

**Shawnee County CDDO
Affiliate Meeting Minutes
January 11, 2023**

Present: Heidi Pickerell, Capper Foundation; Bill Perez, GT Independence; Shawna Lampe, Caring & Compassionate Care; Frankie Holloway, Equi-Venture Farms; Seressa Opoku, Cassandra Martin, Amber Brewster, Elizabeth Gilbert, Serenity; Tracey Herman, Rebecca Glotzbach, Shelby Fry, Stephany Semple, Angie Dougan, TARC; Rebecca Guerrero, Helper's Inc.; Gina Allen, Jon Allen, Compassionate Care Community Services; Jenell Jones, Pearlie Mae's Compassion & Care; Sharon Kimbrough, Theresa Bridges, Craig Hagelgantz, Monaco & Associates, Tim Gorton, SLI, Jesse Cox, Loving Hearts Training Center, Quinta Avance, Avance'd Community Alternatives, Janice Duran, Enabled Hearth, Beverly Cobb Weber, Circle of Friends; Lena Petrel, Game Time Living; Sabrina Winston, Michelle Shirey, Robert Smith, Coleen Hernandez, Christine Hurla, SNCDDO.

Guest presenter: Heartland Pharmacy – Sarah Smith. Sara gave an update on Heartland, they are under new ownership by Tarrytown Expocare but the name will remain Heartland Homecare Services.

CDDO Updates/Reminders:

- Introduced Michelle Shirey as CDDO Liaison.
- We have hired a new Assessor and they will start 1/23/23.
- We have a new phone system. We may be hosting Affiliate Meetings and other video meetings through our system instead of Zoom. We will continue to share the link as before.
- Late PCSP's – While TCM's are responsible for uploading PCSP's, providers are also responsible for making sure this gets completed on time.
- BCI expiring passwords – we send a reminder out when passwords are about to expire, please do not wait to change your password.
- Reminder to complete form to terminate BCI access as soon as you know someone is leaving with the date access needs to be turned off.
- Provider updates – we will start asking providers to share updates with each other at meetings
- Crisis Funding Requests – [see checklist attached](#) with the minutes. Please contact Robert Smith for questions.
- We are preparing to send out Affiliate Agreements even though we are still waiting on the signed State contract.
- BASIS scheduling reminders:
 - TCMs need to reach out to the Assessor to schedule the BASIS at least 6 weeks prior to the 358th day.
 - TCMs need to send a copy of the word document invite to the Assessor and team as soon as the meeting is scheduled, even if it is on teams, zoom, etc. In addition to the virtual, calendar invite. [See template attached](#) with minutes.
 - Assessors need documentation for the meeting no later than 2 days prior to the BASIS.
 - The Assessor will send the dates and times available, the TCM is responsible for coordinating with the team which of those dates and times will work for the team.

Training Opportunities/Resources:

- **February 16, 2023** 8:30-12:00 CDDO Training (Session 1: CDDO Overview, Article 63, BASIS, Status Action Forms, Crisis Funding Requests)
- **February 21, 2023** 1:00-4:00 CDDO Training (Session 2: BCI, Transition Checklist, Critical Incident Reports, PAS Tools)
 - Email Christine churla@sncddo.org to sign up for CDDO Training. Both trainings are required for new TCM's within 6 months of hire. Each session covers different topics, so you do not need to attend Session 1 before attending Session 2.

If you attended via telephone, send an email to Christine churla@sncddo.org to be counted for attendance.

Next Affiliate Meeting: 2/8/23 11:00