



agency for persons with disabilities  
*State of Florida*

**SOUTHERN REGION APD PROVIDER MEETING**  
**Friday, December 18, 2014 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	<p>Meeting began at 9:40 am Regional Operations Manager Evelyn Alvarez introduced herself and welcomed participants and also requested that all phones be silenced to avoid interruptions.</p> <p>Friendly reminder: This room is the DCF Circuit 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 11:30am. 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 4<sup>th</sup> floor cafeteria. Thank you for your cooperation.</p> <p>Management staff introductions: Kirk Ryon, Hillary Jackson, Maria Linares, and Brenda Viera.</p> <p>New Staff Announcements: none</p> <p>New Provider Announcements: Worldwide Support Services, Miguelina Minino</p> <p>Guest Speakers: none</p>	

**State of the Region:**

Announcements:

- **Governor Scott on Dec 9<sup>th</sup> announced the Reappointment Barbara Palmer as Director for the Agency for persons with Disabilities.** We are very happy to continue working under Dir. Palmer's Leadership!
- Some time ago, it was decided that it would be best to have one monthly **Provider meeting** to include all providers and that the agenda would be built around issues that affect us all. This would allow consistent communication of information and also an opportunity to network. Reminder this is your meeting and we would like to hear from you as to topics and technical assistance subjects that are of your interest. We want to ensure that this meeting has value for us all!
- **New meeting dates for 2015 have been posted on the SR APD Webpage.** Please note day of the week has been changed to Wednesday instead of Thursdays.
- **The Florida Department of Transportation (FDOT) and the Florida Developmental Disabilities Council, Inc. (FDDC)** have joined together to fund two pilot projects of up to \$150,000 each for the development of transportation voucher pilot programs to serve Florida's residents with developmental disabilities. The agencies just released the attached Request for Proposals (RFP) to solicit proposals from eligible Florida agencies for the development and implementation of transportation voucher pilot projects that will enhance the mobility options for Florida's residents with developmental disabilities to access employment, postsecondary education and training, and the community.
- **2015 is the 25<sup>th</sup> Anniversary of the ADA American's with Disabilities Act.** APD will be commemorating this important legislation throughout the year state-wide. The Southern Region will be partnering with the community in having monthly events in Miami Dade and Monroe Counties. Our kickoff event is scheduled for January 2015 and our main event will take place in July during the Gallery of Dreams. About 50 pieces of artwork will be displayed in our lobby during the months of July and August 2015. APD will have a calendar of all upcoming events posted on the website.
- On Tuesday night, the U.S. Senate passed the "**Achieving a Better Life Experience (ABLE) Act,**" which U.S. Rep. Ander Crenshaw, R-Fla., has been working on since 2006. The Senate passed the bill -- which creates tax-free savings accounts for disabled Americans for qualified expenses "*Some have called the ABLE Act the most significant piece of legislation affecting the disabled since passage of the American Disabilities Act nearly 25 years ago,*"

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

**Agency Update:**

- The links below are for the final draft of the iBudget rule, public hearing will be on January 8 at 10 am.

The first link is to the Noticed rule and the second is to the corrected portion of the notice regarding the hearing on January 8th.

[https://www.flrules.org/Gateway/View\\_notice.asp?id=15350655](https://www.flrules.org/Gateway/View_notice.asp?id=15350655)

[https://www.flrules.org/BigDoc/View\\_Section.asp?Issue=1751&Section=3](https://www.flrules.org/BigDoc/View_Section.asp?Issue=1751&Section=3)

**HOLIDAY OFFICE CLOSURE:**

State Offices will be closed: Christmas December 25<sup>th</sup> & 26<sup>th</sup> (Thursday & Friday). New Year's Day January 1<sup>st</sup>, 2015. The on call number will be responding to any emergencies.

**2014 Successes:**

- Community partnerships are strong and continue expanding
- Waitlist to Waiver Enrollments due to Governor's additional funding allocation to serve individuals on the waitlist.
- APD partners with DCF in allowing children to reach permanency through Adoptions, Reunifications and or permanent guardianship. Worked very challenging situations where through strong agency collaborative efforts the children were the WINNERS!
- APD Resource Directory continues to grow and connect the community with available resources.
- Dade Delegation is aware of the issues affecting individuals with disabilities in our community. Strong commitment for advocacy this next legislative session!
- Southern Region Providers maintain high Delmarva percentiles with in the state.
- Endured challenging working condition and staff shortages always maintaining client's health and safety as utmost priority.
- We are united and we are one Team serving South Florida!

**Hillary Jackson, RPS**

**CDC+**

- Consultants are reminded to send documentation to the appropriate places via the designated email addresses for CDC+ consumers.

## 1. iBudget/ABC Issues

- Service plans have been updated for the 3<sup>rd</sup> quarter for some consumers. At this time, our office has not received what the rate changes are for personal supports, companion, and respite. Upon receipt of this information, we will share it with all.
- Cancellations of iBudget service plans – support coordinators refrain from doing this! Again, some of you are cancelling a service plan **without leaving enough units/money** for the provider to properly bill. Or some of you are cancelling a service plan **BEFORE the provider has voided the claim**; these are some issues that causes the service plan to be rejected.
- A correctly cancelled service plan/cost plan **must be in current APPROVED status BEFORE** you create a new service plan! Please be reminded that you **CANNOT** create a new service plan until 24 hours **AFTER we have approved the cancelled service plan**. Please read applicable pages regarding the rejection codes in the iBudget Waiver Support Coordinator User Guide.
- Support coordinators **please read the Regional comments** that are written when a cost plan has been returned to you. We are continually seeing no responses to our questions we've asked. Also, cost plans will be returned to you if you are only indicating “please approve” or “no changes”, etc. Please be detailed within your WSC processing comments.

## 2. 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.

## 3. Support Plan/Case Note Issues/Service Requests

- a. **Please ensure that you are sending AIMs – Waitlist to Waiver documents to the SAN email address [southern.SANs@apdcares.org](mailto:southern.SANs@apdcares.org)**. Please use the same subject line that you were given in prior instructions for this process. More importantly identify the subject line to indicate “Waitlist to Waiver Consumer AIM Documents.” There is no need to copy other waiver staff on this email since we all have access to receive it.

	<p>b. When you have a waitlist to waiver consumer requesting more money than allocated, you do not need to do a Supplemental Additional Needs (SAN) request as previously explained. You will need to provide all supporting documentation for these services so that our office can submit it to State Office for review. Recall the additional money requested is to be indicated on page 3 of the AIMs documentation.</p>	
	<p><b>Brenda Viera, MCM</b></p> <ul style="list-style-type: none"> <li>➤ <b>Discussed Article on Disability, Depression and the Holidays.</b></li> </ul> <p>The Holidays season can make individuals feel more compassion towards their fellow man and bring about feelings of happiness and goodwill. But unfortunately, the holidays can also make people feel stressed out and depressed. This can be very stressful for anyone, but more so for our consumers who are disable. The high expectations of family entertaining or attending get-togethers, and let down when things don't for as planned can leave many with negative feelings.</p> <ul style="list-style-type: none"> <li>➤ <b>Discussed on ways that we can ease the winter blues for our consumers and family.</b> (Incorporate the consumers in activities for the such as Christmas decoration, outings, communication).</li> <li>➤ <b>Discussed how the Mayo-Clinic has research on Photo-therapy to treat the winter blues, or (SAD) Seasonal Affective Disorder.</b></li> <li>➤ <b>Discussed on signs and symptoms of Depression.</b> <ul style="list-style-type: none"> <li>• Insomnia or Sleeping too much</li> <li>• Anxiety</li> <li>• Unexplained weight Loss</li> <li>• Feelings of Hopelessness or worthlessness</li> <li>• Decreased Capability</li> <li>• Problems Concentrating</li> </ul> </li> </ul>	

**Maria Linares, RPS**

- Some of you may not be aware of the Governor's interest in providing employment opportunities for individuals with disabilities. Recently Governor Scott and the Florida Cabinet highlighted recent efforts in that arena. Wednesday, December 10, 2014 the new "Abilities Work Web Portal and Help Desk was highlighted. This new initiative will help link employers with job seekers who have disabilities.

[AbilitiesWork.employflorida.com](http://AbilitiesWork.employflorida.com)

Governor Scott said, "Our mission is to ensure that every Floridian can get a great job...."

Governor Scott has made employment for the disabled a priority by establishing the Employment Enhancement Project or EEP. This project provides funding for job coaching services for those individuals on the Wait List. Our goal is for the current funding of \$500,000 statewide to be doubled to \$1,000,000. We can't accomplish that without the help of our job coaches.

Our goal this year is to place 39 individuals in competitive employment. To date, we have 10 employed, 9 in internships and of the 9, we expect 6 to be offered employment. That would make our total employed 16 or 41% of the goal.

The internships were established by Miami-Dade County Parks, Recreation and Open Spaces, especially for our wait list consumers. We are extremely grateful to the County for this generous effort.

It appears that since this initial internship effort has gone so well, the County may be interested in doing it again next fiscal year. Of the over 260 county parks, we only worked with 6 parks. Now other park managers are asking if we will do it again, how they can get an intern. This is a huge plus because our biggest challenge is getting our foot in the door. We will be keeping you updated on this initiative as things develop.

The Community Relations and Wait List Management Work stream would like to thank you for all you do for our special population. Wishing you and yours a warm holiday season and a prosperous new year.

**Kirk Ryon, RPS**

Kirk Ryon congratulated those who received a 100% percent score on their Delmarva reviews in October/November and December. The names of all of the agencies who achieved 100% was read. The Southern Region continues to score among the highest APD Districts in the State and has the lowest number of recoupment citations.

Kirk Ryon reported that the Southern Region plans to go “paperless” for the incident reporting process in 2015. It is important that the incident reports be filled out completely and correctly and that only the REPORTABLE incidents be sent. At this time, all incident reports should be sent to the central APD email address set up for incident reports:

[southern.incidentreports@apdcares.org](mailto:southern.incidentreports@apdcares.org)

Beginning in January, we are going to review each incoming incident report. If they are not reportable or are sent to the wrong address we are going to call the sending agency in order to provide technical assistance.

Kirk Ryon discussed provider agreements. Please be mindful that you must have an active provider agreement in order to provide services. Check your agreements to determine if they are still active. Agreements are written for 1 to 3 years. Out of the 300 or so agreements that we sent out in June, almost 60 were not returned.

Kirk Ryon discussed the best practice of safeguarding your Agency. We have had several agencies whose owners/operators have become ill and have been concerned about what would happen to their agencies if anything happened to them. If you have an agency and employees, you should be incorporated and the corporation should have officers named in the corporate documents. The corporation should be up to date with the Secretary of State AND, most important, the Medicaid Waiver should be in the name of the corporation, not an individual.

Relicensing Seminars – Beginning in February, we will hold a series of seminars on re-licensing group homes under the new version of 65G-2.12. Seminars will probably be teleconferenced or web based. Dates and times will be announced at the January provider meeting.

**III. ADJOURNMENT**

In closing, the ROM stated that as the year comes to an end and on behalf of the Southern Region Office would like to Celebrate you and commend everyone for all of your accomplishments and successes. Ms. Alvarez, recognized all WSC, other Providers and APD staff. Everyone enjoyed refreshments!

Merry Christmas, Happy Chanukah, Happy Kwanza and Happy New Year to all!

**Attendance:**

Chantal Meo, Cesar Lerda, Rene Gomez, Gabriel LeFran, Zoila Delgado, Darilys Ginebra, Manuel Achong, Liurys Burey, Vivian Owen, Aileen Phelan, Pascale Mauseette, Mercedes Franco, Pedro Herrera, Cristina Schwarz, Carol Thomas, Nereida Babilonia, Lourdes Matamoros Carolina Mugar, Diane Gelpi, Harmy Sanchez, Charlie Minino, Paulette Leopold, Christopher Obioha, Yasmin Platou, Martha Gonzalez, Cynthia Gay, Dora Guzman, Roberto Pire, Miguelina Minino, Kathy Childs, Luis Rodriguez, Dionne Barton, Wilma Johnson, Ellen Bethel, Paulette Charles, Gloria Rodriguez, Osiris Funez, Kibel Quesada, Derick Toro, Laura Vinent, Jose Casanova, Barbara Smith, Mario Valdes, Martha Khan, Carlos Rocha, Josephine Livingston, Veronica Oliver, Blondy Moore, Etha Griffith, Xiomara Benavides, Audrey Lawrence, Sophonie Maneus, Andres Pacheco, Habeebef Monish, Martina Osaghae, Jerry Leno, Portia James, Tammie Martin, James Louis, Jeanette Williams, Aleyda Blanco, Shaunisha McCaw, Karina Gomez, Javondron Scheffield, Diana Flenard, Aileen Rowe, Barbara Divoll, Neil McMichael, and Elizabeth Coats.

**Tardy:**

Armando ?, Cristiana Robaina, Shireen Sutherland, Eartha Mays, Vivian Obofeli, Jeanine Pierre and Ludmila Senkevich.