



agency for persons with disabilities
State of Florida

SOUTHERN REGION APD PROVIDERS & SUPPORT COORDINATOR MEETING

Thursday, May 23, 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	<p>Meeting began at 9:40am. Regional Operations Manager Evelyn Alvarez introduced herself and welcomed participants, acknowledged Monroe County participants via conference call, asked for all phones to be silenced to avoid interruptions. Minutes will be available on the APD web page Southern Region Office page. Management staff and other key staff introductions: Hillary Jackson, Kirk Ryon (excused attending APS Symposium in Orlando), Sharon Powell, Maria Springer, (key staff) Rosa Llaguno, Michael Cardello, Maria Roqueta.</p> <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 until approximately 11:30am. When we adjourn please be reminded to do so promptly, quietly and pickup 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>New Staff Announcements: Mac McCoy, Deputy Director of Operations has retired as of 4/31/13. Tom Rankin is now the new Deputy Director of Operations supervising the Regional Operation Managers.</p> <p>New Provider Announcements:</p> <p>Breathe For Life - Sandra Desvallons</p> <p>Renaissance Care Inc. Novlet A. Hudson</p> <p>Guest Speakers: none</p>	1

	<p>In service Training: Rosa Llaguno on voter's registration quarterly reporting.</p>	
<p>II. STATE & REGIONAL UPDATE</p>	<p>Announcements:</p> <ul style="list-style-type: none"> • Florida Senate unanimously confirmed Director Palmer as the Dir. for APD. • Retirement- Seymour Brown – Contract Manager served the state for 30 years. Congratulations! • AHCA posted the CDC+ Proposed Rule on their link. A proposed rule hearing is scheduled for June 25, 2013 at 2pm @ AHCA. • Rule Development Workshop- 65G-2.017 Health Safety Standards purpose to set food safety and environmental health sanitation standards for facilities licensed by APD. Miranda Johnson at the APD state office 850.414.9132 is the contact for the copy of the preliminary draft rule. • APD email addresses have changed to: First name.lastname@apdcares.org please update your address books. • Office Closure Memorial Day Holiday: APD Offices will be closed Monday 5/27/13. <p>State of the Region:</p> <ul style="list-style-type: none"> • Vacancies- currently 17 ops and career service positions. The Director has reassigned 7 new career service positions to SR. Thankful to the Director for her leadership and for the support of the other Region Offices that made these positions possible. Currently being reclassified and advertised. Mostly HSPS for MW, QI, Community Relations Coordinator, Employment Specialist, and Regional Program Administrator. Additionally, we are also filling a SHSPS for MW and Contract Manager vacancies. • Staff is being assigned to priority legislative assignment and other Health and Safety functions. We continue to operate in the provider enrollment and training area with minimal staff. There is capacity in every service component and over 900 WSC slots available for new wavier enrollments. We will continue to assess and shift staff resources accordingly. • OPS staff to be offered insurance benefits starts January 1, 2014. 	<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 &
REGIONAL
UPDATE

Agency Redesign Update:

- Full state-wide Regionalization implementation is in effect. New Table of Organization includes the following 5 work streams:
 1. Administrative Services includes: budget, fiscal contract management and general services
 2. Quality Improvement includes: Licensing, Residential Placements, all Regional QI, i.e., Delmarva Reviews, Incident Reporting, newly added: Provider enrollment, Supported Living and Training
 3. Clinical includes: Medical Case management, QSI assessments, behavioral services
 4. Waitlist Management & Community Affairs, includes: waiting list case management, intake eligibility, Employment services and community resource development
 5. Waiver Operations includes: management of all waiver programs, hcbs, cdc+, ibudget

Currently transitioning some functions between workstreams our transition is still in progress due to the ibudget priority assignment and high number of vacancies.

- Office Closure: Cutler Bay Field Office serving the southern end of the region was relocated to 401 Bldg. North tower 7th floor in mid-April. Monroe County Office will remain open for now.

2013 Legislative Session:

- The 2013 Session Legislative Wrap-up Report is now available on APD's website. The Gov. has until May 24th to take action on the 2013-2014 General Appropriations act.
 - A very special thank you to all, APD staff, clients, providers and advocates! This has been by far one of the most successful sessions in recent years!
 - Together we were able to secure funding for all five APD legislative priorities which were part of Governor Scott's Florida Families First budget recommendations. **APD Funding now totals \$1.11 billion**
1. Funding to serve wait list - \$36 million is provided to transition individuals from the waitlist to the Home and Community Based Services waiver. Those with the most critical needs will benefit from

this new funding. – **Increase of \$15 million in GR, \$21.3 million in Trust Funds, \$36.3 million Total Funds. Implementation 7/2013**

- Section 9. (1) In order to implement Specific Appropriation 267 of the 2013-2014 General Appropriations Act, and notwithstanding s. 393.065(5), Florida Statutes, individuals from the Medicaid home and community-based waiver programs wait list shall be offered a slot on the waiver as follows:
 - (a) Individuals in category 1, which includes clients deemed to be in crisis as described in rule, shall be given top priority in moving from the wait list to the waiver.
 - (b) Individuals in category 2, at the time of finalization of an adoption with placement in the family home, reunification with family members with placement in a family home, or permanent placement with a relative in a family home, shall be moved to the waiver.
 - (c) In selecting individuals in category 3 or category 4, the Agency for Persons with Disabilities shall use the Agency for Persons with Disabilities Wait List Prioritization Tool, dated March 15, 2013. Those individuals whose needs score highest on the Wait List Prioritization Tool shall be moved to the waiver during the 2013-2014 fiscal years, to the extent funds are available.
- 2. Upon the placement of individuals on the waiver pursuant to subsection (1), individuals remaining on the wait list are deemed not to have been substantially affected by agency action and are, therefore, not entitled to a hearing under s. 393.125, Florida Statutes, or administrative proceeding under chapter 120, Florida Statutes.
- 3. Employment and Internship Supports- \$500,000 in non-recurring dollars will provide job internships and supported employment job coaches for about 200 individuals on the wait list who have indicated they want to go to work. **Non recurring GR.**
- 4. Resources to carry forward Deficit and Waiver Funds from FY 2011-2012 - \$40.2 million allocated to cover prior years carry forward deficit which is one-time funding. **\$17 million nonrecurring GR, \$23.3 million Trust Fund, \$40.3 million total funds.**
- 5. Electronic Visit Verification and Central Customer Record- \$1.5 million in non-recurring funds to develop a state-wide system for management, reporting, and trending of data for APD clients. This central client record system will increase efficiency by collecting, processing, and storing client information and monitoring client progress in a consistent and effective manner. An essential part of the system is the electronic

visit verification portion which will provide key data needed to help prevent Medicaid Fraud as well as increase provider performance and fiscal accountability. **\$750,000 in nonrecurring GR, \$750,000 in nonrecurring Trust Fund, \$1.5 million nonrecurring total funds.**

- 6. Fixed Capital Outlay Maintenance and Repair-** \$1.4 million for Billy Joe Rish Park for needed maintenance and repair on the bayside of the park. Once a new accessible board walk is built, the entire park will be open to visitors again. Past hurricane damage had closed the bayside. **\$1.4 million in nonrecurring GR.**

Other:

- 3% Increase Adult Day Training rates in the HCBS Waiver – **Total \$1.9 million dollars.**
- Room and Board – **Reduction of \$651,127 Social Service Block Grant.**
- Individual and Family Supports (IFS) category- **Reduction of \$1,750,000 in Social Services Block Grant.**
- Several Special Member Projects: included in the agency's appropriation:

Ibudget Implementation Update:

- APD staff WSC and providers were commended for their commitment, hard work and team spirit and personal sacrifices that were made in an effort to complete the ibudget implementation.
- We all continue to enhance our skillset necessary for working in an extremely demanding environment, going over and above, mastering the art of adapting to change and situational assessment & reorganizing.
- The ROM debriefed the group sharing challenges and learning experiences i.e. importance of comprehending fully the new system, prioritizing assignments that are health and safety and legislatively mandated, importance of timely follow-up, meeting time lines, responsiveness, working through language barriers, accuracy of work product to reduce unnecessary added workload. Reiterated the ibudget is a new system and way of doing business, that we are as strong as our weakest link and it was important to ensure that we were all knowledgeable and overcoming the learning curve. The Regional Office

is always available to assist with technical assistance, WSC found it very helpful to use the Regional office training room to input cost plans and learn how to use the ibudget system while having staff on site to assist.

- Announced Legal notices will be generated 5/23 at the end of the day and access to system will be limited.
- The ROM and WSC Coordinator will be meeting with some WSC and Agencies to further debrief and make further recommendations for improvement.
- The ROM thanked the attendees for their feedback and welcome suggestions for improvement of the Regional office as well.

Para transit Transportation Services:

- We have learned from Consumers, providers and community partners of numerous concerns regarding the new STS provider American Transportation Services. The ROM has sent a letter describing the type of incidents and concerns how it is affecting the life of the individuals that we serve to Director of Miami Dade Transit and Respective Commissioners Dennis Moss and Bruno Barreiro who Chair the Miami Dade County Transportation and Aviation Committee. Please if you are aware of a problem or a positive matter related to this service I urge you to contact 786.469.5000 Miami Dade County STS Complaint and Commendation number.

Family Care Council: several new members appointed by the Governor of which two are APD clients. Please continue recruitment efforts.

Other: Serious Concerns have been raised at recent public meetings and or calls from providers related to poor standards of conduct, unethical business practices and lack of professionalism amongst the provider community. Recent complaints made to the Regional Office allude to an escalating sub culture of provider bullying other providers motivated by self-interest and financial gain. Further alleging that providers are creating fear and threat of clients being changed to other providers if a provider does not concede to the provider's business practices. For example, signing a support plan page in advance of the support plan being read or developed, moving clients to other WSC providers if the level of care they are requesting is not approved. WSC limiting choice of client's residential placements for their convenience in making visitations. Client solicitation in anticipation of a provider closing or termination. These allegations are under review and may be turned over to the APD Office of Inspector General. If you are aware of any fraud or

	<p>misconduct please contact any of the following numbers below:</p> <p>APD Southern Region Office- 305-349-1478 Quality Improvement Unit</p> <p>Toll-Free: 1-866-APD-CARES (1-866-273-2273)</p> <p>Office of Program Integrity – email address is being developed and will be shared as soon as it becomes available.</p>	
	<p>Ms. Rosa Llaguno, Voters Registration Coordinator for the Southern Region introduced herself and informed providers the following:</p> <ul style="list-style-type: none"> • The form used for the Quarterly Reports were updated by State Office. We are going to use this opportunity to go over the new format. • To make it easier, you will note that the report on the screen which we will re-send to you includes comments explaining what you need to fill-in every quarter. If a box is blank, you are not required to fill-in that box. This will be your working draft. These reports are due on Jan. 2, Apr. 2, Jul. 2, and Oct. 2. Please e-mail your reports to me at Rosa.Llaguno@apdcare.org. Please note that this is a new e-mail address. • In Window 1b – The question asks for the total number of annual service reviews completed for the quarter. As an example, if you have 24 cases, and you reviewed five (5) support plans in the 2nd quarter, then you should report five (5) for that window in that quarter. • Windows 2a-f – Again, you are asked to give the total number of annual reviews performed in the method indicated for the quarter. For example: in question 2a (in person other than the home) if you performed one (1) support plan review at the library, indicate one (1) in 2a; if you performed two (2) support plan reviews “in home”, then place two (2) in box 2f; by telephone – you performed one (1) review by phone, then one (1) in box 2e. • Window 3 – Indicate how many voters registrations were mailed to clients. • Window 4 – Indicate how many clients declined to register or update 	<p style="text-align: right;">7</p>

their voter registration. Please remember that the voter's preference form must be kept in the central record with a case note; any information regarding voter's registration cannot be copied or released – please check with your attorneys or APD's attorneys before you release any voter's registration information since voter's registration information is confidential pursuant to state and federal law and a recent update to state law also maintains a voter's email confidential as well in connection with voters registration. Links to voters registration information will be resent to you with the registration report.

- Window 5 – The number of clients that submitted voter's registration applications to your agency. This is the number of APD consumers.
- Window 6 – the number of applications that were submitted to the Supervisor of Elections. This number is regardless of whether it is an APD consumer or not. Please note the difference between windows 5 & 6.
- APD OP 05-002 will also be resent. Any questions please email me directly. Thank you.

Ms. Sharon Powell introduced herself and spoke about the following:-

- QSI - all matters relating to QSI is to be directed to me, preferable by email.
- Medication Administration Overview course – Posted on the training site is the medication administration overview courses for direct care staff starting July 10th; this overview will be 2 hours and will not replace the 4 or 6 hours Medication administration course.
- Disease of the month - May is national stroke awareness month; only 38% of people correctly identify when they are having a stroke and is able to call 911. Outcome is better for people who receive treatment within 3 hours of showing their first symptom; the recovery period is shorter than people who received delayed care. Stroke is the leading cause of death in the United States. There are two types of stroke, the first is ischemic stroke occurs when a clot blocks the blood supply to the brain. This is the most common type; tend to cause 'mini stroke' or transient ischemic attack. The second type is the hemorrhagic stroke this occurs when a blood vessel in the brain burst.
- Five most common signs and symptoms of stroke are:-
 - 1.Sudden numbness or weakness of the face, arm or leg

- 2.Sudden confusion or trouble speaking or understanding others
- 3.Sudden trouble seeing in one or both eyes
- 4.Sudden dizziness, trouble walking, or loss of balance or coordination
- 5.Sudden severe headache with no known cause

- Stroke risks are:-
 - Age – Increase with age, but it can occur at any age
 - History of chronic medical condition – mainly high blood pressure, high cholesterol and or diabetes
 - Smoking or inadequate exercise
- Prevention
 - Eat a healthy diet
 - Maintain a healthy weight
 - Be physically active
 - Treat all medical conditions that increase the risk of stroke
- Presently stroke is a public health priority in United States. In 2011 the federal government and private organizations launched million hearts a national initiative to prevent one million heart attacks and strokes by 2017

MS. Maria Springer introduced herself , Good Morning let me give you this month's update in the Community Affairs and Waitlist Work stream:

- Unit 603 has successfully completed their moved to the 401 building they are located at the north toward suite 722 the main number is (305) 810-1017.
- As part of our efforts to meet the Governor's employment initiative, in adopting national and local best practices to serve people on the wait list efficiently, we have been able to increase the employment related opportunities. The pool of potential employers includes private industry, and several AmeriCorps Partners. This pool is likely to continue to increase in part due to the growing partnership with Vocational Rehabilitations our agency.
- To provide you with more detail our Employment Team is comprised of 2 Community Relations Coordinators Mrs. Rosa Llaguno and Mr. Michael Cardello and 1 Regional Employment Analyst Mrs. Montrese Albury.

- Please be informed that our APD Resource providing consumers with community services. You can select up to 5 key words to obtain specific information. We have been able to offer supported employment services to an estimated 20 plus waitlist consumers, out of these we have a total of 6 waitlist consumers that are working, and currently there have 5 consumers that are participating a paid internship. We have been able to offer a variety of services to waitlist consumer via IFS Fund.

Michael Cardello, Community Relations Coordinator, referred the group to handouts he provided from various sources. He spoke about the following:-

- APD/VR Cross training - He mentioned that one handout (a hard copy of Power Point presentation) was from the May 15, 2013 APD/VR Cross Training which emphasized the partnership between the two agencies for purposes of increasing positive employment outcomes for shared consumers.
- Stake holders - March 30, 2013 meeting with SSA Area Work incentive Coordinator, Richard Cruz, and Community Work Incentive Coordinator, Lesly Quin, of the Center for Independent Living of the Keys. Mr. Cardello stated that these were the experts in work incentives and benefits planning to whom consumers and families should be referred. He also provided the names of Brina Tosta, CWIC from "Stand Among Friends" and Nestor Membreno, CWIC from "CareAmerica" as other local resources. He stated that he will provide their contact information through e-mail.
- Related handouts included: a 2013 South Florida reference for Social Security benefits and Medicare benefits; a local SSA Work Incentive Liaison directory; and, contact information and functions of Lesly Quin.
- Ongoing training - Ms. Quin and Mr. Cruz have offered to provide training in benefits assistance twice per year. He also stated that use of work incentives, Ticket to Work, Employment Networks, etc. were a good alternative to General Revenue funding and other funding for provision of Supported Employment services.
- Disability Mentoring Day - Participant applications for "Disability Mentoring Day", handouts are available. Disability mentoring day is concentrated mostly in the month of October, but is becoming more ongoing. For example, APD Southern Region is taking the lead by conducting a second "DMD" for this year on June 14, 2013.

Maria Roqueta, Program Specialist reported that 138 supported living consumers were approved for "one time funds" to purchase furniture and

	<p>basic household needs. Ms. Eleby and Mrs. Roqueta reviewed all the requests received. APD tries to maximize the dollars and attempts to assist as many consumers as possible to meet their basic needs. Extravagant requests (2 examples given) would not be approved. For future reference, please remember to work as a team and submit timely and reasonable requests.</p>	
	<p>Ms. Jackson thanked all parties involved for their patience over the past few months since iBudget implementation began in January.</p> <p>Please note the change of meeting dates for June 24, July 22, August 12, September 23, and October 21, 2013.</p> <p>Ms. Jackson reminded all providers that it is even more critical now that all providers read the iBudget Handbook for applicable services that are rendered by your agency/business. All providers with a provider number must comply with the Handbook requirements; you will be held accountable, not the person that may have given you wrong information. If further clarification is needed regarding the Handbook please contact Southern Region APD staff.</p> <p>1. CDC+</p> <p>Please refer to CDC+ website for new forms and other documents used in the CDC+ program. Please share this with your CDC+ representatives and or participants.</p> <p>Everyone should be aware, Delmarva is monitoring for all background screening results including the CDC+ representatives if they appear on the CDC+ purchasing plan and all employees as well. Please ensure that all employees have their level 2 screening results on hand.</p> <p>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.</p> <p>2. iBudget</p> <p>We dearly appreciate all parties involved with our successful implementation process. Support coordinators, a very special thank you. All APD staff</p>	<p>11</p>

involved were also commend for their tireless efforts put forth. All support coordinators, please read the iBudget Handbook prior to June 30, 2013 as iBudget will begin on 7/1/13 for Southern Region. It is concerning that we are still getting requests to add services that are not offered on the iBudget waiver but are captured under a new service name. Example – Respite is not available for adults in a family home, this would fall under personal supports.

Please visit the iBudget website for provider rates, iBudget Handbook, service families, etc. Please encourage your families/consumers to also visit this site.

Throughout presentations done by State Office staff it was shared with all that the iBudget does not take into account services that are not identified as being critical such as transportation, respite, speech therapy and/or companion services. Support coordinators, this does not mean the “budget is wrong” as many of you keep contacting our office about. Realize that the iBudget is minimally based upon the consumer’s age, living setting, QSI scores and the algorithm.

We have held more than 50 face to face meetings with support coordinators regarding the health & safety concerns for their consumers who may have significant needs that the iBudget allocation could not meet. We thank all the support coordinators for coming prepared and providing us with great detail about your consumers’ needs and situation. We know the process was long and tedious but we have made it through the most difficult part together and we thank you all!

3. Costplan/ABC/Tier Issues

Congratulations support coordinators in doing a great job keeping ABC demographics accurate! We have received a listing of 18 consumers with incorrect addresses, program components, etc. All effected consumers' support coordinators were notified by Nelly Perry regarding immediate corrections to be made so that iBudget notifications will be mailed out properly.

4. Documentation

All service requests require the determination of medical necessity being made by our office. Support coordinators, you are still required to provide us with supporting documentation to justify the service request. Please refer to

Attachment A from the PSA requirements this has been sent out to you all via email repeatedly.

Support coordinators please read the documentation that you are receiving from your consumers' providers. The documentation that we are receiving in our office is concerning since it shows services not being rendered in accordance with the Handbook.

5. Support Plan/Case Note Issues/Service Requests

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.
- 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.

Please do not submit support plans with pen/ink changes with your crisis packets. Central/State Office will not accept them as they are difficult to read or follow in order to have a clear picture of the consumer. Some of you may have received calls or emails directly from State Office reviewers for crisis packets you submitted; please be responsive.

2. Support coordinators, please note the new APD support plan inbox email address that was sent to you via email yesterday

apd.medwaiver.supportplans@apdcares.org

3. Please refer to emails that I have sent regarding the SL vs. Group Home Cost Comparison form in regards to its use with CPAR requests for increase or new request in PCA, IHSS and residential habilitation service requests.

	<p>4. Please refer to emails that I have sent regarding the SL vs. Group Home Cost Comparison form in regards to its use with CPAR requests for increase or new request in PCA, IHSS and residential habilitation service requests.</p> <p>5. 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.</p> <p>6. 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 Cost Plan Amendment Request (CPAR). We locally process the turning 21 packets submitted to our office.</p> <p>7. Disaster Preparedness</p> <p>All consumers and providers should have a disaster preparedness plan; especially consumers in supported living. Please get a plan in place if you don't have one.</p>	
<p>III. ADJOURNMENT</p>	<p>The meeting was adjourned at approximately 11:40am. ROM thanked all attendants for their participation, wished them a Blessed holiday weekend and closed in saying always remember that "None of us are as good as all of us ". Go Heat!!</p>	

Attendance:

Natalia Laver, Gloria Fortune , Ailyn Garcia, Lourdes Nieves, Marthan Khan, Andres Pacheco, Mercedes Lopez, Luis Rodriguez, Maria Garcia , Ruben Suarez, Kathel Salomon, Shawntisha McCown, Derk Green, Blanca Orozco, Janet Santamaria, Novlet Hudson, Laura Vinent , Hugo Merino, Ivette Sotomayor, Mildred Tassy ,Rusty Tewnspond , Mabel Burger, Arlene Bouza, Gonzalo Bermudez , Roberto Pire, Isis Espino , Thomas Fleischann , Marie Jean-Baptiste , Luis Rolon, Jeannette Willian , Diamely Pordomingo , Gabriel Lefra, Carlos Rocha , Pascale Malette , Erik Ramos , Diana Guzman , James Louis , Jose L Casanova , Arnold Coats , Cassandra Smith, Jorge Villalon , Natalia Segrera , William Appletton , Margarita Appleton, Argeo Rodriguez, Janet Batet, Andrea Schenber, Susan Best Rodriguez , Kathy Childs , Aileen Phelan, Chris Gaviria, Judith Rodriguez, Heilyn Gandia, Janet Santamaria, Rene Gomez, Dionne Barton, Christ Perez , Eartha Fagan, Vivian Owen, Lissette Vera , Clara Martinez , Gloria Rodriguez , Marianela Wata Wara , Cynthia Gay, Sophonie Manueus, Kathlen Mulkey , Sandra Desvallons , Tammie Martin, Josephine Livingstone , Chrsitiana Robaina , Christina Swartz , Kibel Quesada , Ludmila Ssenvich , Joanna Brown , Silveira Leo, Charlie Minino , Derick Toro, Martha Gonzalez , Katena Broussard , Muriel Cuadro, Ubaldo Alvarez , Mercedez Lopez , Martina Osaguee , Dora Guzman, Viveen Brooks, Timothy Paulk, Laura Vinent, Charles Jacob , Monica Martinez, Sabrina Altidor , Haydee Milian, Janice Thurston, Portia James, Barbara Smith, Andrey Lawrence, Wilma Johnson, Darlene Thomas, Darlene Duardo

*Denotes tardiness of more than 15 minutes

*Gwendolyn Walker, *Ekandem Essiet, *Amanda Ortiz, *Mercedes Franco, *Diane Gelpi, *Xiomara Benavidez, *Mano Valdes , *Vivian Oblager , *Jessica Butter, *Isis Rivera, *Shelley Gottsagen , *Evelin Mendez, *Veronica Oliver