

SDRC Vendor Roundtable Meetings - July

Agenda

To bring: Business Cards, HCBS/Employment 1st/Client Choice Brochures, Sign In Sheets, MTS FAQ & Conditional Use Eligibility Letter, Provider Guidelines for ABX2-1 Survey, DOR Flow Chart & DOL Fact Sheet, Old HCBS Grant Application process

I. Introductions/Housekeeping

- Need Updated e-mail information
 - Contact resource coordinator to update e-mails for e-mail blasts of new information
 - Can send information from RC or new trainings by e-mail rather than waiting for published Communicator
- Provider Rate Increase (ABX2-1) Survey Update (<http://www.dds.ca.gov/ratechangesJuly2016/index.cfm>)
 - Mandatory Survey for providers to collect data about rate increases that were given last year to pay direct support wages and benefits as well as a small percentage for administrative costs
 - Providers are now required to share data back to DDS about how the rate increases were used for the rate study they are completing to justify the need for increased rates for providers
 - User Manual pdf on the website – gives step by step process on how the survey works
 - If Provider has not received survey by the end of week, register for the survey on the website to complete the surveys
 - Registration should be done for each Tax ID number of the agency
 - Surveys are then linked to multiple programs within that Tax ID number, must be completed for each vendored program
 - 30 minute timer to complete information but can be reset when the save button is clicked on the survey page
 - Deadline: October 1, 2017 or else outside of compliance
 - **Statute states that the funding could be forfeited back to DDS if the survey is not completed**
 - Recommending that providers complete the surveys between September 15 – 30
 - Sandra Bishop: the contact person to discuss the Provider surveys at SDRC

II. HCBS Updates

a. HCBS Trainings

- i. Trainings coming up at all outreach offices

1. Friday, August 11: National City SDRC office (2727 Hoover Avenue) from 10 am – 12:30 pm
 2. Friday, August 25: Santee SDRC Office (8760 Cuyamaca Street) from 10 am – 12:30 pm
 3. Friday, September 8: Imperial Valley Office (512 West Aten Road) from 10 am – 12:30 pm
- ii. Contact trainings@sdrc.org to RSVP to ensure spot is available for your team
 - iii. Administrator license CE's will be available
- b. HCBS Grant Funding
- i. Additional 15 million to transition services towards requirements

III. Residential Updates

- a. 4 Bed or Less Homes (Rates)
- i. January 2017, rates for a 4 bed home are higher than a 5 bed or higher
 - ii. Encourage a more homelike environment from DDS, when reducing capacity from larger homes to 4 bed homes
 - iii. If interested in reducing the capacity to 4, makes financial sense, encourage that 4 bed home have some single rooms
 1. Many want their own rooms
 2. Helps with roommate issues that may occur
 - iv. Contact Wanda Bardwell, Residential Manager in Community Services for any questions
 - v. In direct relation with HCBS requirements for federal compliance

IV. HAB & Day Program Discussion

- a. Day Program Liaison Change
- i. Organizational changes within Community Service Department over the new few months \
 - ii. John will be transitioning back to the day program liaison with his responsibilities for employment initiatives, Therese will be his back up on day program issues
- b. MTS ADA Para Transit “Conditional Eligibility” – August 1 start date
- i. Significant changes to eligibility determination process
 1. In person interview occurring in downtown office
 2. More stringent process
 - ii. May receive a Conditional Use eligible – MTS will determine the types of ride an individual can access and schedule
 1. Not much information on the criteria MTS will use to determine appropriate rides for individuals under this determination
 - iii. Will effect those individuals who are exiting schools in January who may not be able to independently ride trolley or public buses

- iv. Transportation Manager is aware and looking into it
- v. People First board member is also aware and looking into this information at the MTS board meetings
- vi. Can attend MTS public meetings to find out more information
- vii. When a ride is denied, families and clients to let Service Coordinator know so the data can be collected to share with leadership at SDRC – no contingency plan set in place at this point
- viii. North County Transit District:** contracts with ADA Ride which is NOT affected by the changes with MTS ADA Para Transit
- c. AB1607 Update
 - i. 2 things: **(1)** TDSO services for WAP and SE programs to go out and explore community based opportunities at the same time – give opportunities to try new things and explore while still in their program to make decision about employment options; **(2)** Open pilot project (AB577) Community based employment programs \$40 per hour rate with customized employment approach to all 21 Regional Centers without a sunset date of 2025
 - 1. Must receive federal matching money for that program to be approved
 - ii. Passed the House Appropriations Committee, Senate voted to have it approved – pass it on for further action in the Senate Appropriations Committee; August 21st for review with recommendation to pass
- d. Program Design and Participant Handbook
 - i. Program design is what is used for the quality assurance evaluation for accountability
 - ii. Programs have developed Participant handbooks to orient individuals to the program out of best practice, but may not have updated the program design causing differences in expectations
 - iii. SDRC is encouraging to review the Program design on file to make sure that any updates are consistent with what is in that design, otherwise send an addendum to SDRC – may want to consider updating the program design if it is an old program design
- e. Subminimum Wage Employment – July 2017 Date to Begin Compliance with Department of Labor
 - i.** If offering clients work that pays subminimum wage, documentation must be on hand at the certificate holder’ work sites
 - ii.** Many employers are not aware that they are responsible for having that paperwork on file in case of auditing from Dept of Labor
 - iii.** Anticipate that Dept of Labor will include reviewing the required paperwork when auditing the Subminimum wage certificate holders

V. QA Recommendations

- a. Consider Protocol for accessing records for auditing purposes, etc.
 - i. Many agencies going paperless for charting and recordkeeping
 - ii. ID sheets, client files, staff records (training dates & times, new hire orientation, requirements for staff when hired, application, etc.)
 - iii. Talk to people in the agency about where records are kept and have a protocol to access record to make the process efficient – in order to minimize the amount of visits the Evaluation Specialist will make to access those files
 - iv. Very helpful to have a contact person the QA staff can speak with if there are questions while reviewing files
- b. Program Design Updates
 - i. Using information in the Program Design on file at San Diego Regional Center
 - ii. May want someone review the current Program Design on file to see if it is consistent with the practices in the program
 - iii. New Hire Orientation, under Title 17 regulation, must be completed within 14 days of hire

VI. General Program Updates/Open Discussion

- a. Outcome measurement report for day programs – possibly using a statewide outcome measurement tool
 - i. Use Title 17 with additional metrics for SDRC as the metrics for the report
 - ii. Can use CARF report for SDRC
 - iii. Can ask for extension if need more time to complete the outcome measurement report
- b. Ramona planning meeting to discuss resources needed for emerging individuals who will be exiting school systems – August 21st at 12:30 pm – 2 pm; open to public to brainstorm to find places for individuals to work
- c. Recommendation from Vendors: Update the program resource list – difficult to navigate through the resource list on wiki
- d. 3 day certification trainings occurring in San Diego from DOR regarding customized employment
- e. Ivet Lemus in Imperial is no longer with SDRC; her position is now filled with Wendy Pruitt, continuing to grow – hired new social work counselors and a new floater (Brianna Barajas), lost Josie Limon (retired), has been replaced by Concepcion Hidalgo
 - i. Added a second floor, ready for occupancy on August 7, service coordinators and Joab will be moving upstairs
 - ii. Parent training coming up on October 7 at TL Wagner, flyer will be distributed in the near future

- f. Need for more B-mod programs for SDRC in Imperial Valley
- g. TDSO – staff does not transport individuals to the IPP related service, will meet them at the service area and provide the support there
 - i. If offering mobility training, make sure staff are qualified to provide that training
 - ii. If in the car, it takes away the hours per week used for TDSO face-to-face time