

# Shawnee County CDDO

## TCM Meeting Minutes

### April 14, 2021

**Present:** Paige Reynolds, Stephanie Skedel, Amber Brewster, Beth Gilbert, Sean Parks, Shonda West, Sandy Wood, Serenity; Loving Hearts Training Center; Tina Ruecker, Tracey Herman, Rebecca White, Wesley Carter, Kim Harris, Corby Lockwood, Sally Martin, TARC; Ashley Wolfrum, Anna Schmidt, Michael Obenieta, Monaco & Associates; Tim Gorton, SLI, Shawna Hauck, Michelle Shirey, Sara Ditch, Caring & Compassionate Care; Sara Dinkel, Charity Porter, Amber Pugh, Dream Catchers; Deirdre Humphrey, Mike Glaves, Angie Reinking, Arc of Douglas County, Janice Duran, Enabled Hearth, Sarah Leishman, ResCare; Amy Vickers, Positive Impact, Lorraine Dold, Another Day; Amy Harmon, CALM; Tiffanie Krentz, Coleen Hernandez, Julie Tilley, Christine Hurla, SNCDDO

The meeting shared information directed to TCM's. Providers were excused from the meeting.

**Updated PAS Tool:** We have condensed the PAS tool into a much shorter version. There is now only 1 tool that covers all services. These are due on an annual basis. It was suggested to do them around the PCSP or BASIS meeting. When you do a PAS tool the provider should not be present so the individual feels comfortable giving feedback. Please see the documents PAS TOOL TRAINING ([attached](#)) and Provider Codes ([attached](#)).

**Options Counseling:** The main concern is that we are receiving Options Counseling requests after choice is made, rather than early on in the process. We need to be notified as soon as someone is thinking of exploring service providers, so they can be informed of the options that are open to referrals. Send Options Counseling requests to: [servicechange@sncddo.org](mailto:servicechange@sncddo.org). The Affiliated Provider List, available at: <http://sncddo.org/cddoaffiliates.htm> should be checked regularly. We keep the list continually updated with providers opening or closing to referrals. We will be updating the Options Counseling Policy to include a guideline that any agency that is maintaining a waiting list will be required to share those with the CDDO. If you're talking with a provider that is closed for referrals and they say the individual will be put on a waiting list, it does not ensure choice. The CDDO should be notified before you start talking to providers.

If a provider requests a copy of the PCSP or BSP you must get a written Release of Information. Be cautious about ensuring a Release is obtained before sending any information to providers.

**IEP/School Meetings:** TCM's are encouraged to reach out to the schools and be involved in IEP meetings. Let the schools know that you are there to assist. Often, the schools are not even aware that the students are connected with a TCM.

**State Aid Funding Requests:** We would like to see more funding requests submitted. Examples for use of funds could be bus passes or dental services. We have until June 30. Please think outside the box and reach out to your individuals and guardians to see if there is a need.

**PCSP's:** Regardless of signature, the PCSP should be uploaded into BCI. If the document needs to be sent for signature, this should be indicated in the Note field when uploading. That way we know it has been sent for signature. Once returned, the signature page can be

uploaded to BCI. If you know there are some that haven't been signed, it is encouraged to make an effort to follow up with getting signatures back. If there is no signature and it got pulled by Licensing, it would be an issue.

**CIR's:** If you are notified of a CIR, TCM's should follow up with the provider, gather information, and write your own CIR in your own words. Don't copy and paste someone else's CIR.

Where it says Provider Responsible, you need to indicate the day or residential provider as the responsible party, if you weren't involved, then you wouldn't want to put yourself down as the responsible party.

On the Plan of Action, this is intended for what is going to be done to prevent this from happening again. It might be team meetings or a risk assessment or follow up with PCP for medical issues. Be detailed about the actual plan. If it is going to be a team indicate what the team will address.

**Zoom BASIS Assessments:** The Assessors are now capable of scheduling Assessments via Zoom. If at all possible, we would like to see the individuals being assessed. The Assessors will send the Zoom link and password to the TCM. **It is the TCM's responsibility to ensure the information is shared with all meeting invitees.**

**Vaccines:** We did not get enough numbers to schedule another clinic. Vaccine providers are struggling to fill appointments so there's plenty of opportunity out there to receive the vaccination. Below is the link to the Health Department listing all the providers in Shawnee County who are scheduling appointments.

[https://www.snco.us/hd/COVID19\\_Vaccination.asp](https://www.snco.us/hd/COVID19_Vaccination.asp)

**Advocacy:** If you would like to contact Gov. Kelly to support the bill that was passed by the House and Senate, including a 2% increase for this year and 5% increase for next year, here is the link:

[https://governor.kansas.gov/questions\\_form/](https://governor.kansas.gov/questions_form/)

#### **CDDO Updates/Reminders:**

- All documents for BASIS assessments must be emailed 2 days prior to the meeting. We do need behavior tracking even if they're at home and not back in residential or day services. We still need to be educating and reminding families that they need to continue the behavior tracking.
- We continue recruitment for the Council of Community Members. Send Nomination forms to Coleen Hernandez.
- If you were in attendance via telephone, you may send an email to [churla@sncddo.org](mailto:churla@sncddo.org) to be credited for attendance.

**Training Opportunities/Resources:**

- April 27, 2021, 1:00 – 4:00 CDDO Training Session Two (BCI, Transition Checklist). Email [churla@snccdo.org](mailto:churla@snccdo.org) to sign up
- June 10, 2020, 8:30 – 12:30 CDDO Training Session One (CDDO Overview, Article 63, BASIS Assessments, Status Action Forms). Email [churla@snccdo.org](mailto:churla@snccdo.org) to sign up.

**Next meeting:**

April 29, 2021, 10:00

May 12, 2021, 11:00