

# Minutes: RCC Provider Monthly Meeting 10/21/08

## AGENDA

Introduction of participants and discussion of meeting format - Training Grant Coordinator usually reported out on training opportunities (Eric not available for this meeting as he is out of town but will participate in future).

### 1. BRS Handbook Update

October 23rd Meet-Me Teleconference 1-800-315-6338 and use the code 5006# - thus far, Jordan Nigro, Naomi Tigner, Lorie Morris and Rodreshia Dunbar have volunteered for this effort. I anticipate the Association will want to provide a coordinated response to drafts.

Noted: Training Grant coordinator has participated in the BRS handbook rewrite project - Deb to invite Eric Boyer to BRS discussion on Thursday and ongoing. Issues of concern - ISA process being mandated in handbook when funding is reliant on legislature - need to ensure language is clear about funding availability/requirements.

AAHC will want to provide formal input/response after workgroup completes next draft. Jordan will facilitate.

Deb reinforced that this is going to be fast tracked as timely issuance of RFP is reliant on completed BRS Handbook.

### 2. RCC Website

Ty Tigner, Ryan Haug, Gabriel Duckworth and Denette Perry signed up to do a trial run of the new RCC Website - I'll ask them to provide an update. Laef is out of town until next week but we should be progressing with the test. The website will also contain the BRS Handbook, links to Statutes and Regs pertinent to RCC, OCS org charts (I don't have an updated version yet but will get it to you shortly), ISA and Bed Auth Forms Packets. Please provide suggestions of other things you'd like to see on the website.

Dee indicated her test site is working well - no problems to date. No other test members available.

OCS will send site to all providers for final check before releasing.

Laef returns this week and will be populating website with more materials (ISA and Bed Auth forms - see ISA issues below)

Concerns re frequency of reporting open beds - should be when changes occur - larger orgs may make changes daily - smaller may not make changes for weeks. Should NOT be a daily task but as needed.

Website link (Please DO NOT distribute - for internal use only) :

<http://www.hss.state.ak.us/ocs/ResidentialCare/default.htm#ANC>

### 3. Multi-Agency Site Reviews

Association members indicated they would like to participate in Site Reviews. I am anxious to revise the Site Review Packet so that it accommodates a multi agency viewpoint. I hope to engage Licensing, DJJ, Behavioral Health and

association members in future site reviews. If you are interested in assisting in site reviews, please RSVP via email.

General agreement that multi agency more efficient and could lead to better coordination within DHSS - Deb promised a new Site Review schedule at the next meeting. Will include other agencies as relevant to the provider and other providers will participate only if approved by both parties. Will coordinate with Training as to who wishes to participate in site reviews. This will NOT be a requirement in BRS Handbook.

#### **4. Technical Assistance**

Association members also indicated they would like to provide Technical Assistance to other providers. I suggest the Association meet regarding this idea to discuss who wishes to potentially participate in receiving technical assistance, if the Association wants to consider this an Association project and the state does not intervene, or if the Association wants the State to make recommendations. Essentially, I think it appropriate for the Association to make recommendations regarding how the State should/could participate in this effort. Will coordinate with Training as to who wishes to participate in providing TA to other providers.

Discussed a Training Symposium - concentrated event providing training via training grant, internal and external agencies, separate from Association meeting. Deb will talk to Eric re possibility next year. Suggestion of having scholarships for programs that cannot afford to attend but focus on training that is generally needed by all agencies or specialized training that is of interest.

#### **5. Training Needs**

While a point of discussion, the Association or the members need to provide input as to the training needs of RCC providers. I will work with Eric Boyer of ACS with regard to polling providers on this issue

Will ask Eric to report out on this at next meeting - working on calendar of training events, training assessment tool for providers and ad hoc requests. Training Assessment tool is in draft form but will be implemented on a trial basis next month - all providers will be assessed or provided with an opportunity to self assess using the tool.

Comment - Eric has been helpful and is encouraged to continue to be a resource to other organizations in community or within department for training - providers appreciated not relying strictly on training providers for assistance. (Example - Brad Griggs provided recent training in AKAIMS which was very appreciated).

Discussion about using an array of resources to meet training needs.

#### **Questions/Comments**

**ISA Agreements - Not completed - Deb will facilitate agreement distribution ASAP - were supposed to be available at last January meeting. Priority!**

**ISA Packet and Bed Authorizations** - Deb working on new forms/packets - acknowledged that current process is cumbersome and sometimes requires

multiple information exchanges. Jordan to facilitate review of AAHC when draft forms available.

**RFP Issuance** Several folks noted that RFP's have not been issued timely in the past (i.e. two week turnaround) and providers would sincerely appreciate timely issuance this year. Deb indicated RFP's will be issued in January.

**Needed to change meeting time - Jordan (President of AAHC) not available during this time frame. New time: 4th Tuesday of Month and will change as needed based on holidays, etc. Also suggested: 2nd Tuesday of Month.**

**NEXT MEETING TUESDAY NOVEMBER 25TH 9-11 Put it on your calendar - Deborah will send meeting reminder.**