



agency for persons with disabilities
State of Florida

APD PROVIDERS / SUPPORT COORDINATORS JOINT MEETING

Thursday, May 21, 2009 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 9:36 a.m. Ms. Carolyn Eleby welcomed everyone in attendance.	
II. STATE / DISTRICT AND APD UPDATE	<ul style="list-style-type: none">• APD staff introduced themselves. Ms. Evelyn Alvarez was attending a leadership meeting in Tallahassee. Ms. Hillary Jackson introduced new QSI assessor, Ms. Nyocca Farquharson. Ms Carolyn Eleby reminded that we should be disaster prepared, particularly Supported Living consumers. Plans should be prepared and reviewed.• Mr. Orlando Garcia gave a presentation on Project BRAIVE, a grant that is available to assist military personnel and their families who are serving or have served in Iraq or Afghanistan and who have sons or daughters with developmental and other disabilities. For additional information, please contact Mr. Orlando Garcia @ 305-596-1160 (office) or 305-799-2686 (cell).• Mr. Dale Robinson, Special Projects Liasion, of the Department of Juvenile Justice (DJJ) gave an overview on the operations and resources available through the DJJ.• Ms. Carolyn Eleby announced that provider agreements have been issued to those providers who are up for renewal. Agreements are done from 1 to 3 years. Please check to see if your provider agreements have not or will	<ul style="list-style-type: none">▪ For more information about the Agency for Persons with Disabilities, please contact Evelyn Alvarez at (305) 349-1478.

**CONTINUED STATE /
DISTRICT AND APD
UPDATE**

not be expiring as of June 30, 2009. For those who have received renewal agreements, please return the entire document, every page, and complete all the required information indicated in the agreement. Agreements will be returned after final signature is obtained from the Program Administrator. Please act accordingly.

- Please be reminded that there are still some processing delays with provider enrollment. We are working through the process with EDS. Please continue to make your inquiries regarding requests to make changes, expansions or enrollment via email to Mr. Austin Dean.
 - We are still having a problem with files that are being transferred and closed appropriately. This does affect the ability to maintain available waiver slots. WSC's please look in your storage places to find files and return them.
 - Compliments are given to the Supported Living area where monitoring has begun in partnership with AQL. WSC's have been working closely with monitoring and the results have been very positive. Please take into consideration the areas and surroundings of where you are looking to place consumers to live. Make sure it is safe and suitable for their needs. Overall, the consumers seem to be happy with the services and the providers. Job well done!!
- Ms. Marcie Brittain announced that we are still recruiting for the Family Care Council. Please contact her with any interested families. There are seven applications currently pending with the Governor's office.
 - When receiving letters of due process/final notice, you must respond with an answer, either by acceptance or request for a hearing. Letters are expiring without a response. Also, please consult with the families of the consumers as to what they would like to do regarding their services. The decision regarding services is theirs.
 - Train the trainer opportunity is still pending a final decision from Tallahassee. Also, the CD training deadline has not been extended. It differs from the online training and it has not been updated.
 - Ms. Sharon Powell announced that May is National Stroke Awareness month.
 - Stroke is the 3rd leading cause of death.
 - H1N1 has lessened, but continue to be vigilant about preventions, which include washing hands frequently, avoid people who are sick,

cover your coughs. If you are sick, stay home. Consumers should be isolated if they are sick. Staff who are working with sick consumers should be provided with personal protective equipment, i.e. gloves, masks and if necessary gowns. If staff members should call out sick, please have other staff on call to make provision to cover the facilities.

- A brief questionnaire following up on the H1N1 and which provided additional information on the virus was faxed to group homes. Those group homes who have not done so, please return the questionnaire as soon as possible.
 - Documentation on the MAR is necessary when administering medication. If you do not document when medication is given, it is considered a medication error which means that the medication was not administered. This is grounds for receiving a Notice of Noncompliance. Please document when administering medication to the consumers.
- Mr. Kirk Ryon announced Delmarva achievers and high scorers: Congratulations to Emily Moises Day Training center and Gallego Adult Home, Loving Support Coordination, ROBIS, Inc., and Viveen Henry. Delmarva scores appear to be right on target and line with what we in APD see from the providers.
 - We are still searching for artists. This initiative has become a statewide model for exhibitions throughout state buildings in Florida. Please identify any undiscovered artist and forward any suggestions to Mr. Kirk Ryon's attention.
 - The entire month of July is designated to APD to display who we are as an agency and how we empower the people that we serve. We will be having a bazaar on July 31. Anyone interested in selling their items such as paintings, artwork, jewelry, baked goods, please contact Marcie Brittain.
 - Mrs. Maria Springer informed that one-time funds have been provided for general revenue consumers who are on the waitlist. Supported Employment funds are also being provided to Medwaiver waitlist consumers.
 - In an effort to provide ongoing trainings to the community, the Interagency agreement, where agencies are partnered with APD, to meet on the 3rd Thursdays to discuss cases that are in common, i.e.

mental health issues, delinquency issues, and that are APD consumers, in order to provide assistance to them. Please notify Mrs. Springer if anyone is interested in being a part of those staffings.

- The general revenue unit has been very successful in doing a mailout to all of the consumers on the Medwaiver waitlist providing them with information about the Family Care Council.
- Ms. Hillary Jackson reminded about the use of Zixmail. Confidential information regarding the consumers should be communicated via Zixmail. It is available for free download through the APD website. Zixmail is time-sensitive for 14-21 days. Charges may be incurred if using zixmail thru communication with non-APD entities/email addresses.
 - Case notes, support plans, and documents pertaining to the consumers should be consistent with what's going on with the consumers at the time and should contain accurate information. We are finding documents with many inconsistencies, listing things that may not have occurred, citing issues that may be pertaining to a completely different consumer. Please make sure your case notes contain information about the person for which they were intended. The Medicaid Eligibility Worksheet is a required document that should be signed every year and included in the support Plan. Families should be provided a copy of the support plan. Please follow and comply with the Medicaid Waiver Handbook.
 - CDC+ will be expanding to 2,500 consumers statewide, in order to accommodate the consumers in using their budgets in a different manner. The consultant training went very well. Thanks to Rhonda Sloan who did a great job with the training!! We have received 14 applications which have been reviewed and approximately 4 have been sent for enrollment to receive a CDC+ number. Please recall that if your consumer elects to go on to CDC+ and you are not an enrolled CDC+ consultant, you will not be able to serve that consumer. For those who have attended the training and have not returned the application, please be mindful of the enrollment backlog and return the applications as soon as possible. Existing CDC+ consultants may attend a support group that will be held on Tuesday, May 26, 2009 from 10am to 12 noon. A CDC+ interest survey was sent out a month ago and the responses were low. Please forward these surveys to your CDC+ consumers so that we may get their input concerning these support group meetings.

	<ul style="list-style-type: none"> ➤ Final orders will be distributed to the WSC's for their consumers' whose cost plans need adjustments. We will be sending the information to you as to who your consumers are along with instructions telling what you need to do. ➤ An email was sent to WSC's with a list of names of their consumers who did not have a 07/01/09-06/30/2010 cost plan in ABC as of 05/14/09. 	
	<p>IMPORTANT:</p> <p>OUR ON-CALL PHONE NUMBER IS 305-299-3366.</p>	
<p>III. ADJOURNMENT</p>	<p>Meeting adjourned at 11:30 a.m.</p>	

ATTENDANCE: Brenda Lowe, Derrick Harley, Jacques Thompson, Maria E. Zuniga, Sharon Bain, Yolande Florestant, Marianela Wata-Wara, Elsbeth Arce, Roberto Rivera, Stacey Rodriguez, Irene Khoury, Mario Valdes, Nadime Hay-Harb, Maria Rodio, Ludmila Senkevich, Enrique Molina, Kristy Fonseca, Bolatito Idowu, Barbara Smith, Stacy Kirwan, Martine Saint-Aime, Isabel Rojas, Muriel Cuadro, Roberto Cuadro, Rene Gomez, Joycelyne Moncuery, Fred Jaime, Janice Thurston, Jean McCurdie, Kenneth Moman, Jacqueline Butler-Wilson, Vincent Ruales, Laura Vinent, Robin Hulsey, Mario Osegueda, Kathleen Mulkey, Kathleen Childs, Martha Gonzalez, Samara Andrews, Kyle Stevens, Natalie Jordan, Carlos Rocha, Ella Mayo, German Luna, Dale Robinson, Andres Pacheco, Debbie Terenzio, Desma Walker, Lola Bain, Darilys Ginebra, Cristiana Robaina, Thomas Fleischmann, Jean Mareus, Stanley Francilla, Xiomara Benavides, Jackie Coats, Malvese King, Luis Cruz, Licez Luna, Maribel Galvan, Sachs Brazy, Martaluz Morales, Judith Rodriguez, Gabriel Lefran, Myrtice Burroughs, Iredia Idukpaye, Osasumwen Osaghae, Emmanuel Orizu, Cheri O'Geen, Jose Merida, Jezabel Garcia, Eldith Tuesta, Dayanei DeArmas, Maria Morales, Lynne Lejuez-Grey, Silvia Starin, Ellen Bethel, Ivette Sotomayor, Wayne Pollard, Louis Lubin, Carmen Calderon-Roberts, Manuel Achong, Luis Rodriguez, Rusty Townsend, Sonya Reese, Haydee Milian, Lissette Vera, Maria Diaz, Maria Gabriella Diaz, Argeo Rodriguez, Alicia Alvarez, Diane Oprandi, Emma Silimon, Karnine Jean-Joseph, Oscar Domenech, Mayda Wiltz, William Appleton, Teresa Lewis, Carmen Suarez-Garcia, Martha Khan, Theresa Evans, Dora Guzman, Elizabeth Apiau, Isis Espino, Blanche Rodriguez, Roberto Pire, Gladys Minino, Jeanette William, Mercedes Franco, Ivan Velasquez, Veronica Oliver, Natalia Vieira, Kathy Root, Jackeline Contreras.