



agency for persons with disabilities
State of Florida

APD PROVIDERS / SUPPORT COORDINATORS JOINT MEETING

January 24, 2013 9:30 A.M.

401 NW 2ND AVENUE, SUITE N-1011, MIAMI, FL 33128

AGENDA ITEM	ISSUE/DISCUSSION	ACTION/FOLLOW UP
	<p>Meeting began at 9:45 a.m.</p> <p>There were no new providers. There was one new staff identified with Kirk Ryon as a new monitor - Ms. Laquawana Roberson.</p> <p>Ms. Jackson began the meeting by sharing with all that Ms. Alvarez may attend this meeting late if she is able to attend at all due to a conference call.</p> <p>Ms. Jackson asked all to please read and be responsive to email queries that our office sends.</p> <p>Ms. Jackson asked all parties to note and share with others that APD Southern Region meeting dates were emailed out last year and is also posted on our website. We will notify all of any meeting date changes as quickly as possible via email.</p> <p>Mr. Michael Santarcangelo, South Florida Regional Consultant with Prentke Romich Company provided the audience with handouts and gave an overview of a cutting edge communication device that can assist people with communication deficits. He can be reached at 305-822-8016 for more information.</p> <p><u>Mr. Kirk Ryon's update:-</u></p> <p>Mr. Kirk Ryon reported that there are two new monitors, Ms. Laquawana Roberson and Mr. Antwan Brown. Antwan Brown previously worked with training and provider enrollment. New changes coming up with group home monitoring – department of health will no longer be monitoring group homes for health and safety compliance. APD monitors will be trained to carry out these duties. Group homes that are due relicensing at this time will be given a reprieve until all relevant adjustments are made.</p> <p><u>Ms. Sharon Powell' update:-</u></p> <p>January is a time of reflection on the past and setting goals for the New Year. I know high on the priority list is our health. Most of us complete our yearly medical visits and screening during this month. It is very</p>	

important that we plan ahead before our appointments. We need to make notes of things we want to discuss with our health care providers before going to the appointment.

Give your healthcare provider accurate and complete information about your current health, past illnesses, hospitalization, medications and any other matter related to your health. Let your health care providers know about stressful aspects of your life that affect your health and ability to manage daily activities. Participate in decisions about your health care and treatments with your provider. Ask questions about things that are not clear to you. Ask for written information and instructions as appropriate, for example lab results, medical procedures, etc. Being a proactive health consumer applies to you and your consumer, so you are to apply this to your consumers' health care.

The flu season continues it is not too late to receive the flu vaccine. The flu shot is available at PCP offices, most CVS and Walgreen pharmacies. Avoid people who are sick and if you are sick avoid going around others. Frequent hand washing will reduce the spread of infection. Keep surface areas clean, the flu virus lasts longer on hard surface making it easier to be transmitted. Dress appropriately, on the days when that are cold dress in layers.

Waiver support coordinators, please be reminded to always keep ABC demographic information current for all consumers. QSI database does not allow assessors to update or input demographic information, this information is imported from ABC. If you have any questions about the health and safety of the consumers, please do not hesitate to contact Brenda or myself.

Mrs. Maria Springer's update:-

Ms. Springer was happy to report that we have been able to provide supported employment services to over half of waitlist consumers. We are continuing our efforts to build our internship opportunities We are continuing to add to our resource page in an effort to provide our consumers with services that are available within our community.

Ms. Hillary Jackson presented on the following areas:-

Costplan/ABC Issues

Provider need to be responsive in checking the FMMIS web portal weekly/monthly to ensure that there is sufficient money in the consumer's costplan PRIOR to billing.

Ms. Jackson sent an email this morning to all regarding a training being offered by Medicaid regarding eligibility; please attend if you need to be updated on this process. Please keep the demographic sections in ABC system up to date. Effective 7/1/13 ABC will no longer have costplans be put into it; the old cost plans will still remain.

For more information about the Agency for Persons with Disabilities, please contact Evelyn Alvarez at (305) 349-1478.

iBudget

Support coordinators have received the first of two training so far; next week they will complete their advanced iBudget training. Public meeting will be scheduled for providers and for families; we will notify all of these dates/times and location. Support coordinators, **please complete your iBudget homework by tomorrow**. Please note that the local offices do not have authority to approve cost plans in the training site, this is done by State Office iBudget staff. Support coordinators you are again being reminded to read the WSC iBudget User Guide before contacting the APD IT Helpdesk. Support coordinators in communicating with several families our office is hearing that they have not been made aware of the iBudget. Please be sure to update families especially now that notifications have been mailed out.

Please begin checking your caseload in the actual iBudget live system if you have not done so to ensure the following:

- a. All your consumers are in the system for your view
- b. All your consumers have pre-approved services

If your consumers do not have pre-approved services please send a fax (ONLY) to my attention by 1/30/13 with the following: consumer name, consumer social security # and the ABC service names that are missing. Please understand that we first check ABC then update the iBudget system. Please do not send things to me or the staff via Zixmail as we need to access this immediately and various people in our office is assisting to get the iBudget system updated.

If your consumer does not appear in the iBudget system, please immediately let me know via email as quickly as possible.

Support Plan/Forms/Case Note Issues

1. Support plan issues:
 - a. Signature page not being submitted with the support plan.
 - b. Goals are not identified for services being requested and/or utilized in the support plan.
 - c. Please use spell check/grammar feature to ensure accuracy.
 - d. Medication page must list all medications being taken along with the reason for using medications and any side effects experienced.
 - e. Many support plans seem to merely be a cut and paste from the prior year changing only the consumer's age. There has to be something new occurring in the consumer's life.
 - f. **The HCBS Waiver eligibility form is not submitted and/or not being completed in its entirety**. Remember that **two eligibility forms** are needed and should be submitted with all support plans. Support coordinators, you were sent an email to this effect by me about this already please refer to it.
 - g. New services being requested must be identified in the support plan along with the goal for that service. Supporting documentation/justification must be submitted along with all

required PSA Attachment A items

Ms. Carolyn Eleby presented on the following areas:-

Provider Enrollment:

Carolyn Eleby reported that the provider enrollment position continues to be vacant and all provider enrollment issues should continue to be sent as follows:

All support Coordinator issues should be sent directly Yugoslavia Marte. You can email inquiries to Yugoslavia_Marte@apd.state.fl.us

All other Provider issues should be sent directly to Carolyn Eleby. Inquiries can be emailed to Carolyn_Eleby@apd.state.fl.us. You may also copy or contact Nadia Prado, Administrative Assistant for Carolyn L. Eleby.

Please be aware there will continue to be a delay in the process until the new provider enrollment staff is hired.

Ibudget Provider Application.

Ms. Eleby requested that all providers return the IBudget applications immediately, if they have not submitted it as requested.

Support coordinators were asked to continue to pick up from Antwan Brown at the APD office, ibudget brochures to be given to consumers and their families. The brochure contains the explanation on the Ibudget process.

Supported Employment

Ms. Eleby and Montrese Albury, the Supported Employment Specialist, reminded support coordinators that they will need to complete a quarterly report of the status of employment for their consumers per email sent.

We ask that the support coordinators maintain this information accurate as it is being reported through the APD Central Office to the Governor's Office as part of the State's employment initiatives.

Mr. Michael Cardelo's update

October is Disability Mentoring Month, but we are lucky to be having disability mentoring activities throughout the year. Baptist hospital remains an integral stakeholder in the disability mentoring event. Presently we have some consumers who are participating in internship at the hospital. Support coordinators please continue submitting resume to me for mentoring opportunities.

	IMPORTANT: OUR ON-CALL PHONE NUMBER IS 305-299-3366	
III. ADJOURMENT	Meeting adjourned at 11:02 A.M.	

Attendance:

Gloria Rodriguez, CherieO'Geen, Luis Rodriguez, Isabel Rojas, Veronica Oliver, Christina Schwarz, Jorge A Villalon , Rene Gomez, Montrese Albury, Maria Rodriguez, Penny Schverneman , Dora Guzman, Gabriel Lefran, Roberto Pire, Jeanette Williams, Caridad Alfonso, Lesly Quin, Charles Jacob, Jacques Thompson, Martha Gonzalez, Laura Vinent, Gloria Fortune, Desma Walker, Nayza Hernandez, Gladys Minino, Derick Toro, Dione Barton , Barbara Smith, Gloria Polanco, Ivonne Ginzalez, Manuel Achong, Derrick Harley, Ciara Martinez, Hyadee Millian, Carolina Mugar, Monica Martinez, Rusty Townsead, Portia James, Josephine Livinstones, Nadia Arguettes, Culeen Phelan, Tammie Martin, Timothy Paul, Gloria Rose, Neredia Babilonia, Jeronme Silvester, Cynthia Gay, Pascale Malette, Heilyn Gandia, Viveen Brooks, Maria Garcia, Diane Gelpi, Mable Burger, Eboni Duardo, J-Butler-Wilson, Derk Green

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

*Ludmila Leukevink , *Carol Thomas,*Monique Miller, *Sarina Altidor , *Xiomara Benavides, *Sophonie Maneu, *Jeanna Brown, *Crislayne Abn, *Darlene Thomas, *Vivian Orizu, *Jean Ricot Mareus , *Victoria Johnson, *Hugo Merino,