



agency for persons with disabilities  
*State of Florida*

## APD PROVIDERS / SUPPORT COORDINATORS JOINT MEETING

Monday, August 12, 2013, 9:30 A.M.

401 NW 2<sup>ND</sup> AVENUE, SUITE N-1011, MIAMI, FL 33128

AGENDA ITEM	ISSUE / DISCUSSION	ACTION / FOLLOW UP
I. CALL TO ORDER	Meeting began at 9:37am. Regional Operations Manager Evelyn Alvarez introduced herself and welcomed participants, acknowledged Monroe County participants via conference call, asked for that all phones to be silenced to avoid interruptions. Minutes will be available on the APD Southern Region Office web page.	
II. STATE / AREA AND APD UPDATE	<p><b>**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 4<sup>th</sup> floor cafeteria. Thank you for your cooperation.</b></p> <p>❖ <b><u>Staff Introductions:</u></b> Kirk Ryon, Sharon Powell, Maria Springer, Roland Vializ and Martine Saint-Aime on behalf of Hillary Jackson, (key staff), Michael Cardello.</p> <p>Monroe County providers participated via conference call.</p> <p>❖ <b><u>New Staff Announcements:</u></b> none</p> <p>❖ <b><u>New Provider Announcements:</u></b> Roberto Pire announced he is now a solo WSC.</p>	<ul style="list-style-type: none"><li>▪ For more information about the Agency for Persons with Disabilities, please contact Evelyn Alvarez at (305) 349-1478.</li></ul>

❖ **Guest Speakers:** none

❖ **In-Service Training:** none

❖ **Ms. Evelyn Alvarez announced the following:**

- **Staff Recognition:** Michael Cardello received a recognition for “Making a Difference” by Baptist Health of South Florida at the MDEAN (Miami Dade Employability Network) Internship Graduation Celebration 8/8/13. Five APD clients are now employed by Baptist Health South through the Mentorship Program. Great job Employment Team!!!
- **Reminder:** APD email addresses have changed to: Firstname.Lastname@apdcares.org. Please update your address books.
- **Reminder:** You are a mandated reporter of suspected abuse, abandonment, neglect and exploitation. Please document your information and also the operator ID number. If the will not take the call you may ask for a supervisor or notify the Regional office of your concern. You may also fax your report.
- **APD Leadership Meeting & Annual Dependency Summit** August 26-30, 3013 in Orlando, ROM will be attending.
- You are invited....**APD Town Hall Meeting**-Director is visiting every Regional Office to encourage dialogue with customers, stakeholders, waiver support coordinators, providers and others. September 19, 2013 2-4 pm, Spelios Center at Sunrise 11975 SW 140 Terr., Miami, FL 33186 PLEASE SHARE WITH CLIENTS, FAMILIES, etc.
- You are invited...**Florida Human Trafficking War Room Discussion.** To discuss Human Trafficking our clients. Hosted by APD and Executive Office of the Governor’s Human Trafficking Advocates. August 14, 2013 @ 9:00am – 12 noon, N-1007 DCF, Conf. Room. PLEASE SHARE!!
- **Employment Quarterly Report-** Thank you for reporting and updating ABC ACLM 5 timely our numbers went up for the 3<sup>rd</sup> quarter report.

- **Voter's Registration Quarterly Report-** Very important to report accurately and timely. Any questions need technical assistance contact Rosa Llaguno.
- **Prioritization Waiver Enrollment** - Thank you for your hard work with the prioritization waiver enrolment initiative. Our Goal is to have at least 85% of the 128 consumers who have been offered enrollment via the Prioritization Enrollment, receiving all of the services they need by or before August 30, 2013.
- **Medicaid** –If you still need assistance with Medicaid issues please contact Ms. Jackson.
- **Disaster Preparedness-** Reminder peak of Hurricane Season is in September.

➤ **State of the Region:**

- Vacancies- the following positions have been filled anticipated start date 8/30/13.
  1. MW Workstream (3) HSPS
  2. Business Office Workstream Operations Review Analyst I – Contract Management
  3. MW Waitlist - Hiring packages for (3) HSPA waitlist Units
  4. QA & Licensing- advertised (2) HSPS positions

➤ **Report provider misconduct to:**

- **APD Southern Region Office- 305-349-1478 Quality Improvement Unit**
- **Toll-Free: 1-866-APD-CARES (1-866-273-2273)**
- **Office of Program Integrity – email address is being developed and will be shared as soon as it becomes available.**

➤ **Concerns:**

- Veronica Oliver inquired about iBudget training for new staff.

- Delmarva Issues:
  1. WSC stated that Delmarva is requiring the D & E Sheet for all cases. ROM responded that this matter has been brought to the attention of the QA Department in State Office. In the interim the WSC may request the letter from the Region Office if the letter is not located in the archives a letter will be issued from APD validating the eligibility. The SR Office is scheduled to meet with Delmarva 8/13 and will follow-up.
  2. WSC requesting training on new Delmarva Tool
  3. Clarification regarding use of cameras?
  4. DCF/API In-service training

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

- In the most recent Delmarva monitoring, Mr. Ryon noted that the results of the 2013 Delmarva monitoring have been very positive with almost all providers achieving scores of over 85% and many receiving 95 to 100% scores on their PDR reviews. Providers were congratulated for their great scores. Mr. Ryon discussed a new procedure for Plans of Remediation. Beginning in July 2013, for providers with Delmarva scores below 100%, Plans of Remediation will be “pre-populated” in the first 2 columns and then emailed to the providers. The providers will then complete filling out the columns (corrective actions and evidence) and then mailed back with appropriate signatures and attachments. Attachments will include documentation which show that each specific citation has been remediated. Citations for paybacks will also be completed on the Plan of Remediation including the specific amount adjusted back to the Agency or they payment plan proposed by the provider.
- Kirk Ryon discussed a memorandum on “Mandatory Reporting” for APD staff. Mr. Ryon noted that APD providers are mandatory reporters and are required to contact Adult Protective Services at 1-800-96-ABUSE if they suspect that any APD clients have been abuse or neglected. Mr. Ryon noted that calls to the abuse registry, regardless of the source, should be accompanied by a corresponding incident report.

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

- Baptist Health South Florida's held a ceremony to celebrate the successful ending of 5 APD consumers' paid internships. He informed the group that 3 of the interns were hired by BHSF.
- Mr. Cardello reminded the group that DMD participant applications were needed for an anticipated 90 or so mentoring opportunities. He stated that BHSF's 10 slots were already filled. He stated that FPL plans to offer 15 to 20 mentoring opportunities.
- Mr. Cardello also informed the group that the "Association of Agencies' partners (Miami Dade College, APD, VR, MIAMI Children's Hospital, Miami Dade County Public Schools) are working on a presentation for Doral Chamber of Commerce, highlighting the advantages of hiring persons with disabilities.
- Mr. Cardello spoke on behalf of Montrese Albury, Employment Liaison, thanking the Support Coordinators for their timely submission of the quarterly employment report. Thirty-five more consumers were employed than in the previous report. Also, he reminded the group that the next quarterly Employment Providers meeting is at 9:30 a.m. on September 18.

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

- August is immunization awareness month. This is closely linked to back to school.
- Vaccines are medicines that boost the immune system' natural ability to protect the body against "foreign invaders," mainly infectious agents that may cause disease.
- **Vaccines aren't just for kids.** Far too many adults become ill, are disabled, and die each year from diseases that could easily have been prevented by vaccines. Thus everyone from young adults to senior citizens can benefit from immunizations.

- Apart from vaccines preventing diseases, it is also used to prevent cancer. The FDA approved two types of vaccines to prevent cancer as well as one to treat cancer. Cancer vaccines are designed to boost the body's natural ability to protect itself, through the immune system, from dangers posed by damaged or abnormal cells such as cancer cells. The two types of vaccines approved by the U.S. Food and Drug Administration (FDA) to prevent cancer are vaccines against the hepatitis B virus, which can cause liver cancer, and vaccines against human papillomavirus types 16 and 18, which are responsible for about 70 percent of cervical cancer cases. The one that is approved for cancer treatment is for certain men with metastatic prostate cancer.
- Flu vaccine recommended schedule is yearly, this is especially important for the DD population with respiratory disorder and elderly.

❖ **On behalf of Ms. Hillary Jackson, Roland Vializ and Martine Saint-Aime reminded the following:**

- Waitlist enrollment is a priority for APD. Please submit your AIM worksheet/signature page, support plans and supporting documents to Ms. Tangela Finley.

**1. iBudget**

- Please read available materials on the iBudget website. We are receiving a lot of inquiries in which answers are readily available in the draft iBudget Handbook or in other documents.
- Several of you are continuing to contact our office regarding the "allocated amount" being wrong. This may or may not be true. Our office is reviewing this on a case by case occurrence beginning first with consumers who requested a hearing. There is a process in order for the "allocated" and/or the "annual corrected cost plan amount" to be updated. We cannot just change money in the system since an Amended Notice will need to be issued. At that point, the consumer can also request a hearing.

- Our office cannot increase budget without following the correct procedures in place, since all legal notice were issued. WSC may submit a request for area's review and correction of budget. The area office will first review ABC and verify that the cost plan amount was correctly calculated. If we find discrepancy between the 12-13 cost plan amount and what was sent in the legal notice. The area office will issue a new notice. Once guardian, family/consumer receives the new notice, they may request a hearing based on the new notice. We encouraged all WSCs to go into iBudget system to review consumer's information page and print out consumer legal notice. It was emphasized to WSCs to not rely on the spreadsheet that Nelly sent which may have stated "NO CHANGES".

## **2. Documentation**

- All service requests require the determination of medical necessity still being made by our office. Support coordinators, you are still required to provide us with supporting documentation to justify the service request. Use the PSA and/or iBudget Handbook requirements.

### **❖ Mrs. Maria Springer shared the following information:**

- We are continuing to offer supported employment service to the wait list consumers.
- We have continued to provide resources to our wait list consumers in an effort to avoid a Crisis Situations.
- Of the 128 Enrollment Offers we received in our Southern Region, we have processed 106 wait list cases to WSCs. We are continuing to process the reaming 22 cases to ensure the cases are received by the WSCs as quickly as possible. We need to ensure we meet and I am sure we will accomplish 100% of our enrollments by or before the dead line date of August 31, 2013.

	<p><b>IMPORTANT:</b></p> <p><b>OUR ON-CALL PHONE NUMBER IS 305-299-3366.</b></p>	
<b>III. ADJOURMENT</b>	The meeting was adjourned at approximately 10:45am. ROM thanked all attendants for their attendance participation.	

**ATTENDANCE:** Clara Martinez, Martha Gonzalez, Chris Obioha, Janice Thurston, Jorge Villalon, Jerome Silverberg, Barbara Smith, Xiomara Benavides, Ekandem Essiet, Cynthia Gay, Wilma Johnson, Derk Green, Veronica Oliver, Marianela Wata-Wara, Ivette Sotomayor, Andres Pacheco, Carmen Cabanas, Ludmila Senkevich, Aileen Phelan, Harold Montenegro, Aida Zuniga, Sophonie Maneus, Martina Osaghae, Viveen Brooks, Dora Guzman, Luis Rodriguez, Manuel Achong, Audrey Lawrence, Tammie Martin, Rene Gomez, Nahir Cardoso, Cristina Schwarz, Mario Valdes, Carolina Mugar, Martine Saint-Aime, Cynthia Saulan, Cherie O'Geen, Isis Espino, Pascale Malette, Desma Walker, Kenny Arguelles, Mable Burger, Portia James, Josephine Livingston, Laura Vinent, Cristina De La Cruz, Derick Toro, Roberto Pire, Muriel Cuadro, Kathleen Childs, Martha Khan, Mercedes Franco, Natalia Laver, Cristiana Robaina\*, Amanda Ortiz\*

\* Denotes tardiness of more than 15 minutes