**DDAWNY AGENDA**

**CARE COORDINATION/INTAKE/CHOICES COMMITTEE**

DATE: Friday, August 17th, 2018

TIME: 9:30 am

Location: 3332 Walden Avenue; Depew, NY 14043 (People Inc)

Videoconference Location: 1860 Buffalo Road; Rochester, NY 14602

Conference Calling: 1-866-588-5787 (code: 322-647-7028#)

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| 9:30-10:00 | CHOICES and Intake Updates |
| 10:00-11:00 | KRISTIN RHODES, Person Centered ServicesCommunication with Agencies, including Waiver Providers and Other Entities |
| 10:30 -11:30 | KRISTEN GARASSI AND HENRIETTA DENNIS (Front Door), OPWDDCare Coordination and OPWDD Front Door, New Service Enrollment and Forms |
| 11:30-12:00 | CARE COORDINATION HOT TOPICS |
| 12:00 | Upcoming Meetings – Third Friday of Every Month – Same Location |

DDAWNY Meeting Notes

1. CHOICES and Intake Updates

* People are still waiting for access, and they seem to be trickling in.
* Individuals are still not coming up and should come up with time, but if needed, contact Heidi Kaiser so she can manually add them for you.
* Tiers are NOT listed on CHOICES and will not be, so do not look for it.

2. Kristin Rhodes

* Job is to be the liaison between other agencies and PCS to ensure information is going both ways
	+ Each waiver agency has a CCO liaison that communicates with Kristen. This is usually a leadership member.
	+ She is making a training for providers and wants to make a pilot for the portal.
* I am and Life Plan
	+ Remember that I am is the tool, but motivational interviewing and your facilitation is the quality.
* Who is my care coordinator? (Call 877 number for PCS and it was requested that PCS feature this prominently on the website.)
	+ Make sure CCs are letting providers and families know who they are and how to reach them.

3. Kristin Garassi and Henrietta Dennis

* LCEDs for non-waiver enrollees – the DDRO can sign them but they asked that we wait a little bit to get Barb Gordon some help as she is backlogged. She is getting another staff very soon. If you send one, let her know via email (waiver mailbox)
* To change from Basic to HH or from HH to Basic, you must disenroll them and re-enroll them in the correct service.
* CCO Transfers -
	+ Use the CCO2 to change CCOs, disenroll, or choose another CCO. The losing CCO does the CCO2 and the gaining CCO does the CCO1.
* Doing I am assessments during waiver services. Just be reasonable – you should not do a 3-hour assessment during someone’s day hab, but an hour is reasonable. Also, be mindful of the person not wanting to sit for 3 hours for an assessment and break it up, and do as much pre-work as possible, and know when it’s appropriate to do follow up via phone or email. There is potential for the waiver provider to get to know the person better to if they are participating, so it can be a win on all sides.
* Some agencies are still doing Front Door training, and some have dropped them. OPWDD is training more trainers.
* DDP2s - it seems that the Tier is being determined using the most recent DDP2, and this is causing problems when waiver providers do them. We asked that they talk to central office about having ONLY the CCs do them going forward.
* New SAF is coming soon.
* Send general questions about IT, processes, etc. To opwdd.sm.ccoprojectmanagement@opwdd.ny.gov (this is secure to central office – they can do overrides such as those who are mis-entered as Basic or not as Basic when they should be)
* Many forms were shared and will be shared with listserv.

We will continue meetings monthly through the end of the year. December will be a pot luck.