared that she knows someone who is selling an electric scooter and if anyone is interested could contact her at **305-808-6249**.
 - Ms. Brittain reminded that the mandatory HIPAA training for providers that must be done annually. Also, announced that the Train the Trainer information would be ready soon as well.

 - ❖ Mrs. Sharon Powell-Thomas spoke about falls resulting in fractures. Since the beginning of the year we have received in excess of 4 incident reports reporting fractures due to falls or of unknown cause. One fracture resulted in a fatality because it was not diagnosed in a timely manner. The most recent fracture even though caregivers realized that the consumer had expressed pain greater than the normal and he was having extreme difficulty to transfer in the morning, he did not get medical intervention until the evening of that day.
 - Mrs. Powell expressed that all across that caregivers have to be extremely vigilant at all times especially for our older more frail consumers.
- Falls and accidents seldom just happen. There is always a cause for example:**
- The elderly could be due to osteoporosis these falls normally

result in hip fractures

- People who are diabetic and have heart disease are also at risk for falling because it can affect their balance
- People with poor circulation, thyroid or nervous systems disorder are also at risk
- People in general who have unsteady gait are at huge risk of falling.

Prevention strategy

- Taking care of your health by exercising and getting regular eye exams and physicals may help reduce your chance of falling.
- Getting rid of tripping hazards in your home, declutter your home
- Wearing nonskid shoes
- Adequate nutrition ensuring enough calcium and vitamin D.
- Lowering bed when consumers are in bed
- Using an alarm device that will alert caregivers when consumers get up

❖ Ms. Jackson brought the meeting to adjourn.

	<p style="text-align: center;">IMPORTANT:</p> <p style="text-align: center;">OUR ON-CALL PHONE NUMBER IS 305-299-3366.</p>	
<p>III. ADJOURMENT</p>	<p>Meeting adjourned at 11:30 a.m.</p>	

ATTENDANCE: Mariana Abraham, Milagros Aniceto, Regina Pinares, Leticia Alonso, David Mackest, Mildred Johnson, Steven Kuster, Martine Miller, Matthew Zaschnick, Janice Thurston, Mary Caldwell, Ella Mayo, Dionne Barton, Luz Ortiz, Louis Perez, Elvira Rodriguez, Marlon Medina, Jerome Silverberg, Desma Walker, Odra Kor, Carlos Otamandi, Kevin Edwards, Gisel Prado, Josephine Livingston, Alicia Zayas, Maria Zaldivar, Stacey Rodriguez, Portia James, Audrey Lawrence, Cristina Schwarz, Carmen Suarez, Guillermo Valenzuela, Derrick Harley, Desma Walker, Sabrina Altidor, Joan Lee, Ivette Sotomayor, Hugo Merino, Kathy Childs, NSE Essiet, Jamie Levin, Roberto Pire, Cathia Rene, Lissette Pena, Kathleen Mulkey, Carmen C. Roberts, Maureen Winter, John Mazzarella, William Appleton, Carol Thomas, Gloria Rose, Jane Aday, Aileen Phelan, Cristina White, Gwen Walker, Rusty Townsend, Ludmila Senkevich, Rene Gomez, Gloria Frotune, Xiomara Benavides, Viveen Brooks, Pascale Malette, Karina Miranda, Marianela Wata-Wara, Saimary Rivero, Eduardo Martin, Cheryl Lopez, Cristiana Robaina, Martine Osaguee, Andres Pacheco, Patricia Garcia Montes, Ally Jalice, Penny Schueneman, Jorge Villalon, Martha Khan, Mario Valdes, Laura Vivent, Brenda Lampon, Sarah Cartaya, Ruben Suarez, Mydolys Vasquez, Jacqueline Contreras, Rosa Garcia, Augusto Aday, Clara Romero, Gloria Polanco, Gwen Walker, Veronica Oliver, Yveline Achille*, Rosaire Olivier*, Dominique Bain*, Lola Bain*, Parlene Thomas*, Joanna Brown*, Alysne Olivares*, Argeo Rodriguez Rodeck*, Mercedes Franco*, Aglyau Olivier*, Emmanuel Orizu*, Smereen Bartley*, Noemi Betancourt*, Lissette Vera*, Gladyz Minino* Henry Noriega*

* Denotes tardiness of more than 15 minutes