



agency for persons with disabilities
State of Florida

APD PROVIDERS / SUPPORT COORDINATORS JOINT MEETING
Thursday, November 21, 2013, 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 was called to order at 9:45 a.m. Ms. Hillary Jackson announced that Ms. Evelyn Alvarez will not be joining us for today's meeting. On behalf of Ms. Alvarez, Ms. Jackson reminded all of the importance to bring health & safety concerns to Ms. Alvarez's attention especially issues surrounding possible abuse, neglect or exploitation of APD consumers that may not have been accepted by the ABUSE hotline. On behalf of Ms. Alvarez, Ms. Jackson wished the audience a happy and safe Thanksgiving day with their families. Additionally, Ms. Jackson thanked all providers for their hard work in serving APD consumers.	
II. STATE / AREA AND APD UPDATE	<p>**Friendly reminder: This room is the DCF District Administrator's conf. room and we are very appreciative that it is made available to APD for our Provider Meetings. However, the room is only available to until about 11:30am. When we adjourn please be reminded to do so promptly, quietly and pick up all of your belongings. If you need to meet with one of your colleagues we ask that you do so in the 4th floor cafeteria. Thank you for your cooperation.</p> <p>❖ <u>Staff Introductions:</u> Hillary Jackson, Kirk Ryon, Sharon Powell, Maria Springer, Michael Cardello</p> <p>❖ <u>New Staff:</u> Martha Gaviria, HSPS, Medicaid Waiver</p>	<ul style="list-style-type: none">▪ For more information about the Agency for Persons with Disabilities, please contact Evelyn Alvarez at (305) 349-1478.

- ❖ **New Providers:** Judy Ortiz, Good Life Home Health Agency

- ❖ **Guest Speakers:** Alexian Hueso, Parent to Parent organization, provided the audience with a power point overview of how their organization can assist consumers/families with various service requests. Parent to Parent can be reached by phone at (305) 271-9797. Their email address is info@ptopmiami.org and their website is www.ptopmiami.org. They are located at 7990 SW 117 Avenue, Suite 200, Miami, FL 33183.

❖ **Mr. Kirk Ryon discussed the following:**

- Mr. Ryon recently attended a Southern Region APD training on “Required Documentation”. Of 60 individuals registered, only 12 were present at 9:00 when the training started. 15 additional people arrived up to ½ hour late out of whom 10 were not registered. Very few persons brought the handbook as required for the training. All present today were asked for recommendations as to how training attendance could be improved, particularly as we continue to receive complaints that there is “not enough training”. Delmarva reviews continue to reveal direct care staff with insufficient core training. Kirk Ryon asked that agency staff who register for APD required training, attend the training that they register for. Staff need to attend training on time and bring handbooks when required.

- Kirk Ryon distributed two forms, “Background Screening Self-Audit” and “Medication Administration Self-Audit”. These forms will be sent to any provider following a Delmarva review when the review identifies an “Alert” for background screening or medication administration. It is recommended that agencies use these tools with their staff in order to ensure that all of the staff background screening and medication administration training is complete and up to date.

❖ **Mr. Michael Cardello, Community Relations Coordinator, spoke about several issues:**

- Mr. Cardello reminded the group that paid internships for 2 consumers were currently still occurring at University of Miami Mailman Center sand Habitat for Humanity.
- Mr. Cardello reviewed the Legislature's statewide allocation of \$500, 000 to assist students in transition and on the wait list to become competitively employed by June 30, 2014.
- He stated that the Southern Region's allocation is \$97,500 for 39 students to be identified as the most "employable". Mr. Cardello informed the group that we are working closely with Miami Dade County Public Schools Transition Leaders in ensuring the success of this project, entitled the "Employment Enhancement Project".

❖ **Mrs. Sharon Powell-Thomas shared the following information:**

- November is Alzheimer's and diabetes awareness month. These two diseases have high prevalence and incident rates in the population we serve. Therefore, we need to pay close attention and familiarize ourselves the need for early diagnosis, prevention, and treatment of these conditions.
- Alzheimer's is a fatal, progressive, degenerative brain disease that causes problems with memory, thinking and behavior. More than 5 million Americans are living with Alzheimer's, which is the sixth leading cause of death in the United States. It is estimated that as many as 50% of people with Alzheimer's disease or another form of dementia do not receive a formal diagnosis.
- According to the U.S. Centers for Disease Control and Prevention, Down syndrome occurs in 1 out of 691 infants in the United States. Due to improved clinical care, people with Down syndrome are now regularly living into their sixth decade of life, causing many to develop dementia due to Alzheimer's. Autopsy studies show that by age 40, the brains of almost all individuals with Down syndrome have significant levels of plaques and tangles – abnormal protein deposits that are considered Alzheimer's hallmarks. But despite the presence of

these brain changes, not everyone with the syndrome develops Alzheimer's symptoms.

- Diabetes is where there is an elevation in blood glucose. People with intellectual disabilities who are on psychotropic medications are at increased risk for developing type 2 diabetes. Before people develop type 2 diabetes, they almost always have "pre-diabetes" which is blood glucose levels that are higher than normal but not yet high enough to be diagnosed as diabetes. There are no clear symptoms of pre-diabetes, so, you may have it and not know it.
- Pre-diabetes is diagnosed and tests are conducted for diabetes. If there is a diagnosis of pre-diabetes, it is important to get tested for type 2 diabetes every one to two years. Research shows that the risk for type 2 diabetes can be reduced by losing 7% of body weight, and completing moderate exercise 30 minutes a day, five days per week. Losing weight does not mean getting to your ideal body weight, losing 10- 15 pounds can make a huge difference.
- Medication administration overview trainings continue here at the 401 building. The next training will be in January. Please ensure that if you register or register your staff for this training that staff turn up for the training. We have limited resources and want to make the best use of the resources we have available in an efficient manner.

❖ **Mrs. Maria Springer reported that:**

- Out of the 113 consumers that have been offered a waiver slots we have been able to assigned up to date 60 cases to wavier support coordinators.
- Our goal is to have at least 80% of the 113 consumers who have been offered enrollment via the Prioritization Enrollment, receiving all of the services they need by or before December 31, 2013.
- Please be informed that in the case files you have already picked up and/or the ones you will be picking today you will have the following documents: --
 - print out of the FMMIS Screen reflecting the type of Medicaid
 - A Record note stating the consumer's IB 810 amount.
 - A Red Sheet stating the type of enrollment and if the consumer has active Medicaid or not.
 - QSI Synopsis

- Our work stream has undertaken the entire supported employment piece and Mrs. Montrese Albury and Michael Cardello are working very closing with the supported employment couches who are handling the waitlist consumers that are currently receiving supported employment services.

❖ **Ms. Hillary Jackson spoke about several issues:**

Ms. Jackson told the group how touched she was personally to be a mentor during Southern Region's DMD day to a young man whose mother was apprehensive about him not being able to "work." Ms. Jackson shared with the audience that the young man was so engaged in his tasks while in our office that when his mother showed up he waved her away so that she would leave him alone. Needless to say, his mother was thrilled to see how happy he was in addition to his work contributions.

1. **CDC+**

- **Reminder:** Please ensure that all employees have their level 2 screening results on hand. <http://www.dcf.state.fl.us/programs/backgroundscreening/> is the site for providers with an OCA number to access background screening results. Consultants, it is recommended that you provide CDC+ employees with your OCA information so that you can directly access their screening results. Please contact 1-850-717-4454 for DCF Statewide Background Screening helpdesk if you need assistance.

2. **iBudget**

- Support coordinators, we ask that you please take the time to review the iBudget WSC user manual. We are getting a lot of phone calls about things that you should be able to complete on your own. Also, submit a ticket to the Help Desk if you are still having issues that are not able to be resolved.
- Support coordinators, a second round of Amended iBudget notices will be mailed out to all consumers who were identified as having a reduction. Notices are expected to be mailed in January 2014.

- Costplan budgets have been restored for some consumers who may not have had their budgets restored based upon a timely hearing request.
- Consumers who have incorrect amounts indicated on the iBudget notice will be handled on a case-by-case basis. We are awaiting instructions from State Office how to proceed with these reviews that need to be done which could possibly result in an Amended Notice.

3. ABC Issues

- Please **do not complete any updates in ABC** for consumers that you submitted on the spreadsheets that were submitted to Nelly Perry before 11/15/13. We do not know when IT will upload the data from the spreadsheets you submitted. So, in order to prevent you having wrong information uploaded into ABC, **please alert our office** as to any consumer's demographic information that changed by sending an updated spreadsheet to Nelly Perry's attention; please point out which consumer's information was changed. **Do not make changes in ABC** for consumers who were identified on your spreadsheet; changes should only be done on the spreadsheet at this time.
- The 2nd priority of consumers to have their ABC data updated will be the consumers who were recently enrolled as waitlist priority enrollment consumers. Support coordinators will need to complete and return their spreadsheets that was sent to them **by 11/20/13 to Ms. Nelly Perry via email**. Afterwards it is anticipated the remaining waiver consumers and the waitlist consumers will be updated accordingly within deadlines given by State Office.
- Please complete all spreadsheets in its **entirety and correctly** as we are spending time contacting you all since information was incomplete.
- **Reminder:** ACLM1 to ACLM3 ABC screens will soon be updated to include a lot more information in order to comply with the Moreland lawsuit. This includes but is not limited to the written and spoken language of the consumer, the written language of the legal representative and other items such as email addresses for the consumer or the legal representative. Support coordinators will receive more details as we receive it from State Office.

4. Waitlist Priority Enrollment Consumers

- Support coordinators **please read the email I sent on 11/13/13** to you all in regards to this process as the instructions have been updated. Please be sure to submit the required AIM Forms and AIM Worksheets to Tangela Finley in addition to your support plan and other documentation. Please meet as quickly possible with your consumers so that they can begin receiving services. Realize that State Office will make the final decision for the allocated budget. State Office will like to see as many consumers as possible begin receiving services by 12/31/13.

5. Support Plan/Case Note Issues/Service Requests

- Support coordinators, we thank you for following up for your consumers under age 21 requests that would need continuation. Again, in order to ensure that you properly plan for a smooth transition, please track your minor consumers and submit your crisis packet requests **3 months PRIOR to the consumer's 21st birthday**. In September 2013, Nelly Perry emailed support coordinators with a listing of your consumers who may need service continuations; please ensure you follow up.
- If possible, when submitting requests for consumers turning 21 for their continuation of Medicaid State plan services we ask that you **do not add** other services into this packet. Please realize that services that were not previously approved via Medicaid State plan will require the submission of a Supplemental Funding Request – formerly known as a Cost Plan Amendment Request (CPAR). We locally process the turning 21 packets submitted to our office.
- Support coordinators, please ensure when you are submitting a Supplemental Funding Request for your consumer that you please utilize the Handbook and the PSA guidelines for submitting a complete and thorough packet to our office. Minimally, this should include an updated support plan, documentation for existing services being rendered, supporting documentation/justification for the new or increased service(s) being requested. It is imperative that complete and accurate information be submitted to our office. If required information is not present at the time of our review, the consumer and the support coordinator will receive a notification allowing 10 days to return the requested information. It is recommended that you all share this with your support coordination staff.

- Support coordinators, please check for the “red” checklist when you are receiving a file for your caseload/agency. The red checklist should indicate which type of consumer file you are receiving. If you do not find this in files that you are receiving, please let me know.

IMPORTANT:

OUR ON-CALL PHONE NUMBER IS 305-299-3366.

III. ADJOURNMENT	Meeting adjourned at 11:40 a.m.	
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ATTENDANCE: Ellen Bethel, Cristina Olmo, Martha Gonzalez, Laura Perez, Pascale Malette, Cherie O'Geen, Aqueelah Randle, Dionne Barton, Arnold Coats, Jerome Silverberg, Jose Casanova, Audrey Lawrence, Barbara Smith, Luis Rodriguez, Josephine Livingston, Jacqueline Louis, Gwen Walker, Sonia Melendez, Charlie Minino, Dora Guzman, Roberto Pire, Oranguala Inc., Portia James, Tammie Martin, Viveen Brooks, Karen Knoblock, Joan Lee, Gisel Prado, Crislayne Abraham, Sabrina Altidor, Desma Walker, Mable Walker, Taralynn Ferguson-Hall, Caridad Alonso, Martha Khan, Veronica Sorie, Vivian Owen, Natalia Seguera, Catherine Schaefer, Timothy Paulk, Gloria Fortune, Kathy Morman, Hugo Merino, Mercedes Franco, Dominique Bain, Lola Bain, Jeanette William, Judith Rodroquez, Pedro Herrera, Jorge Villalon, Derick Toro, Penny Schueneman, Gloria Rodriguez, Sophonie Maneus, Mayda Wiltz, Manuel Achong, Martina Osaghae, Argeo Rodriguez, Yadi Flores, Regina Linares, Jacqueline Butler-Wilson, Jacques Thompson, Diane Gelpi, Maly Berroa, Aileen Rowe, Neil McMichael, Laura Henkel, Marianela Wata-Wara*, Amanda Ortiz*, Natalia Laver-Wong*, Isis Rivera*, Heilyn Gandia*, Maria Marquez*, Mayelin Armas DeLeon*, Xiomara Gonzalez*, Karina Gomez*, Cynthia Gay*, Ivette Sotomayor*, Adeyinka Obajima*, Gladys Minino*, Cristiana Robaina*.

*** Denotes tardiness of more than 15 minutes**