



MEETING MINUTES
October 2, 2014

Commissioners Present	Commissioners Absent	Others Present
Scott Bond (phone)	Laurie Schwartz-VanZandt	Colleen Hunt
Jenny Cokeley		Mike Volpe (phone)
Mark King (phone)		
Joseph Lowe (phone)		
Roxie Mayfield (phone)		
Kylie Milne (phone)		
Lyla Swafford		
Staff Present	Staff Absent	
Yvonne Fleming	Cheryl Miller	
Leslie Houston		
Suzanne Huffman		
Nancy Janes		
Roxanne McAnally		
Ron McGhee		
Joan Medlen		
Kelly Rosenau		
Lindsay Vanderworker		

Meeting called to Order

The meeting was called to order at 10:20 am. Introductions were made by all in attendance.

Adoption of Agenda

The agenda was reviewed. **Motion** was made by Lyla Swafford to accept the agenda with two additions. **Seconded** by Mark King. **Motion carried.**

Approval of Minutes

The September 4, 2014 meeting minutes will be reviewed at the November 6, 2014 meeting.

Announcements

Lyla Swafford had two announcements:

- ▼ She will speak at the Washington County Disability Services Advisory Council (DSAC) meeting.
- ▼ She will be a panelist at the United Cerebral Palsy Conference at the end of October.

Kelly Rosenau, Workers' Compensation Coordinator, announced that Yvonne Fleming, Executive Support Specialist, will be transferring from the Oregon Home Care Commission on October 8, 2014 to Aging and Physical Disabilities leadership.

Commissioners and staff shared stories and appreciation for Yvonne's many years of service. Kelly, on behalf of the Commission, presented Yvonne with a certificate of appreciation.

HCW Training Update

Leslie Houston, Training Manager, reported on training statistics for August 2014:

- ▼ 84 training classes were held.
- ▼ Total attendance – 1,474. 1,329 of those in attendance were HCWs.
- ▼ Number of “no shows” at the training classes - 147 (10%).
- ▼ Average attendance per class – 15.6.
- ▼ Unduplicated HCWs trained to date – 7,437.
- ▼ Unduplicated PSWs trained to date – 239.
- ▼ Union representation at the training classes – 17 (18%).

Leslie reported that Ryan Olson, COMPASS Project, received a grant extension. OHCC staff will work with him to create a multi-session class to pilot sometime in 2015.

STEPS Update

The STEPS Statistical Report for July/August 2014 showed:

- ▼ Since March 2007, 4,269 participants have received STEPS services.
- ▼ 231 planning interviews were held.
- ▼ 259 participants received STEPS services.
- ▼ 332.5 hours of STEPS services were provided to participants.

The STEPS Specialists' September 16 meeting minutes were distributed as well as a STEPS Report for July/August 2014 which highlighted outreach activities, best practices, challenges or barriers, and success stories from the STEPS contractors.

Notice of Proposed Rulemaking Chapter 418

Suzanne Huffman, STEPS Coordinator, reported that Chapter 418 rules have been filed with the Attorney General's Office. The hearing date has been set for November 17, 2014. She reported that these proposed rules will be available for a comment period and may change based upon comments received.

Motion was made by Mark King to accept the rules as presented in the *Notice of Proposed Rulemaking Hearing Oregon Home Care Commission 418*. **Seconded** by Joseph Lowe. **Motion carried**.

Traditional Health Worker (THW) Commission Report

Roxanne McAnally, Traditional Health Worker Coordinator, presented the *Traditional Health Worker Commission September 2014 Meeting Summary*.

- ▼ She summarized that the biggest issue is defining the difference between a Community Health Worker and Personal Health Navigator. During the past two meetings the two roles have been combined and then separated again.
- ▼ Roxanne was to present the THW Registry's draft Oregon Administrative Rules (OARs) in September, but was rescheduled to October.
- ▼ OHA Transformation Office sent the CCO survey without changes recommended by the THW Commission. The Commission will create and send a letter of dissatisfaction. Survey results are expected in October.
- ▼ Roxanne will be participating in meetings to coordinate the payment model types.

Enhanced/Exceptional Worker Training Program Update

Leslie Houston reminded commissioners that these programs will be multi-session courses. In order for HCWs and PSWs to apply for these programs, they must take the readiness assessment.

Joan Medlen, PSW Training Coordinator finished updating the website to allow HCWs and PSWs to take assessments/apply. Leslie invited the commissioners to take the assessment at ohcc-training.org.

- ▼ HCWs and PSWs must score at least 80% to complete the application on the website.
- ▼ Some workers do not have access to computers or older computers/internet browsers; therefore, staff are emailing or mailing assessments/applications to them.
 - Online assessments are preferred.
- ▼ So far only five workers have taken the assessments online with none qualifying.
- ▼ Only one assessment/application has been returned.
- ▼ The deadline is October 20, 2014.
- ▼ Other highlights on the website:
 - Frequently Asked Questions for PSWs and/or HCWs for the workers to download.

Joan Medlen shared that once PSWs have completed the Enhanced PSW Program, they can apply to take the Exceptional PSW Program. This training includes the two day Oregon Intervention System—General (OIS-G) training. This course is required by OARs so that a worker may be instructed by a behavior specialist on individualized focus that might be in a behavior plan.

Oregon Intervention System-General (OIS-G) Training Request Form for Personal Support Workers

Lindsay Vanderworker, DD/MH Committee Coordinator, presented the *Oregon Intervention System-General (OIS-G) Form for Personal Support Workers* to the Commission for review/approval.

- ▼ Requirements:
 - Have an active provider number or show proof of approved, paid employment through Community Developmental Disability Program, Children’s Intensive In-Home Services, or Brokerage.
 - Have authorized and paid provider hours within three months prior to submitting the request.
 - A no show rate of 30% or less.

- Preference is given to PSWs who currently support an individual who has a behavior support plan in place.

PSWs will not be paid a training stipend during the course; however, the OHCC will pay the vendor on behalf of approved workers.

Motion was made by Mark King to approve the *Oregon Intervention System—General (OIS-G) Training Request Form for Personal Support Workers* and eligibility criteria. **Seconded** by Joseph Lowe. **Motion carried.**

Home Care Choice Program Update

Jenny Cokeley briefly reviewed the Homecare Choice Program. This program will allow individuals who do not qualify for services to purchase those services through the OHCC's Registry.

During September, a comparison of in-home services through in-home agencies, APD, ODDS, and OHA was completed:

- ▼ All programs offered the same ADLs and most IADLs
- ▼ Some services were unique to that particular program (e.g. in-home agencies provide assistance with errands; ODDS programs assist with budgeting and money management)
- ▼ Some programs are unable to provide certain services (e.g. SPPC program does not cover shopping or transportation)
- ▼ Provider qualifications for in-home agencies, APD, ODDS, and OHA were compared.
 - Notable difference between in-home agencies and other programs is that agencies require a competency evaluation.
 - Agency caregivers must receive a minimum of six hours of continuing education per year on defined topics.
Note: OHCC trainings cover all those required training topics.
- ▼ The first internal advisory committee meeting was held and was well attended—focus was on providing information about the SB 1542 and timeline.
- ▼ Cheryl and Jenny met with Department of Justice and DAS labor relations to discuss the program and whether there will be any issues related to DOL.

- ▼ The Fiscal Analyst 3 (FA3) job description was created and has been sent to HR to post.

October 2014 Activities

- ▼ Schedule a stakeholder informational meeting.
- ▼ Conduct interviews for the FA3 position.
- ▼ Write draft Homecare Choice Registry user requirements.
- ▼ Continue researching fiscal intermediaries and marketing firms.

Advocacy and Strategy Brainstorming Session Regarding DOL Concerns with Mike Volpe

Mike Volpe reported that there will not be a decision made by the Legislature until the after the December E-Board meeting. It was deemed unnecessary to try to get together with legislators at this time. Mark and Mike plan to participate on the DOL Stakeholder meeting. Mike said that it seems that APD is delaying making decision based upon workload issues. Jenny said that many states are in the same position, but that Oregon has been working on it a little quicker than most.

Centralized State Payment System Labor/Management Committee Update

Joan Medlen reported that there was a meeting on September 19, 2014. The main topic of last month's meeting was mailing 6,500 provider numbers to PSWs. Unfortunately, the mailing included all PSWs who had received their provider numbers in the last mailing. Since the HCC and SEIU were not included in editing the letter, there has been a workload increase for HCC staff. The plan is to get these provider numbers mailed in a timelier manner.

Work is continuing on eXPRS for payments and loading plan of care. There will be a field test in Deschutes County in November. UCP Connections will also participate in the field test.

Grievances, regarding work payments, increased for a while, but appear to have calmed down a bit. Most PSW grievances were due to moving from a de-centralized payment system to a centralized payment system.

Community Advisory Councils/Coordinated Care**Organizations Update**

Lyla Swafford, Vice-Chair, attended a meeting in September. She reported that non-emergency medical transportation will be transferred from TriMet to a business based in Idaho. The information was not well received by meeting attendees. Joseph Lowe, Chair, added that staff who currently receives the calls will be unemployed due to the new contract. The new contractor has been requested to attend the next meeting to give more detailed information on how they plan to provide these services.

Executive Director's Report

Joseph Lowe reported on Cheryl Miller's September activities:

- ▼ September 3
 - Cheryl met with Sue Mills to discuss office space changes after State Unit on Aging moves.
 - She attended the Cultural Competency Continuing Education Rules Advisory Committee in Portland.
- ▼ September 16-18
 - Cheryl attended the Home and Community Based Services Conference in Washington, D.C. She was a panelist on Establishing Matching Services Registries to Help Consumers Find Caregivers with Abby Marquand, Paraprofessional Health Institute (PHI); Eli Gelardin, Quick Match; and Jeffrey Keilson, Rewarding Work Resources, Inc.
- ▼ September 23
 - She attended a Homecare Choice meeting with Jenny Cokeley and SEIU.
 - She met with Lilia Teninty, Director Office of Developmental Disability Services.
- ▼ September 24
 - She met with the Employment Department regarding PSW Independent Contractors.
 - She and Jenny met with DAS and DOJ to discuss new FLSA regulation and the effects these new regulations will have on the Homecare Choice Program.
 - Facilitated the Personal Support Worker Issues Committee.

▼ September 25

- She and Jenny met with the Homecare Choice Internal Advisory Committee.

Adjournment

The meeting adjourned at 11:28 a.m. The next meeting will be held on November 6, 10:00 am, 676 Church Street NE, Salem.

Attachments:

- Agenda
- Home Care Commission Monthly Training Report, August 2014
- STEPS Statistical Report, July/August 2014
- STEPS Report for July/August 2014
- STEPS Specialist Meeting, September 16, 2014
- STEPS Specialist Meeting Minutes, September 16, 2014
- Notice of Proposed Rulemaking Hearing 418
- Traditional Health Worker Commission September 2014 Meeting Summary
- Oregon Intervention System—General (OIS-G) Training Request Form for Personal Support Workers
- Commission Meeting Actions/Decisions Assignment Tracker Future Agenda Topics October 2, 2014
- Commission Meeting Actions/Decisions Assignment Tracker Future Agenda Topics August 7, 2014