

**Shawnee County CDDO  
Affiliate Meeting Minutes  
January 10, 2024**

**Present:** Saadia Nance, ResCare; Quinta Avance, Avance-d Community Alternatives; Jesse Cox, Loving Hearts Training Center, Jon Gerdel, Life Patterns; Sara Dinkel, Dream Catchers; Stephany Semple, Tina Ruecker, Martha Boatright, Taylor Arnold, Courtney Wiginton, TARC; Ramona Macek, Stephanie Broxterman, Mary Pierson, Capper Foundation; Shawna Lampe, Caring & Compassionate Care; Chandra Nichols, Nicole Brown, Serenity; Sharon Kimbrough, Monaco & Associates; Vince Garcia, Roberta Lehman, RICO Services; Mike Glaves, The Arc of Douglas County; Lisa Marx, DCCCA; Mary Stafford, Exploring Life; Erica Koontz, LifeBridge TCM; Billy Lewis, S&L Ranch; Robert Smith, Michelle Shirey, Coleen Hernandez, Rachael Piecukonis, Koree Bell, Christine Hurla, SNCDDO.

**Guest presenters:**

**Trista Roberts, SNCO Sherriff's Office:** When to Call 911 training updates - Noticed a decrease in the number of calls by a couple of residents. Often it is staff who are the ones that are calling. The CIT unit is now called the BHU unit. It is available M-F until 9:00pm. All city and county officers are trained in CIT, and if they respond to a call outside of BHU hours, they will send an email to the BHU unit so they can follow-up if needed. The When to Call 911 training is available to take again if interested. Updated non-emergency numbers:

Topeka Police : 785-368-9551 option 1

Shawnee County Sheriff 785-251-2200 ask for dispatch or option 6

BHU email address is checked daily: cit@topeka.org

**Corby Lockwood, Program Integrity & Compliance Specialist, KDADS:** AIR system updates. Chemical restraint, self-neglect has been updated. Elopement – only report if PCSP states they cannot be alone or if there are safety concerns. If they left because they were angry you don't need to report. If there was contact with LEO you would need to report. Chemical & physical restraints have been separated out. PRN's – if it is a daily PRN you don't need to report, but if it is given outside of their regular daily PRN you do need to report. Click on the blue link titled View Incident Type Definitions for updated definitions. To save a PDF copy in the new system you will need to create report, scroll down to print report, then save as PDF. Due to HIPAA, screenshot or copy/paste has been disabled. Contact Corby for AIR system trainings. Also Final Rule reminder – If you are opening new addresses, you need to put them into the portal.

**CDDO Updates/Reminders:**

- We will be holding Affiliate meetings every other month.
- CIR's – on the plan of action for behavioral incidents, please include what will be put in place to prevent this from happening again. It may be a team meeting, risk assessment, etc. This is not a place to add additional information about the incident.
- TCM reminder: PAS tools need to be done annually. [See PAS tool training attached.](#)
- TCM reminder: Status Action Forms should be flattened down so they are not editable before uploading to BCI. Printing to PDF will flatten the form.
- Rachael Piecukonis, Lead Assessor – reminder: Invites need to be sent to the Assessors including all participants, location, date and time information. Documents need to be sent to the Assessors 2 business days prior to the BASIS meeting.

- Robert Smith, Acting Director and Funding Coordinator – Annual Capacity Survey will be sent out, it will be the same questions as before. Thank you for completing, we encourage your participation again this year.
- Opened for discussion with providers, any struggles to discuss or strategies for staffing/capacity you want to share? Insurance was stated as a big struggle, competing with employers who offer health insurance. Interhab has discussed in the past doing some type of multi-provider insurance program. KanCare Advocacy Network and Big Tent Coalition of Kansas were also listed as organizations to reach out to. Another concern stated was individuals struggling to find affordable housing. Discussed that this is a problem the team can work on together, it's not a provider capacity issue. Corby suggested CDDO reach out to Valeo to get involved with meetings for the task force for affordable housing. Also emphasized reaching out to state legislators.
- Inclement weather day service exception to provide services in the home needs to be sent to Robert within 2 business days of the end of the event. [Policy attached](#).

#### **Training Opportunities/Resources:**

- **February 15, 2024** 8:30-12:00 CDDO Training (Session 1: CDDO Overview, Article 63, BASIS, Status Action Forms, Crisis Funding Requests)
- **February 20, 2024** 1:00-4:00 CDDO Training (Session 2: BCI, Transition Checklist, Critical Incident Reports, PAS Tools)
  - Email Christine [churla@snccddo.org](mailto:churla@snccddo.org) to sign up for CDDO Training.

If you attended via telephone, send an email to Christine [churla@snccddo.org](mailto:churla@snccddo.org) to be counted for attendance.

**Next Affiliate Meeting: March 13, 2024**