



Steering Committee Meeting Minutes

May 2012



Meeting Date: May 14, 2012
 Time: 10:00a- 12:00pm
 APD-Tampa Office

Next Meeting: **June 11, 2012**
 APD-St. Pete Office
 1201 102nd Avenue North
 St. Pete, Florida 33716

MEETING CALLED BY	Gary T. Hartfield, Chairman
FACILITATOR(S)	Gary Hartfield, Chairman
NOTE TAKERS	Janis Alberti Ann Graybeal Mary Fuller Kym Mason
TIMEKEEPER	Gary Hartfield, Chairman
IN PERSON ATTENDEES:	<ul style="list-style-type: none"> ❖ Gary T. Hartfield, Chairman ❖ Tom Nurse, Co-Chairman ❖ Marcia DiGrazia, AQL Liaison-APD ❖ Laurie Harlow, -APD-Quality Assurance Director ❖ Mary Fuller, PHD/Member ❖ Betty Beauchaine, Parent/Member ❖ Gary Goodwin, WSC/Member ❖ William "Bill" Rambaum, Parent/Member ❖ Ann Graybeal, Parent/Member ❖ Janis Alberti, Provider/Member ❖ Kym Mason, Advisor/Member
TELECONFERENCE ATTENDEES:	<ul style="list-style-type: none"> ❖ Rebecca Vasey, Consumer/Member
VISITORS/NEW ATTENDEES:	<ul style="list-style-type: none"> ❖ Willie Sams, Serenity Village, Inc.-Residential ❖ Vicky Waters, Serenity Village, Inc.
INTRODUCTIONS & ACKNOWLEDGEMENTS	<p><u>Minutes Review & Motion to update APD Website</u> Minutes were reviewed and approved as written.</p>

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<p>Action Items: SCORE CARDS DATA</p>	<p><u>Monthly Data : Laurie Harlow, Presenter</u> Laurie introduced the agency's Score Card Ranking System. The data is taken from reviews completed by Delmarva a third party reviewer. The goal is to improve the overall performance of the entire area. APD takes the information from Delmarva and follows-up with provider for corrective actions. <u>The time line is as follows:</u> Delmarva submits reports to APD - 30 days (Alerts reported immediately) APD follows-up with Provider- 90 days to fix cited problems & 10 days to submit written report. Licensed providers are not reviewed by Delmarva. This includes Occupational Therapist (OT), Physical Therapist (PT), Behavior (BA), and Transportation. "APD Connects " is an integrated data system that will eventually allow Delmarva to directly enter data. It is anticipated to be implemented after State-wide implementation of I-budget. Area office has been pulling together data on provider scores. This also includes critical incident reports. Initially reports that were submitted to Department of Children and Families (DCF) were not submitted to APD. DCF are now required to send reports to APD. <u>Recommendation #1</u>- Tom requested that Health and Safety Alerts data for the region be provided at next meeting, along with the Background Screening Alerts for 2011 and 2012. Concerns expressed about Scorecard system <ol style="list-style-type: none"> 1. Information is not "user-friendly" for families. 2. Information does not adequately measure provider service quality 3. System is paperwork oriented 4. No performance outcome measurements for providers 5. Maybe discouraging to providers </p>
<p>ACTION ITEMS: SUPPORTED EMPLOYMENT SCORECARD ADT SCORECARD WORKGROUP</p>	<p><u>Supported Employment Score Card</u> The Supported Employment Tool was reviewed. Issues were raised as the relevancy of the information used to rate providers. In addition there is a need for clarification of some of the requirements of the service and Vocational Rehabilitation's role. <u>Recommendation #2</u>- Gary recommended inviting Monique Petronje, VR Contract Manager (813.233.3617) to the next Steering Committee Meeting to provide an overview of Vocation Rehabilitation services and processes. The Committee agreed to start with reviewing the Supported Employment Tool first and opted to defer the other tools such as, ADT and Support Coordination.</p>

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<p>WORK GROUP UPDATES</p>	<p>Several Work Groups have been selected to work collaboratively with APD on the Score Card process and quality improvement planning. Gary is organizing a work group to look at I-budgets. Tom is on the work group that is focusing on Crisis and CDC plus. Dr. Mary Fuller is participating on the work group for behavior services.</p> <p>Ms. Williams and designated providers, WSC, and family members met with Ms. Barbra Palmer, Chief of Staff –APD. Committee members who attended this meeting felt it was positive & productive. All felt Ms. Palmer was very open to feedback; however was very clear as to the goal of solving the problems. In the end she had a high expectation that members would bring back solutions.</p>
<p>ADVOCACY OPPORTUNITIES RESIDENTIAL FEE COLLECTION</p>	<p><u>Residential Fee Collection</u></p> <p>Gary explained to Committee Members how residential fee collection will work. This only effects Consumers living in Residential Habilitation (Group Home) Settings.</p> <p>\$698.00 (Average SSI Monthly Income) \$534.42 (GH Room & Board Fee)</p> <hr/> <p>154.58 (Remainder Balance) -94.00 (Consumer Allowance)</p> <hr/> <p>\$60.58 APD Fee</p> <p>Fee is currently being looked at in the courts. Maybe subject to change.</p> <p>Tom informed the committee of the upcoming 14th Annual Family Café conference In Orlando June 15, 16, 17. There will great speakers and information.</p>
<p>ADJOURNMENT</p>	<p>Meeting was adjourned by Gary T. Hartfield at 12:15pm</p>