



agency for persons with disabilities  
*State of Florida*

**APD Southern Region Provider Meeting**  
**Thursday, October 16, 2014 9:30 A.M.**  
**401 NW 2<sup>ND</sup> AVENUE, SUITE N-1011, MIAMI, FL 33128**

<b>AGENDA ITEM</b>	<b>ISSUE / DISCUSSION</b>	<b>ACTION / FOLLOW UP</b>
<b>I. CALL TO ORDER</b>	<p>Meeting began at 9:39 a.m. Hillary Jackson, Regional Program Supervisor introduced herself and welcomed participants, requested that all phones be silenced to avoid interruptions. Monroe County attendees were also on the phone.</p> <p>Management staff introductions: Ms. Alvarez, had a scheduling conflict with a previously scheduled meeting and she may join us at a later time. Kirk Ryon, Hillary Jackson and key staff Michael Cardello on behalf of Maria Linares were in attendance. Brenda Viera is on leave.</p> <p>Friendly reminder: This room is the DCF Regional Administrator's conference 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 11:30 a.m. 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 4<sup>th</sup> floor cafeteria. Thank you for your cooperation</p> <p>New Staff Announcements or staff changes: Rosa Llaguno has transitioned to the QA work stream. Kirk will explain more about her new role.</p> <p>New Provider Announcements: Breno Cardosa with Cardosa Home Health, Inc.</p> <p>Guest Speakers: none</p>	

**II. STATE / AREA  
AND APD  
UPDATE**

Agency Update:  
iBudget-

FCC:

- Please let clients, families know that SR has FCC seats that are vacant. Earlier this year Gov. Scott signed legislation to expand the membership to now include grandparents.

Announcements/Reminders:

- Cabinet Declares Disability Awareness Month- Fl Atty General Pam Bondi introduced a resolution declaring October as Disability Employment Awareness month in Florida. It was approved unanimously.
- Disability Employment Awareness Celebration Awards Ceremony Tallahassee City Hall Oct 1 honored one of our community partners Lee & Mary's Cakery.
- Sept 18<sup>th</sup> APD held a public meeting to provide updates on the Housing and Service Delivery initiatives. The initiatives focus on the areas of Alzheimer's and Aging, Dual diagnosis (mental health and developmental disability) and Intensive Behaviors, and Forensics. The purpose of the meeting was to present the recommended service model and success steps for moving forward. APD will be releasing a Request for Information in order to get stakeholder input on how proposed models can best be implemented. Information on meetings including time and date , as well as notes will be available at: <http://apd.myflorida.com/publications/legal/>
- Ebola Virus and Enterovirus 68D- Updates and flyers were sent via email to all providers 10/15/14.
- Voting-Early voting flyer (back table)
- APD Staff and Service Providers are mandated Reporters of Abuse Neglect and Abandonment. 1-800-96-ABUSE, visit [www.apdcares.org](http://www.apdcares.org) website go to our link or visit <https://reportabuse.dcf.state.fl.us/> to make an online report. Call Regional Office for further assistance with needing to make a special conditions report and possibly escalate concern to DCF Regional Circuit Administrator. Always document your efforts.

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

**CONTINUED  
STATE / AREA  
AND APD  
UPDATE**

- Please report suspected Medicaid Fraud to:  
<http://www.flgov.com/report-waste-fraud-and-abuse-in-state-government-1/>

Clarifications: Records Retention and Purging Policy clarification will be sent out shortly.

### **Hillary Jackson, Regional Program Supervisor**

- **CDC+**

- Reminder to all CDC+ Consultants please be advised that new applications and other enrollment documentation including but not limited to the purchasing plan will be sent directly from you to the APD State Office. It is **no longer being processed by the Regional local offices**. Please share this with your staff.

- **Costplan/ABC Issues**

- Ms. Jackson has conducted ABC demographic queries and have found that sections/items in ACLM 1-5 minimally are still not being updated routinely. Some of you were sent emails from our office advising you that the support plan date is not current, there is no written/spoken language for the consumer and/or the guardian, ACLM1 & 2 not certified, etc. This cannot continue in this manner. All WSCs have been trained on more than one occasion on the importance of maintaining ABC consumer demographic information. This will be monitored ongoing by State Office.

Reminder, the support plan date should be 10/1/14, 11/1/14, 1/1/15 – not 10/12/14, 11/3/14, 1/27/15. It should be the **first** of the month.

The data run/spreadsheet sent to support coordinators captured the entire caseload. Within that spreadsheet you should **carefully look** at every single column to ensure it is correct. If not, you will need to **make the needed corrections in the ABC system** on the appropriate pages. Please comply before the **10/31/14 deadline**.

When a costplan has been returned to you (support coordinators), please ensure that you are carefully reading the Region/Area processing comments. Do not solely focus on the Reason for Area/region submission comments.

- Costplan increases within algorithm amount – discussed the process in place for APD and/or State Office to review services. The FY15-16 amounts are unclear for these effected 14,000+ individuals statewide. Upon receipt of more information from State Office, we will share it with you.
- Providers please create a helpdesk ticket when you have issues that you are not able to resolve such as billing.

- **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 that was held for support coordinators.

- **Support Plan/Case Note Issues/Service Request**

- When submitting a Supplemental Additional Needs Request (SAN) 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.

**Kirk Ryon, Regional Program Supervisor**

Kirk Ryon Introduced Ms. Rosa Llaguno as the newest member of the Southern Region Quality Assurance team. Ms. Llaguno had previously worked with the GR units and with community development. Ms. Llaguno will now be working in the QA Team as the Delmarva Liaison and will be working with providers to create and complete their plans of

remediation. Ms. Llaguno's office number is 305-377-5815 or she can be contacted via email at [Rosa.Llaguno@apdcares.org](mailto:Rosa.Llaguno@apdcares.org). Ms. Llaguno will begin working immediately to resolve any outstanding plans of remediation.

Mr. Ryon discussed the encryption of Incident Reports and other protected client information. Providers must encrypt protected client information, particularly Incident Reports when sending them via email. Please review the handout made available at the meeting. From this time forward, any unencrypted email containing incident reports from providers will be returned with the word "encrypt" on the subject line. Just reply use the email with "encrypt" on the subject line attach incident reports to send to APD.

During the past month, the following providers scored 100% on their Delmarva Reviews:  
Edith Villar; Therapeutic Behavioral Assessment; Elite Support Care; Truth & Life Group Home; The Trend Group.

During the past week, APD Southern Region held Personal Outcome measure Training. Although 40 individuals had registered for the training, only 15 people attended. Future plans are to get a single larger room for fewer times per month. We will try to eliminate the cap placed on training by the web site.

**Michael Cardello, Supported Employment Specialist**

Michael Cardello, Supported Employment Specialist, told the group that the Community Affairs and Wait List Unit has been very busy over the last month or so with various events, fairs and presentations, representing APD. These have included:

- The Diversity Fair at the Hyatt Downtown Miami
- Children's Trust Family Expo
- Neva King Copper Educational Center Disability Resource Fair
- Ferguson High School Disability Fair
- Miami Dade College InterAmerican Campus Disability Resource Fair
- Vocational Rehabilitation's Disability Employment Awareness Celebration
- South Miami High School Presentation to Students and Families

	<p>Also, on November 1, we will participate in Miami Dade County Public Schools' GIFT Conference.</p> <p>Mr. Cardello announced that although Disability Mentoring Day was scaled back this year, there has been successful participation at several Baptist Health South Florida facilities including: Baptist Hospital, Doctors Hospital, West Kendall Baptist Hospital, and Homestead Hospital. These mentoring days have been slated for October 6 through October 17.</p> <p>University of Miami Mailman Center will participate on October 17 and Bill Baggs State Park will participate on October 22.</p> <p>Mr. Cardello reported that 10 Miami Dade County Parks and Recreation internship slots have been filled at several different sites and that 3 interns have already started.</p> <p>He reported that, so far, under the Employment Enhancement Project ("EEP"), 7 APD Consumers have been employed.</p>	
<p><b>III. ADJOURNMENT</b></p>	<p>The provider meeting ended at 11:23 a.m.</p>	

**Attendance:** Andres Pacheco, Jerome Silverberg, Showntisha McCown, Tammie Martin, Paul Parmley, Manuee Malleiro, Aileen Phelan, Mercedes Franco, Jose I. Casanova, Nereida Babilonia, Gladys Jackson, Audrey Lawrence, Kathleen Mulkey, Etha Griffith, Cynthia Gay, Laura Vinent, Manuel Achong, Amanda Ortiz, Gloria Rodriguez, Rene Gomez, Luis Rodriguez, Mytrice Burroughs, Isis Espino, Jackie Butler-Wilson, Chantel Meo, Marianela Wata-Wara, Josephine Maneus, Josephine Livingston, Jacques Thompson, Martha Gonzalez, Pascale Malette, Cristiana Robaina, Cherie O'Geen, Roberto Cuadro, Breno Cardoso, Carolina Mugar, Mayelin Armad De Leon, Vivian Owen, Janet Batet, Arnold Coats, Timothy Paulk, Dora Guzman, Alexander Bain, Shereen Bartley, Martina Osaghae, Jeanette Williams, Jessica Sutter, Dionne Barton, Paola Arce, Aleyda Blanco, Karina Gomez, Roberto Pire, Viveen Brooks, Derk Green, Carlos Rocha, Portia James, Adine Sadin, Karen Alba, Martha Khan, Darleen Duardo, Gloria Fortune, Gwen Walker, Derick Toro, Diana Flenard, Aileen Rowe, Steve Clark, Neil McMichael and Elizabeth Coats.

**Tardy:** Sabrina Altidor, Willie Jones, Willie Jones, Ludmila Senkevich.