



## Personal Support Worker Training Committee (PSW TC) August 28, 2013 – Meeting Minutes

### Committee Members Present

|           |   |
|-----------|---|
| In Person | Elvyss Argueta, Buhl Bowman, Patricia Lawrence, Kelsey Weigel, Ryan Yecny             |
| By Phone  | Sally Cumberworth, Mason Windhorn   |
| Absent    | Shawn Clark, Nathan Deeks, Susan Melero, Cynthia Owens, Mike Parr, Dawn-Alisa Sandler |

### Non-members Present

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|------------------|---|
| Commissioners    |   |
| OHCC Staff       | Leslie Houston, Suzanne Huffman, Nancy Janes, Cheryl Miller, Kelly Rosenau, Lindsay Terrett |
| Others In Person | Dawn Cottrell, Kristin Lewton, Ed Little, Lindsey Phillips, Hanna Schmalz, Teri Watson      |
| Others By Phone  | Marie Windhorn  |

**Call to Order:** 10:05 a.m.

**Adjournment:** 11:35 a.m.

### Item

#### Introductions

| Item   | Presenter      | Discussion   | Next Steps  |
|--|----------------|--|---|
| Meeting Agenda Adoption                              | Leslie Houston | <ul style="list-style-type: none"> <li>• Add PSW Training Coordinator Hiring Status</li> </ul>   | Agenda was approved by consensus.   |
| Review/Approve April minutes                         | Leslie Houston | <ul style="list-style-type: none"> <li>• Motion to approve minutes as written: Elvyss Argueta</li> <li>• Second the motion to approve minutes as written: Buhl Bowman</li> </ul>   | Minutes approved.   |
| Professional Care Education (online training) Review | Cheryl Miller  | <ul style="list-style-type: none"> <li>• There were very few responses either via survey or email from individuals who reviewed the online course.               <ul style="list-style-type: none"> <li>○ Will give everyone an opportunity to review and give feedback.</li> <li>○ Give the new PSW Training Coordinator</li> </ul> </li> </ul> | <p>All training options will continue to be explored.</p> <p>Topic titles in the IPCE courses are misleading. Everyone was encouraged to not evaluate course based on title instead of content.</p> |

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|  |  | <p>an opportunity to review materials as well.</p> <ul style="list-style-type: none"><li>○ Pilot project with the Community Health Worker program can be reviewed.</li><li>● Previous concerns addressed.<ul style="list-style-type: none"><li>○ Some language in current online materials is not used in Oregon; therefore, there would need to be customization.</li><li>○ Advanced training courses available.<ul style="list-style-type: none"><li>● Institute for Professional Care Education (ICPE) is willing to provide customization to the OHCC for pilot project at no cost</li><li>● Willing to review current curriculum and modify to online content.</li></ul></li><li>○ How to validate the “viewer” with the “PSW”.<ul style="list-style-type: none"><li>● Arizona has proctored final test.</li><li>● ICPE indicated that they have not experienced individuals trying to manipulate the system very much.</li></ul></li><li>○ Courses in languages other than English.<ul style="list-style-type: none"><li>● ICPE may be interested in accommodating this concern.</li></ul></li><li>○ Process of updating OHCC website so that family members have access to information/videos they need, versus formal training.</li></ul></li><li>● New concerns<ul style="list-style-type: none"><li>○ Content may be too long.</li><li>○ Work well for individuals who would like to</li></ul></li></ul> |  |
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|  |  | <p>be professional PSWs, but not as well for PSWs who have been hired by a friend or family member.</p> <ul style="list-style-type: none"> <li>○ Current HCW training format should work well for PSWs.             <ul style="list-style-type: none"> <li>● Gives support/allows for questions</li> </ul> </li> <li>● Cheryl and Leslie met with The College of Direct Support Workers.             <ul style="list-style-type: none"> <li>○ More expensive than IPCE, but they have a robust learning management system.</li> <li>○ Registry Coordinator reviewing system for compatibility.</li> </ul> </li> </ul> |  |
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| <b>Item</b>                            | <b>Presenter</b> | <b>Discussion</b>  | <b>Next Steps</b>  |
|--|------------------|--|--|
| PSW Training Coordinator Hiring Status | Cheryl Miller    | <ul style="list-style-type: none"> <li>● OHCC held interviews August 26 and 27, 2013.             <ul style="list-style-type: none"> <li>○ Wanted individual who is experienced in the DD world, developing training curriculum, and developing online curriculum.</li> <li>○ Two candidates selected for second interviews held between the DD/MH Committee and PSW Issues meetings on August 28, 2013.</li> <li>○ Hope to have individual start before the end of September 2013.</li> </ul> </li> </ul> |  |
| Communication Guidelines               | Leslie Houston   | <ul style="list-style-type: none"> <li>● Communication Guidelines for PSWs was reviewed.</li> <li>● These guidelines are general “what to do” if something is going wrong.</li> <li>● Committee members gave feedback to revise document.</li> </ul>   | <p>This document will be sent to the Children’s Intensive In-home Services (CIIS) manager for review.</p> <p>Leslie will include requested changes and include in a future meeting for review.</p> |

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|---|----------------|--|--|
| HCW Confidentiality Form  | Leslie Houston | <ul style="list-style-type: none"> <li>• All HCWs sign this document.</li> <li>• Brokerages have confidentiality clauses written into PSW contracts with their employers.</li> </ul> | Contact Community Developmental Disability Programs (CDDPs), CIIS, and Addictions and Mental Health (AMH) to find out what confidentiality forms are being used. |
| PSW Training Flyer  | Leslie Houston | <ul style="list-style-type: none"> <li>• PSW Training Flyer was reviewed</li> <li>• Committee members gave feedback to revise document.</li> </ul>                                   | Leslie will contact Publications to create flyer which will be reviewed at a future meeting.   |
| Adjournment   | Leslie Houston |  |  |
| The next meeting will be September 25, 2013 at 10:00 a.m. The location is 676 Church Street NE, Salem, OR 97301 |                |  |  |