



agency for persons with disabilities
State of Florida

APD PROVIDERS / SUPPORT COORDINATORS JOINT MEETING

Thursday, June 19, 2014, 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. Regional Operations Manager Evelyn Alvarez introduced herself and welcomed participants, requested that all phones be silenced to avoid interruptions. Ms. Alvarez, thanked everyone for their flexibility and patience with the change in room for this month's meeting.	
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> <ul style="list-style-type: none">• <u>Management and other staff introductions:</u> Hillary Jackson, Maria Linares, Maria Roqueta, Michael Cardello, Rosa Llaguno, Kirk Ryon is on leave.❖ <u>New Staff:</u> none❖ <u>New Providers:</u> Family Life Care Services – Derick Toro Miami Dade County Public Schools – Jill Brookner Felisha Williams	<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 /
AREA AND APD UPDATE

Advanced Care Medical Supplies – Guillermo Llorente
Paolo Arce – Waiver Support Coordinator

- **Guest Speakers:** Vivian Gonzalez, Automated Health Systems (subcontractor enrollment broker) and Kimberly Douglas, Field Supervisor, MMA Choice Counseling.

MMA Presenter The Agency for Healthcare Administration Florida Medicaid program is implementing new systems through which Medicaid recipients will receive services. One program is called the Statewide Medicaid Managed Care Long-term Care Program and the other is called the Statewide Medicaid Managed Care Managed Medical Assistance program. For more information on these programs, please visit the following websites:

❖ **Ms. Evelyn Alvarez, Regional Operations Manager, discussed the following:**

1. **Announcements:**

- Hurricane Season started June 1, 2014 please be prepared and take the time to share planning tool and resources with clients and families. Especially, those in Supported Living arrangements!!!
- Attended the 16th Annual Family Café this year I had not attended for several years and was pleasantly surprised how it has grown and the quality of presentations and presenters, activities, displays, Music, Performances, etc. The Governor, Senator Galvano, Pam Stewart, Dept. of Education, our very own Dir. Palmer were present the Governor delivered a fabulous message regarding Trends and Policies that impact the disability community. Also, commending the Director and staff for the agency's successes. Volunteer Award was presented to one of our very own APD staff in state office.

I also had the privilege of meeting with numerous families from Miami that were also in attendance.

- Commendations to: Ivonne Gonzalez, CDC+ Trainer that presented two workshops in Spanish and English. Marianela Watawara, WSC who also participated in a panel discussion as well as other CDC Parents, and CDC Support Group Leaders.
 - Other APD Presenters:
 - ✓ Human Trafficking, Meghan Murray
 - ✓ Silent Epidemic Abuse Neglect and Exploitation of Persons with Disabilities, Tom Rice
 - ✓ Rish Park, Traveling By Air as a Person with Disabilities, Accessibility and Mobility Issues, JR Harding
 - ✓ Achieving Your Goals – Perseverance, Quality Services, Edwin Debardeleben Denise Arnold (several APD clients and WSC)
 - ✓ Next Chapter- Karla Herrera and Parent
 - ✓ Various Roundtables, Autism lead by Southern Region Parents
 - ✓ Meet with APD Director Session
 - ✓ What is Consumer Directed Care? Ivonne Gonzalez, Susan Nipper
 - Special Commendation to several providers that were present:
 - ✓ Jose Carbonel, SE Coach
 - ✓ Andres Pacheco and Marianela Watawara, WSCs
 - ✓ Metamorphosis GH with 18 attendants
 - ✓ SR FCC members
- 2. Regional Update:**
- Special thanks to staff for their hard work and filling in the gaps while we ride the wave and get the positions filled. Continue to scrub and look for efficiencies and streamlining process, etc.
 - Vacancies mostly on hold until the new fiscal year.
 - FCC: Several seats available for appointment please share with clients and families.

3. Agency Update:

- Governor Scott Signs the 2014-15 Budget
- Grandparents May Now Join the Family Care Council

4. Special Recognition:

- On behalf of the APD Director and Colleagues, Ms. Alvarez presented Maria Roqueta with a beautiful Award and Pin for her 35 years of service. Ms. Roqueta was praised and commended for her dedication and serving the Southern Region special needs community and many years of service to the State of Florida. Ms. Roqueta will be retiring at the end of the month and will be missed!

❖ Mr. Michael Cardello, Supported Employment Specialist, reported the following:

- 3 APD consumers were employed at Baptist Health South Florida after having successfully completed internships funded by MDEAN (Miami Dade EmployAbility Network), following participation in Disability Mentoring Day.
- Successful meetings were held within the last week with Red Cross and Miami Dade County Parks and Recreation concerning strong possibilities that they will offer host sites for EEP (Employment Enhancement Project) internships.
- Under the EEP project, in the Southern Region, 17 consumers were employed and there were 10 active internships.

❖ **Ms. Maria Roqueta shared the following:**

- WSCs please be reminded to attend the quarterly Supported Living Meetings, particularly if their agencies have individuals receiving this service. Very few attend them.
- Roland Berthold will be acting on Ms. Roqueta's behalf as well as carrying out some of the duties of Fanny Diaz, who is no longer with APD. We ask that providers understand he will need all their patience, cooperation and support.
- Ms. Roqueta said good bye to all those present, as she is retiring from APD after 35 years of service.

❖ **Ms. Maria Linares shared the following:**

- EEP 2014 Wrap-up
 - ✓ Thank you to all the coaches for all their hard work on this incredible ride
 - ✓ Go over the numbers:
 - 10 in internships
 - 17 in competitive employment
- Job Coach Meetings
 - ✓ All job coaches must schedule an appointment to meet with the EEP Team
 - Must bring a resume for each of their clients
 - Be ready to discuss their clients & employment possibilities

- Hurdles to overcome
- My Florida Market Place (MFMP)
 - ✓ All consumers participating in an internship must be registered in MFMP
 - Job Coaches responsibility to get this done
 - If the consumer is not registered they cannot be paid
- EEP 2015 Kick-off
 - ✓ \$500,000 allocated statewide
 - ✓ Duration is the entire fiscal year
 - ✓ Job Coaches must submit their proposals before June 30th

❖ **Ms. Hillary Jackson shared the following:**

1. **CDC+**

- Consultants please only use the recent budget calculation sheet that I sent to you recently.

2. **iBudget**

- Training is being held throughout this month by Gabrielle Morales regarding the new iBudget layout. Support coordinators, you are advised to take this beneficial training. There are no training credit hours given for this training.

3. **Documentation**

- All service requests and **annual support plans** require the determination of medical necessity be made by our office. Support coordinators, you are

still required to provide us with supporting documentation to justify the service request. Please refer to the Handbook requirements for services or refer to the SFR training held for support coordinators.

4. Hearings

- Please remember to withdraw any hearing request accordingly. We ask that you send the withdrawal to [Ms. Ariadna Martinez's attention at ariadna.martinez@apdcares.org](mailto:ariadna.martinez@apdcares.org) or 305-377-5022 but also to the Waiver staff that processed your SFR.

5. Support Plan/Case Note Issues/Service Requests

- a. When submitting a Supplemental Funding Request (SFR) for your consumer you must submit all supporting documentation for existing services – we recommend the most recent documents for approximately 6 months. Additionally, you must provide justification for the new or increased service you are requesting. Often times schedules are needed to get a complete picture of the consumer's day and to ensure services do not overlap. Documentation for the caregiver is most beneficial when you are indicating the caregiver cannot assist the consumer. Efforts made to secure natural/community resources is critical for you to document in the support plan.

Please complete the Costplan Adjustment Worksheet correctly. It must include ALL services the consumer will receive in both the current and prorated portion. **Our office will not be completing or correcting this document for you** so you must complete it and submit it correctly as part of the SFR documentation.

- b. Several of you have not been submitting complete support plans to our office as required by the Handbook page 2-85. As you are aware support plans are to be submitted to the Region for review and approval. Page 3-3 of the Handbook allows the Region to recoup money from the support coordinator for noncompliance. Providers, you should also take note to the recoupment that can also be done as well. Annual support plans are

required to be submitted with all supporting documentation to continue receiving services based upon medical necessity. Please ensure compliance.

- c. Several support coordinators have submitted SFR requests such as ADT at the beginning of June 2014 to our office. This is not an acceptable practice. This is not allowing sufficient time for all parties involved. Based upon your SFR training done in earlier this year, you should be pre-planning and request this service minimally 60 days in advance. We ask that you share this with your staff to ensure compliance.

6. **Other Issues**

- Please ensure that the HIPAA notice is issued to all APD waiver consumers **by 8/30/14**. The consumer/guardian must sign the HIPAA Notice receipt. **Support coordinators, you must send our office a copy of this signed document for each of your consumers by 8/30/14 to Nelly Perry's attention.**
- Statewide Email addresses **effective 7/1/14** – please refer to the email that I sent all providers yesterday. This information will also be posted on the APD website. Please share this with your staff.

IMPORTANT:

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

III. ADJOURNMENT	Meeting adjourned at 11:40 a.m.	

ATTENDANCE: Monica Gomez, Rene Gomez, Lourdes Matamoros, Claudia Rivera, Paola Arce, Christopher Obioha, Laura Perez, Olnaida Rocourt, Mable Burger, Patrice Lawrence, Wilma Johnson, Rafael Abreu, Jr., Joel Dantes, Vivian Obiageri, Cynthia Gay, Leticia Sanchez, Natacha Corrales, Isis Espino, Nereida Babilonia, Derick Toro, Marledis Martin, Abelayda Almaguer, Shereen Bartley, James Louis, Judith Rodriguez, Tammie Martin, Olimpia Pmier, Diane Gelpi, Veronica Oliver, Adrienne Castrillon, Mercedes Franco, Timothy Paulk, Jessica Sutter, Kelly Patterson, Tammie Lyons, Marianela Wata-Wara, Rebeca Freeman, Laura Vinent, Zoila Delgado, Cesar Cerdan, Mariela Estrada, Felisha Williams, Jeanette Williams, Gloria Fortune, Jeanne Pierre, Guillermo Llorente, Hugo Merino, Natalie Jordan, Emma Diaz, Karina Gomez, Jackie Butler-Wilson, Gisel Prado, Melissa Myrthil, Kathy Childs, Cassandra Smith, Gabriel Lefran, Pedro Herrera, Paul Parmley, Pascale Malette, Muriel Cuadro, Ivonne Gonzalez, Cristina Schwarz, Barbara Smith, Derk Green, Sandra Mercado, Roger Diaz, Habeebet Momoh, Jorge Villalon, Martha Khan, Ekandem Essiet, Jill Brookner, Kathleen Mulkey, Ellen Bethel, Mariette Figueroa, Luis Rodriguez, Manuel Achong, Lathleen Root, Gladys Minino, Jacques Thompson, Daniel McKenzie, Antwan Plez, Roberto Pire, Shireen Sutherland, Shawntisha McCown, Damarys Clement, Cherie O'Geen, Gladys Jackson, Aileen Phelan, Dionne Barton, Chantal Meo, Kavita Ahmed, Annette Lens, Chris Chukwuelue, Susan Best-Rodriguez, Ebony Jones, Mayelin Armas DeLeon, Jelene Elesgaray, Argeo Rodriguez, Amanda Ortiz, Jerome Silverberg, Neil McMichael.

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