

**INLAND REGIONAL CENTER
VENDOR ADVISORY COMMITTEE**

**Inland Regional Center Conference Center
1425 S. Waterman
San Bernardino, CA 92408**

MINUTES

October 15, 2018

COMMITTEE MEMBERS PRESENT: Felecia Arnold, Transportation: Johana, Caicedo, Infant/Children's Programs: Shelly Dawson, Health Facilities: Lynn DeAnda, Day Programs: Mark Hendren, SLS: Robert Horrigan, Member at Large: Doug McKown, Specialist/Support Programs: Velia Partida, Vocational Programs: Donita Remington, Member at Large: David Satterwhite, Behavioral Mod Programs: April Stewart, Respite Programs.

GUESTS PRESENT: Diana Anderson, Desert ARC: Elle Anderson, Visitor: Victor Andrade, CC: Joann Avery, Desert ARC: Matt Bauer, Basic Occupational Training: Maria Bocardo, Hemada: Marie Chatman, Exceed: Lailani De La O, Desert ARC: Mitch Gariador, Anthesis: Eric Goodman, Mtn View Services: Ruth Goodsell, Desert ARC: Tim Heaslip, Rockcreek: David Hooyenja, Monte Vista Care: Lizeth Lopez, 24 HR. Home Care: Cindi Raimondi, ABLE, Inc.: Fred Robinson, ARC Riverside: Yvonne, Rodriguez, In-Roads: Traci Schwab, BOT: Jennifer Silva, People's Care, Inc.: Erin Stream, ARC Riverside: Erica Velazquez, Desert ARC: Andrea Wells, OPARC.

IRC STAFF PRESENT: Dalila Balderas, Lynette Banda, Eric Hamler, Lindsey Haussamen, Lavinia Johnson, Dan Moore, Monica Siegers, Merissa Steuwer, Vince Toms, Kevin Urtz.

INTRODUCTIONS: Ms. Remington called the meeting to order at 10:04 and introductions of the committee and the attendees were made.

MINUTES: Motion made to approve minutes of August 20, 2018: M/S/C Stewart/Horrigan and Ms. De Anda Abstained.

Ms. Johnson thanked all the providers for their continued support of regional center events such as the vendor fair, the Inland Empire Caucus and the Exceptional Families Conference. Inlands Fall Festival will be held November 3rd at San Manual.

Vendor Category Report:

- 1) **Day Program:** Ms. De Anda reported the providers met last week. Community Care Licensing attended to talk about restricted health care plans and the regulations. The providers are having an issue getting IPP's in a timely manner. Three months is the typical turnaround time. Providers can call the program manager if they have problems. The providers have asked to be notified when a new CSC is assigned but there is no notification process to notify providers of changes. They discussed the 5150 process. They are trying to set up a presentation in December from the Behavioral Team.
- 2) **Health Facilities:** Ms. Dawson reported on the Pre-Vac of September 19th. The Developmental Services Network conference will be held on November 5th and 6th and licensing will be there to present and answer questions. They discussed surveys and ideas to help train staff, so they are not so nervous taking surveys. They talked about the heat, transporting consumers and the need to be vigilant so consumers

are not left on the vans. A consumer fell asleep in a van and was left there for 4-5 hours and passed away. Providers need to call to check on consumers if they are not home within 30 minutes of scheduled time. They talked about emergency preparedness, growth at IRC and the need to be patient with case managers due to increased caseloads. They discussed the vendor fair and outings for consumer as well as ABE accounts and how to spend them down. Brian and Brooke from the ICF unit attended the meeting and updated on openings in ICF's. Next meeting is November 14th.

- 3) **Infant/Children's Program:** Ms. Caicedo reported her group met August 27th and September 24th. They meet monthly on the 4th Monday of the month at Creative Home Programs. The Early Start PM's attended the meetings. Julie Brown attended to discuss co-pays. Leilani announced Inland did an internal audit of the 805 programs. They discussed program designs and bachelor's degree; if the program design says all staff will have a bachelor's degree, then they must ensure this is happening. This is not a requirement of Title 17 and programs can add the program design if needed. Sensory Integration training will be held at IRC on October 30th and in Barstow on November 8th. They talked about the IRC Fall Festival and the vendor fair.
- 4) **Residential Service L2-L3:** No report.
- 5) **Residential Service L4:** No Report.
- 6) **Respite Program:** Ms. Stewart reported on the meeting of September 11th. The group thanked Lynette Banda for her work on the vendor fair. It was a success. They discussed preferred provider services; having the provider living in the home or not. If the provider lives in the home, it should be discussed with CSC and it should be documented. They discussed needing to know past behavior issues in order to determine services. The group is concerned about AB2455 since it will require the department to share contact information for all home care aides in California if it is requested. A list will be put on the internet as well. Next meeting will be November 13th and Jennifer Cummings will be there.
- 7) **SLS:** Mr. Hendren reported the SLS providers met on October 11th. Attorneys from Mirau, Edwards, Cannon, Lewin and Tooke presented on California Labor Laws. They discussed minimum wage, over-time laws, split shift premium, travel time, employee expenses, mileage, meal time, breaks, mandatory sick pay, at will employment and payment upon termination. They talked about federal and state regulated employment laws, regional center contract requirements and facilitation of client needs. There is an issue between services provided now by contract and the requirements of the labor law. A group will be created to look at the issues in order to bring them to regional center. Next meeting is December 13th.
- 8) **Specialist/Support Programs:** Mr. McKown reported his group had no formal meeting. They will not have another meeting this year unless one is needed. The vendor fair was much appreciated.
- 9) **Transportation:** Ms. Arnold reported on the Pre-Vac of September 27th. They are having issues with TSR's not having correct information on them. They also need more information regarding behaviors and health. There is a POS issue with having to wait to get paid due to improper mileage. They will be working with the CSC's to get it fixed. They talked about weekly inspections and the need for the 1:1 aide to ensure consumers are safe and they get off the van at the correct stop. They talked about needing a plan when no one is home when the consumer is dropped off; a back-up plan is needed. Next meeting is November 15th.
- 10) **Vocational Programs:** Ms. Partida reported they met on October 10th. Beth Crane, Andrew Burdick and Dan Moore gave IRC updates. They discussed PIP's, CIE, Customized Employment LPA's and Community Integration. DOR was there to give updates. They talked about DOR working with schools to provide seamless services and the focus will be job coaching, counseling, work base learning, post-secondary school, work experience and self-advocacy. They discussed AB 2455 which is a home care aide registry

and HR5658 which is the Workplace Choice and Flexibility for Individuals with Disabilities Act. Issues are: authorizations for clients in 055 and other programs. They are designed to work together but there are issues that will be worked out with vendors on a case by case basis when necessary; billing for program when a client attends 65% of the day, the full day can be billed for but for WAP when a half hour is missed, only half day can be billed for. They will be dark in December and the next meeting is February 6th.

- 11) **Behavioral Mod:** Mr. Satterwhite reported they are still building interest in the Pre-Vac and thus no meeting was held since the last VAC.
- 12) **Member At Large:** Mr. Horrigan had nothing to report. Ms. Remington thanked all for the support of the Disability Sports Fair.

Committee Reports

- 1) **Legislative Committee Report:** Detailed legislative report handed out.
- 2) **Membership Committee Report:** Mr. Horrigan reported there is an opening for Residential Level 2 & 3 representative and for Supported Living Services representative unless Mr. Hendren would like to stay on another year.

Motion to extend the term of Mr. Mark Hendren as the Supported Living Services representative for 1 more year M/S/C McKown/Horrigan.

- 3) **By-Laws Committee:** Mr. Horrigan reported the By-Laws committee has met twice and has been working hard to revise the by-laws. They have gone from 1 page to several pages. The By-Laws will be put together, published then presented to the Board for approval.

Training Offering: None

Resources: None

1. **Regional Center Update:** Mr. Toms reported the Fall Festival will be held at San Manuel Stadium on 11-3-18 from 11-200pm. Free entry and lunch.
2. 17-18 current State numbers were presented last month, and IRC ranks 5th in the state in PIP and 7th in CIE. PIP awards for the calendar year are \$251K and CIE is at \$122K.
 - a. An FMS will be put in for school districts and vendors as the agency to do the financial and employment related expenses for PIP. The goal is to increase the use of the PIP in the school districts and with the vendors currently choosing to not do the PIP due to the administrative overhead.
3. Common Services list is on the website in English and Spanish. The intent was to take the DDS list of common services and make it relatable to IRC. There are 62 service codes with 24 of them being funded over \$1million each. Another 22 that are funded up to \$1million and another 16 we do not use for issues such as poor rates, etc. Services on the list are the most commonly used. It does not preclude a family from asking for an individualized service not on the list.
4. Everbridge emergency notification system primarily for CCF, ICF, day programs and SLS. Clients and vendors will be notified if they are in an evacuation area and where the local shelters are. Only used in emergencies. Used for line staff at IRC when freeways are shut down and evacuation orders also.

5. SIR and Risk Mitigation is being reviewed by DDS (all RCs under the review). IRC had the initial review and will meet with DDS in early November. Expect minor changes in the SIR reporting form to have more detail regarding client deaths. IRC to have a Mortality Review Committee to review all client deaths. We have a more robust Risk Mitigation Team and will be doing more vendor related trainings as a result of SIR data reviews. We will be training on any negative trends that we may find. There will be group trainings as well as vendor specific trainings, as needed.
6. Thank you to the members of the VAC By-law Committee for updating the By-laws and doing such an amazing job in doing so.
7. We need to brainstorm to come up with a back up plan for transporters in the case no one is home when the consumer is dropped off at home. We also need a back up plan for emergencies when transporters are not able to get to their drop off points.

Financial: Ms. Steuwer reported regional center received an allocation from DDS last week. There was about a 5% increase for POS from last year due to the respite cap being lifted. CMS increased the rates for LVN and RN respite back to July 1st. New billing will not be issued; the rate will be adjusted in the process. The allocation did not include funds for the minimum wage increase that will take effect in January. For those that will be asking DDS for an adjustment due to the minimum wage increase, DDS will need at least 3 months of payroll records. If providers would like to be considered for the rate increase, they will need to apply for it. Last day to submit billing for fiscal year 16/17 is end of February 2019 in order to send to DDS on time for payment. We must send the billing in earlier because the state controller needs the claims earlier.

Old Business: None

New Business: None

Public Input: A request was made to hear from Pam Hutt regarding ABA/Behavioral. A request was made for feedback on full day/half day billing for day programs and updated information regarding the rate study coming next Spring.

Reminder: The Everbridge system is an information system only; it is not meant to be a response system. We cover a 27,000 square mile range and incidents are area specific.

By Law information will be forth coming.

Next meeting is scheduled for February 11, 2019 at Inland Regional Center, 1425 S. Waterman Ave., San Bernardino in Auditorium C. Check in at building 3.