

ADRC Steering Committee Meeting Minutes - November 29, 2012

Members Present

Gina Cook
Anne Smith
Kristy Cottrell
Sandra Curcio
Scott McBeth
Amy Bosworth
Miguel Gonzales

Members by phone

Nancy Bentley
Michelle Benson
Judith Holt
Carrie Schonlaw
Tonya Hales
Les Carter

Staff

Jen Morgan
Kristy Muday

Action Items:

- **Jen** contact Christopher Scott to arrange future training sessions to be scheduled at our ADRC sites for VA Benefits
- **Jen** invite Lyle Ward from DWS to our next Steering Committee Meeting December 13
- **Jen** check with DWS Contracts to see if \$33,000 is required, or if 9 month contract or .75 FTE is an option
- **Directors** will send Jen feedback from their staff - what are their key needs or biggest frustration when helping clients with Medicaid
- **Michelle**, Bear River will test 3rd party "full access" on MyCase: Can you see exactly what client sees?
- **Directors** submit October data report as soon as possible
- **Directors** will send Jen the name and e-mail of their Options Counselor Coordinator
- **Jen** schedule Options Counselor Coordinator meeting for January

VA-Request for Proposal

A request for proposals was brought to the Program Offices attention in late October by Dr. Mark Supiano through the VA GREC. ADRC submitted a proposal on November 5. The grant would have allowed for specific VA benefits specialist training to AAA's which would qualify for an IPA with the VA, to offer options counseling to veterans. We were informed on November 29th that our proposal was not accepted. Mark Supiano will appeal the decision This project could have been a great outreach effort to veteran clients and stepping-stone for building relationships for the VD-HCBS. Sites can still pursue training to enhancing VA benefits knowledge, as Joey at Active Re-entry has worked with Christopher Scott at the VA. (Michelle, Scott and Sandra said they are interested in staff training by a VA Benefits Specialist).

Medicaid Eligibility Worker

A lengthy discussion took place about the three options for improving Medicaid eligibility counseling.

Option 1:

Dedicated Medicaid Eligibility Worker (Commission on Aging commits \$25,000)

- *Funnel applications for a quicker response*
- *Direct Line – answer questions on application and/or answer why not approved etc..*

Option 2:

- *Medicaid will provide in-person or Webinar specifically on Long term care and tips of how to help clients fill out an application correctly for faster processing*

Option 3: (which can include Option 2)

- *ADRC contracts with a Medicaid Benefits Specialist*

Though many of the members present thought Option 1 was a good choice, it was decided to get more staff input and to clarify some details before making a final decision. Members will send feedback from their staff to Jen. Jen will research if the contract can be for shorter time period or have a .75 FTE option to work with our \$25,000 budget (1 year contract is \$33,000).

Jen will talk to Lyle Ward about the following issues:

- Is this an all or nothing option?
- Any roadblocks we are not aware of?
- What if consumer is already on Medicaid?

MyCase Update: The 114MC form has been created for our customers to complete and sign in order to grant their 3rd party access to view their case information through myCase.

Michelle asked Miguel how is this different from access they have now? Why can't case managers see everything?

Miguel informed the group of the layers of access customers can give to 3rd party workers. The customer can change settings to give 3rd parties full access to all the information.

Jen asked Michelle to test this and get back to her on how it worked.

Grant year 2012/2013

Contracts – please re-submit by December 6.

Contracts are almost ready to be sent out to sites, the program office is awaiting Maureen's sign-off since she was the PI listed on the grant application. The Office of Sponsored Projects will be "off-line" Dec.10-Dec.17. So it was requested contracts be resubmitted to OSP by Dec. 6. Jen clarified they are **NOT REQUIRED** to be in re-submitted by Dec. 6.

Data reporting – is required to be submitted monthly. Please send in data reports if haven't already.

Self-evaluations – submit with quarterly invoice

Self evaluations are due each quarter. This helps ensure sites are completing all requirements for each quarter. This will go into effect in the beginning of the 2nd quarter, January 1, 2013 evaluation due April 15 and each quarter thereafter.

"Documentation provided" in the evaluation refers to the training checklist. This checklist is a work in progress at this time. At the first OC Coordinator meeting in January, these training guidelines will be reviewed and expanded as needed. Jen is planning to get all the training forms on the ADRC web site.

Options Counselor Coordinator Meeting – January 2013

Jen asked for contact info for each OC coordinator at each site.

Evaluation 2012/2013: Gina Cook, USU Evaluator

Taped Recordings of Options Counseling session:

SLCO to give 3

Ability First – Deon Anderson

Bear River – Debra Smith

Tri-County to give 2

Mountainland – Melanie Haws

Gina asked if any of the sites need the recording device. All seemed to have the technology already, if not to let us know. These will be due by February 15, 2013.

Client Survey

Gina asked for the names of 15-20 people from each options counselor. She will need the lists of names for the 1st and 3rd quarters each year. **The next list is due April 15th.**

It was requested that Gina contact the OC Coordinator directly for those lists.

USU with the Program Office will do site visits to review client files for action plan and follow up in the 3rd quarter, April-June.

Utah Commission on Aging Annual Report 2011/2012**Tri-County Independent Living Center Moves and Changes Names**

Tri-County is currently moving to a new location in Ogden, their new name is Road to Independence.

The next meeting is scheduled for December Thursday, December 13 at 1:00.

Jen will confirm location. She will also invite Lyle from DWS.