

## **Residential Provider Advisory Committee Meeting Minutes**

*Via Zoom*

September 3, 2020 at 1:00 PM

**Attendees:** Cory Nourie, Stacy Watkins, Katie Howe, Kami Giglio, Marissa Catalon, Leslie Boyd, Mark Letavish, Gennie Hunt, Wanda Goldsboro, Bob Goodhart, Karen Blakely, Kathy Thomas, Carey Hocker, D. Miller, Vanessa Deloach, Bill Sowers, Bill Askin, Brian Hall, Brian Manubay, B. Shipley, Carmen Harmon, Catherine Strouse, Charles Bryant, Crystal Thawley, Darren Blough, Dinelle Savage, Dione Grant, D. Riddick, Elizabeth Drobit-Blair, Felicia Ellis, Kimberly Chern, Laura Strmel, Laurie Smith, Leslie Hailey, Linda Masten, Lisa Green, MaryCarol Beard, Melinda South, Michael Beil, Mike Erixson, Nancy, Pam Cannon, Patrick M., Sam Dickson, Sandra, Sean Conley, Sheryl Reinstrom, Stephen Reilly, Susan Brown, Yemi Awodiya, Karen Wilson, Steve Perales, Leah Sewell, Michelle Mirabella, Gina Nye, Marlo Silverio, Jennifer Gacias, B. Allegro

### **FY20 Contracts**

**Mark Letavish**

After discussions with our Procurement Department we have decided to extend HCBS contracts that are expiring 9/30/2020 until the end of the year, 12/31/2020.

- We are still not in a position to implement the transportation methodology for day services and we need a little more time to implement the new residential transportation rates.
- The only changes that you will see are the end dates.
- We will extend the budgets.
- Look for an email with your contract in DocuSign and proceed through the process.
- You should have received them by the end of the week.
- If you do not receive them contact your regular contract administrator.

### **Therap Training Demo for Unified IDF**

**Leah Sewell**

This was a presentation and introduction to the new Individual Demographic Form.

### **Safeguarding of Personal Funds**

**Katie Howe & Bob Goodhart**

It has been 18 months since we've started the process with revising the Safeguarding of Funds Policy.

- We held Train the Trainer trainings in May for the Personal Finance Module in Therap and all providers have been working to implement using this in Therap rather than using the paper.
- We have taken all of the feedback from providers and program evaluators and we are making some adjustments.
- This will be a formal policy when it is released, hopefully, by the end of this year.
- The content of the draft policy will not really change. We will take some of the current phrases that are in there and change them into policy statements.
- We are removing the term cash on hand and changing it to service recipient funds.

- We have a meeting on 9/22/2020 and then we will send it out to providers for additional feedback. You will have about 15 business days before the policy is finalized.
- We will be sending out an email requesting specific feedback on questions tomorrow morning.
- Our goal is to have this completed by the first of the year.
- Please email [Katie.Howe@delaware.gov](mailto:Katie.Howe@delaware.gov) if you have any questions.

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**New Staff Introduction-SIE****Katie Howe**

Gennie Hunt joined us on August 17<sup>th</sup>. She was previously an Investigator with the Office of Incident Resolution and has been promoted to Patricia Clancy's old position as the new Developmental Disabilities Program Administrator.

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**Wellsky****Katie Howe**

We previously announced that DDDS would reimburse providers for one Wellsky license.

- Tomorrow you will receive a separate email explaining the process for reimbursement.
- For FY20, providers will create an invoice for one Wellsky license and send it to [Maria.Winder@delaware.gov](mailto:Maria.Winder@delaware.gov).
- For FY21 the process has been more complicated. We have asked that the President at Wellsky assist us in creating a process for reimbursement.
- If your agency needs a license DDDS can issue one to you.
- If your agency currently has multiple licenses we will work on reimbursing you for one license.
- Wellsky has agreed to help us map out how to handle FY22.

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**Charting the Life Course Update****Stacy Watkins**

We had started to focus on the training for the person-centered planning process that we want to implement. Then, COVID happened so we had to cancel it. We are now circling back to it.

- The great news is that DDDS, as members of the Community of Practice, gets TA hours from UMKC.
- They will be doing training summits in 2-hour sessions.
- We are currently targeting it towards midlevel management, because they are the folks that will be touching on it most frequently.
- 5% of the executive level leadership from providers will also be offered this training.
- We will also have DDDS and Delaware specific trainings that will immediately follow the summits.
- It is very important that staff members participate in all of the summits because they will feed each other.
- Our first session will be October 7<sup>th</sup>.
- You will receive further notifications about this in the near future.

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**New Staff Introduction****Kami Giglio**

Brian Manubay is the new Statewide Director of Planning & Innovation.

- Brian has been with DDDS for several years now. He was previously with Community Services and then moved over to Service Integrity Enhancement.
- Brian will be overseeing our Office of Professional Development and working with Leslie and Charles to strengthen our training offerings for DDDS staff and provider staff.

- We are very happy to have him back with our Community Services team!

## **COVID-19 Updates**

**Cory Nourie**

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- We have 65 DSPs that have tested positive. Service recipients are still at 34.
- The numbers have remained reasonably stable overall, so the providers have been doing an awesome job.
- The CDC has updated their guidance around masks. The masks with valves and respirators have been deemed as being not effective.
- Please remain using the traditional face mask.
- There is currently a massive shortage of gloves.
- If anyone is interested in doing a mass PPE order please contact Cory Nourie and she will connect you with other providers so that costs will be lower.
- We are still in the process of working through the PPE reimbursement and the post retention payments.
- We currently have providers that have submitted proposals for doing virtual services and we have approved one.
  - If you have individuals that are living at home with their families it is pretty easy to offer them virtual services.
  - Individuals that attend virtual services should not need DSP assistance during the service delivery. This will allow the day provider to bill for this block of time.
  - Virtual services are billed in 15-minute units.
  - Privacy and staff engagement concerns should also be considered during virtual service delivery.
- If you know of individuals that are in residential settings and you feel that they are ideal for attending day services in stage one, please set up a meeting to discuss this.
- We are working very hard through the process on the post retention retention payments. Unfortunately, the funds will be limited in some capacity. It's really important to look into your future and have discussions about what your plan will be if things don't change soon.

## **Provider Feedback on Future Topics**

**Providers**

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None

Please send all suggestions for future agenda items to [Florena.Berry@Delaware.gov](mailto:Florena.Berry@Delaware.gov).

*\*The next Quarterly Provider Meetings will be held on: **October 14, 2020 via Zoom.***

***\*There will be no Day & Residential Provider Meetings for the months when we have the Quarterly Provider Meeting.***

## **Glossary of Emails**

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Marissa Catalon, DDDS Director: [marissa.catalon@delaware.gov](mailto:marissa.catalon@delaware.gov)

Leslie Boyd, DDDS Deputy Director: [leslie.boyd@delaware.gov](mailto:leslie.boyd@delaware.gov)

Cory Nourie, DDDS Director of Community Services: [cory.nourie@delaware.gov](mailto:cory.nourie@delaware.gov)

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