



agency for persons with disabilities
State of Florida

SOUTHERN REGION APD PROVIDERS & SUPPORT COORDINATORS MEETING
Thursday, August 21, 2014 9:47 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 9:47 a.m. Meeting adjourned 11:20 a.m. Ms. Jackson had the APD staff introduce themselves. Ms. Jackson announced that Ms. Evelyn Alvarez is not joining us today due to conflicting conference calls she has to attend and Ms. Maria Linares in on vacation. Ms. Jackson also advised for all phones to be silenced to avoid interruptions. Minutes will be available on the APD Southern Region Office web page. Management staff and other key staff introductions: Hillary Jackson, Kirk Ryon, Rosa Llaguno and Michael Cardello.</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 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 4th floor cafeteria. Thank you for your cooperation.</p> <p>New Staff Announcements: None to be announced</p> <p>New Provider Announcements: New providers – Patrick James – WSC, Advanced Care Medical Supplies, Sabrina Altidor – Brilliant Stars.</p> <p>Monroe County attendees on the phone was Diana Flenard, Aileen Rowe, Barbara Divoll and Neil McMichael.</p> <p>Announcements:</p>	

II. STATE & REGIONAL UPDATE

State of the Region:

- A bill was passed limiting sheltered workshops for young adults; we will share more details with you about this matter.

Family Care Council: Please continue recruitment efforts. Southern Region FCC has standing meetings every 2nd Wednesday of the month at 10am 401 NW 2 Ave. S-811 Conference Room.

Hillary Jackson, RPS

Ms. Jackson advised all the great news that Southern Region has **190 consumers identified to be enrolled** as part of the waitlist to waiver. Letters were mailed to these consumers earlier this week. If you are a new support coordinator and you're unfamiliar with this process please refer to emails that I previously shared with you. Additionally, contact our office if you are uncertain how to proceed.

Ms. Jackson reminded all providers that it is imperative that all parties follow the Handbook requirements to ensure service delivery is done correctly. We are finding that services are not being rendered to some APD consumers and this is being addressed individually; this often times involves both APD and Medicaid Fraud following up. APD providers are held accountable based upon Handbook requirements. **Providers should know the Handbook as it pertains to their own service delivered themselves and not rely upon someone else.**

Ms. Jackson asked that all parties continue to exercise patience as APD has lost some more staff. Once the budget is released to Southern Region Ms. Alvarez will look into filling vacancies as soon as possible.

CDC+

Consultants please be advised that new applications 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 1-3 minimally are 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

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

will be monitored ongoing by State Office.

The support plan date should be 5/1/14, 11/1/14, 1/1/15 – not 5/12/14, 11/3/14, 1/27/15. It should be the first of the month.

State Office is conducting trainings today and other dates for all support coordinators statewide. All new support coordinators must take this training!

- **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.

Please ensure that the HIPAA notice is issued to all APD waiver consumers by 8/30/14. The consumer/guardian must sign the HIPAA Notice receipt. Support coordinators, you must send us a copy of this signed document for each of your consumers by 8/30//14 to Nelly Perry’s attention.

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

- a. When submitting a Supplemental Funding Request (SFR) 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. Often times schedules are needed to get a complete picture of the consumer’s day and to ensure services do not overlap. Documentation for the caregiver is most beneficial when you are indicating the caregiver cannot assist the consumer. Efforts made to secure natural/community resources is critical for you to document in the support plan.

Please complete the Costplan Adjustment Worksheet correctly. It must include ALL services the consumer will receive in both the current and pro-rated portion. **Our office will not be completing or correcting this document for you** so you must complete it and submit it correctly as part of the SFR documentation.

- b. Ms. Jackson provided the audience with a copy of a support plan that was submitted to our office. The support plan was inadequate in identifying the consumer’s needs, etc. All parties in the audience was reminded of the importance of accurate information.

CONTINUED
STATE &
REGIONAL
UPDATE

- **Other Issues**

- Disaster preparedness plans should be updated for all by now. Please pay close attention to the news this weekend as there is a potential disturbance being monitored that could develop.
- There are a lot of exciting and great things that some of your consumers are doing and we'd like to highlight this. We have read some very good things that your consumers have accomplished such as getting married, graduating from college and pursuing a Master's degree, etc. Please share these stories with us.
- Recall that the Family Care Council is now accepting applicants who are grandparents of our APD consumers. If someone is interested please have them contact our office.
- When visiting the APD offices please be reminded that you must wear your visitor name tag in a visible area on your upper front torso.

Rosa Llaguno, Key staff

- On behalf of Maria Linares, Regional Program Supervisor for Community Relations & Waitlist Management, I am making the following announcements this morning: Daliana Lee is no longer the person in charge of the Eligibility/Worksheet Letters assignment. Rebeca Garcia took over this assignment. Rebeca's contact information is: Phone: (305)377-7101 Email : Rebeca.garcia-sotelo@apdcares.org
- Also in regards of the Priority Enrollment Assignment Waitlist to Waiver Round 4 , when the waiver support coordinators help the consumers that do not have Medicaid apply for Medicaid, once it is approved, they need to inform Ms. Niurka Romero immediately and send the Medicaid Waiver enrollment to Tallahassee. Ms. Romero's contact information is: 305-377-5593, and her email is: Niurka.Romero@apdcares.org

- Regarding voters' registration, first, you are all to be commended on an outstanding effort last quarter. Not only was there a dramatic uptick in the number of reports received; but the quality of the reports continued to improve. I also want to point out that the number of individuals being registered is also increasing and as we approach the general election that is importation. Remember, as I have said before, by registering our consumers, and giving them the right to vote, you are giving them a voice.
- The next report is due October 2, 2014. If anyone feels they need some technical assistance, please call me or send me an email. My contact information is 305.377.5815, and my email is: rosa.llaguno@apdcares.org
- Finally, I know some of you are aware of the STS Fare crisis we were facing recently. Transit authorities, Mayor and Board of County Commissioners were considering raising STS fares as high as \$5.00 a ride due to budget constraints. At one point, the Mayor decided to lower the proposed fare hike to \$4.00 a ride. I want to thank everyone that rose to the occasion and advocated for our community. Gladly, I report the Mayor has announced that the STS fare hike has been tabled. The fare will remain the same, \$3.50 a ride. For those of you that helped fight the fight, THANK YOU, we were heard. Please be sure to thank your commissioners and the Mayor for listening.

Kirk Ryon, RPS

- Kirk Ryon asked if there were any new providers present who would like to introduce themselves and talk about their agency.
- Kirk Ryon spoke about the trend in the Delmarva scores overall in the Southern Region toward higher scores and the many provider agencies over the last 3 months who had received 100% scores. Mr. Ryon congratulated the providers present at the meeting who had received high Delmarva scores and scores of 100%. A list of providers who had received scores of 100% over the past 3 months was read.
- Kirk Ryon asked providers to make sure that they and their staff check their training certificates before they leave the training in order to ensure that the name printed on the certificate is correct. Mr. Ryon noted that each provider is responsible for making and maintaining copies of the certificates for their employees.
- Kirk Ryon announced that the next Supported Living Quarterly Meeting would be held at 401 NW 2nd Ave. on September 9, 2014 at 11:00 am.

	<ul style="list-style-type: none"> ➤ Kirk Ryon reminded providers to read, and to tell the providers that they work with to read the Southern Region Provider Meeting Minutes on a regular basis. These meeting minutes are an excellent source of information for all Southern Region Providers and could help them avoid future problems. 	
	<p>Michael Cardello, Key Staff</p> <ul style="list-style-type: none"> ➤ Michael Cardello, Supported Employment Specialist, reported that in the new fiscal year for the Employment Enhancement Project (July 1, 2014 – June 30, 2015), there have been 4 consumers employed thus far. The goal again this year is to have 39 consumers employed through EEP funding. ➤ He stated that Miami Dade County Parks and Recreation and Open Spaces has offered paid internship opportunities (funded by EEP) in 6 different park locations throughout the county. Interviews will begin shortly. Likelihood of employment for successful interns is very good. ➤ Mr. Cardello mentioned that we are also paying attention to requests for employment for Medicaid Waiver consumers. He suggested that if Supported Employment services are not included in individuals' I-Budget, consumers and their advocates, providers and/or Support Coordinators remain open to volunteer and internship opportunities. He also emphasized the importance for all providers to take advantage of, and respond to, all relevant employment-related announcements stemming from APD/ Southern Region office. ➤ Mr. Cardello reminded the group that the next Supported Employment Providers meeting is at 9:30 a.m. on Monday, September 8 in room N-423. The Supported Living Providers meeting directly follows that at 11:00 a.m. in the same location. 	
<p>III. ADJOURNMENT</p>	<p>The meeting was adjourned at approximately 11:10 a.m. Ms. Jackson commended the SR staff and the providers for their hard work and thanked them for their attendance and participation.</p>	<p>6</p>

Attendance:	Dionne Barton	Jerome Silverberg	Roberto Pire	Alexander Bain	Ellen Bethel
	Cassanova Smith	Martine Saint-Aime	Kamicha Ferguson	Sabrina Altier	Shauntisha Mccown
	Antwan Plez	Dora Guzman	Pascale Macate	Zoila Delgano	Cesar Lordan
	Mariette Figueroa	Blondy Moore	Shireen Sutherland	Mauren Hanchell	Gladys Minino
	Amanda Ortiz	James Louis	Jacques Thompson	Heeilyn Gandia	Nereida Babilonia
	Paola Arce	Jorge Villalon	Laura Vinent	Jesenia Blanco	Vanesa Santana
	Guillermo Llorente	Maria Rodriguez	Patrick James	Gladys Jackson	Isis Espino
	Andres Pacheco	Glenda Ferren	Derick Toro	Daniel Mckenzci	Jacqueline Butler
	Martha Khan	Barbara Psinakis	Darilys Ginebra	Manuel Achong	Carlos Rocha
	Gloria Fortune	Mildred Johnson	Kwame Lumumba	Travis Davis	Preston Brock
	Katena Broussard	Wilma Johnson	Tammie Martin	Mercedes Franco	Charlie Minino
	Karen Curtis	Desma Walker	Aileen Phelan	Clement Damarys	Sherrie Dadulla
	Osiris Funez	Eduardo Perez	Marcos Lopez	Gladys Machado	Luis Rodriguez
	Nse Essiet	Yves Geffrar	Vivian Owens		

<u>Tardy (15 minutes):</u>	Rene Gomez	Sandra Mercado	Fabiola Meo
	Gisel Pardo	Timothy Paulk	Penny Schueneman
	Wanda Nitiss	Ruben Figuerado	Willie Jones