Aging & Disability Resource Network – Steering Committee Meeting Minutes
DATE: 2/2/10
PRESENT: Yvette Woodland, DWS, Carrie Schonlaw, Five County AAA, Nancy Bentley, Active Re-entry, Bill Young, USILC, Marilyn Hammond, CPD, USU, Michelle Benson, Bear River AAA, Deb Mair, UILC – Salt Lake, Mark Smith, Access Utah Network, Lorna Koci, 2-1-1, Tonya Hales, Medicaid, Scott McBeth, Mountainland AAA, Michael Styles for Nels Holmgren, DHS, Judith Holt, CPD, USU, Chandler Menteer, DSPD (via conference phone), Maureen Henry, Director, Louise Tonin, Coordinator, Brooke Plumlee, AA

TOPIC	DISCUSSION	ACTION
Priorities & Obligations	The key priority is to provide resources for individuals in need of long term care. I&R options counseling is at the top of the list. AAAs and CILS are already doing portions of options counseling; protocols and systems pieces will need to be developed in order to meet the requirements of the cooperative agreement.	

Pilot Sites / Options Counseling	Maureen made a presentation that touched on several areas of options counseling, timelines and budget. Included in the objectives was to develop UT ADRN options counseling protocols, train options counselors and launch options counseling. Also discussed were the requirements of ADRN sites. Data sharing agreements will be part of the protocols; the ADRN will train, provide materials, and collaborate with the site on protocols.
	
	Commitment of 1 person's time for 1 day per week per month or 40 hours per month, who will be a continuing liaison with information and evaluation of processes. This will be an interactive process with weekly conference calls. The options counselor will go through formal training.
	
	Feedback on protocols and procedures is essential to evaluate the program and if the program is valuable overall. One day will be spent learning what is currently being done.
	
	Deadline / launch date is September 30, but it is important to get the centers going before that time to identify issues or work out kinks. The pilot sites should be ready to launch by September 1.
	
	The biggest piece of the development will be the assisting of individuals in making decisions about LTC.
	
	Options counselors must have a formal role, not just jump in and out of the position. Consistency in options counselors is important
	
	Maureen discussed the budget and possible distributions for the pilot sites.
	Follow up e-mails were sent on February 7 and 8 which clarified the following:
	  1. One options counselor will have one 8-hour day per week of protected time devoted to ADRN activities beginning on March 15 for a one-year period.
	  2. That person will work with the program office staff to develop, test, and report on the use of protocols for options counseling.	

	3. Each pilot site will have a one-day site visit during which the program office and evaluator will review existing procedures for activities that will be included in options counseling. 4. Pilot sites will provide data to the program office to allow program evaluation. The CILs and AAAs will discuss within their respective organizations their choice of pilot sites whether there are volunteer sites or whether there is a need for a very brief and simple RFP process.	
Presentation	Lorna presented "Proposed ADRN Information Flow" and went over what is available on 2-1-1 and how that might fit with the ADRN. She went over databases, data access options, websites, the role of 2-1-1, the role of service providers, and touched on the tentative role of options counselors. She said there are 21 categories and 104 entries under "Disability" on the 2-1-1 web, and 21 categories and 144 entries on "Aging." She said service referrals are not as effective as using an options counselor for referrals, and 2-1-1 will support and promote options counseling training. As far as data access options, 2-1-1 has an Iris server and the options counselors will be able to access a stand alone and remote iris. Also, a service directory can be produced directly from Iris. 2-1-1 will provide an updated database on CD four times a year.	Lorna will work on the gap numbers in specific areas and regions.
Miscellaneous	Elizabeth Leaf has been assigned to the ADRN from the program office of the Administration on Aging. Lauren O'Reilly is our TAE representative from the Lewin Group. Susan Raymond is our regional AoA representative. Louise Tonin has been promoted to Program Coordinator for the ADRN, and Brooke Plumlee has been hired to be Administrative Assistant for the ADRN and the Center on Aging.	

Submitted by: Brooke Plumlee   Date: 2/25/10