

## ADRC Steering Committee Minutes – February 21, 2013

In Person:		By Phone	ADRC Staff
Tonya Hales	Peter Hebertson	Carrie Schonlaw	Jen Morgan
Daniel Musto	Kristy Cottrell	Anne Smith	Kristy Muday
Josip Ambrenac	Michael Styles	Julianna Preston	
Trecia Carpenter	Scott McBeth	Jodie Bobillot	
Michelle Benson	Judith Holt		
Nathan Palmer	Gina Cook		

### Action Items

- For March – schedule additional VA Benefits Training for Options Counselors (Jen)
- Medicaid Eligibility Worker – Protocols to be finalized (Jen/Lyle/Nate)
- NEW FORM for MyCase allowing two staff in an Agency to access a client's records (Nate/Lyle)
- Sites are to send their taped OC sessions to Gina Cook – (SLCO/Roads to Independence/Ability First)
- April 15 – sites need to submit 15-20 names of OC clients to Gina Cook for survey (ALL sites)
- ADRC Training checklist material posted to [www.utadrc.org](http://www.utadrc.org) site by March 1 (Kristy)

### ADRC VA Office of Rural Health Proposal – FUNDED

The ADRC proposal for off cycle funding was awarded by the VA Office of Rural Health to provide Information and Referral and Options Counseling to Veterans. The funding provides VA Benefits training for sites, Administrative office/data collection, outreach and training coordination, 3 AAA for a portion of an FTEE for a designated Options Counselor for Veterans and for USU Evaluators. The funding will begin March 1, 2013 – February 28, 2014. In March additional, more in depth training will be scheduled for Options Counselors by Christopher Scott, VA Benefits Specialist. The ADRC Program office, in addition, hopes this project supports relationship building between ADRC's and the VA – and will support efforts with the application for the VD-HCBS.

The Office of Rural Health submitted a letter of intent for FY14 for proposal due in May to sustain and expand the Project to Five County in St. George and to our ADRC Centers for Independent Living.

#### *Veterans Benefits Training*

On February 5, Christopher Scott of the VA presented benefits training. He provided a great overview of the VA Programs.

**Other VA Connections:** Tonya Hales currently is on a VA Nursing Home Committee. Tonya will ask to invite the ADRC Program office to attend their next meeting to present information about ADRC's and our current VA Project.

**VD-HCBS:** Scott McBeth overviewed the readiness assessment process. One of two parts are now complete, once both are complete it will be time to connect with the local VA to see if they are interested in this program.

### Medicaid Outreach Worker Contract

The Medicaid Outreach Worker will be in place and working by April 1 at the latest. The individual filling the position has been identified by DWS and will be housed at SLCO Aging Services. Officially, the contract will be between SLCO and DWS. The ADRC will then contract with SLCO to transfer the allotted money from the Utah Commission on Aging for this project.

This Outreach Worker position will be different from any DWS has done in the past. Jen and Lyle have been working on protocols which are currently being revised. This contract provides direct-dial access for ADRC staff, clients, and will help in the Medicaid application and troubleshooting.

A reminder, due to matching funding source, the Outreach Worker cannot work any cases related to other programs, i.e. food stamps. But they can facilitate communication for those programs.

### ***Data Elements to Review Outcomes***

The Outreach Worker will collect data from all ADRC calls and clients; which agency, topics of calls, time spent and will send weekly reports to the ADRC Program office. The first month the Outreach Worker will be available to for agency's Options Counseling clients. After tracking those initial numbers it will be determined if we can expand to all ADRC agency clients.

### ***Program Evaluation***

USU Evaluators will set up interviews with the Outreach Worker and Options Counselors in the next few months to measure the impact. This will help inform of us of what the challenges are, what is working well and highlight the benefits gained.

### ***Details of how process will work***

The following were discussed - some highlights:

- Documents will still need to be sent directly to Imaging for processing. Then the OW can access the electronic version.
- Protocol flow charts will be worked up and provided.
- Releases will still need to be obtained for permission to share personal information to the Outreach Worker.
- ADRC's will continue utilizing Third Party MyCase. An additional form is now available for MyCase which two caseworkers can work with one client.

### **Evaluations – Options Counseling Sessions**

Judith and Gina have received OC tapes from 2 of 7 sites: Mountainland and Tri-County. Those sites that have not sent OC tapes, please do so as soon as possible.

April 15 – all sites need to send in 15-20 Options Counseling client information (name and numbers) from each Options Counselor for satisfaction survey.

Evaluators and the ADRC Program Office will perform site visits in the 3<sup>rd</sup> quarter. Confirming documentation, follow up and continued evaluation of trainings.

### **Updates**

The first OC coordinator meeting was on Feb. 5 (followed the VA Benefits training). This allowed the Options Counseling Coordinators to meet in person, collaborate and focus on training topics. Other than some parking issues, the meeting was very successful.

#### *ADRC Training Materials*

There will be two levels of training provided on the Utah ADRC website [www.utadrc.org](http://www.utadrc.org)

1. What is an ADRC? (all new staff)
2. Options Counselor training. (new OCs)

#### *Part B Grantees Updates*

There will be an ADRC evaluation in Spring. This evaluation is not data related, but more to see the impact of the program. This is the first national evaluation of the program. Our National program officer, Elizabeth Leef, will keep us posted as she learns more.

### **Questions/News/Announcements**

Amy Bosworth of 2-1-1 spoke about the bill SB56 they are trying to get passed this legislative session. The 2-1-1 Red Book is in print and will soon be available for \$40.

**The next meeting is scheduled for March 21 at 1:00pm. Jen will confirm location**