

UWIN Work Group Minutes

Work Group: Employment Supports

Meeting Date: March 26, 2003

Facilitator: Catherine Carter and Ted Loosli

Minute Recorder: Tamara Keene

Attendees: Doree Anderson, Mandee Buckley, Catherine Carter, Cathy Chambless, Tamara Keene, Ted Loosli, Kim Rognon-Sato, Jeff Sheen, Ron Mecham, Tammy Wood, Tina Johnson, Sarah McCormick and Sara Hudgins

Next Meeting Date and Location

May 14, 2003 at the Judy Buffmire Building from 1:00 – 3:00pm in room #300

Action Item Updates from Past Meetings

<i>Action Item</i>	<i>Status</i>	<i>Who</i>
Obtain a reference key that is used by providers. It has “how to” and information.		Sandra Mehan Cathy Chambless
Email World Institute of Disability report to Employment Support work group.		Doree Anderson
Gather information to discuss Acumen Packet with work group.		Cathy Chambless Doree Anderson

Discussions for Future Meetings

Discuss Grant Topics a (Duration and the like)
Evaluation to be revisited
Reports from two new sub-committees

Topic and Summary of Discussion

Discussion on Acumen Consumer Packet

Trying to stream line the process of payment to service providers and reimbursements from Medicaid.

Consumers are required to sign their attendant's timesheets, and then get those records to Acumen. Consumer keeps a copy of originals for their records.

All of the forms have been customized for the EPAS program

- 1- Helps Acumen to know which program the clients/consumers belongs to
- 2- Looks more professional

Suggestions for additions to the 'consumer packet'

- 1- Provides basic information about hiring and maintaining employees (Tina Johnson)
 - a. This information came from the Physical Disability Wavier program that was published by Utah State University
 - b. How do we train and assist consumers to have employees?
 - i. Readable information
 - ii. Personal contact/training

Discussion on Quality and Evaluation to help consumer to manage their personal Assistant

Plan to review with consumer every three months

- 1- That's based on the set of conditions of pre-approval process, and holding onto the paperwork before processing.
- 2- Right now it's a judgment call on the hours provided and the determining factors and risk
- 3- As the program expands and has some time to develop it may be re-determined, as far as the 3 month quality review

Evaluation and Quality Assurance should involve the following:

- 1- Consumer—quality of service
- 2- Personal Attendant—process/flow
- 3- Employer—outcomes/increased employment

Topic and Summary of Discussion

Methods

- 1- Focus Group
- 2- Structured interviews
- 3- DSPD Forms

E-PAS Quality Enhancement Form... feedback and review

- 1- This form is for EPAS Coordinator gives this questioner to consumers
- 2- At first glance the simple and that's good
- 3- How to implement the questioner...survey/phone/mail/
- 4- Currently in an interview format (preliminary)
- 5- Add issue, "Are consumers happy with their fiscal agent" and "Do you as a consumer feel comfortable being an employer"

Interview Questions and discussion:

Question #1

- 1- Is it too broad?
- 2- What do we want to know from consumer? How their plan is working out for them and if the hours and support are adequate. The interviewer will have a list of questions that can help us get valid information.
- 3- Should the interviewer be external to the program for evaluation purposes?

Fraud Issues

- 1- How do we handle fraud issues?
- 2- Evaluation can lead to certain topics to uncover problems, but isn't ultimately on the line as far as responsibility.
 - a. Consider a sub-group to discuss this issues in depth—in the next few months
 - i. Volunteers—Tammy Wood, Catherine Carter, Tina Johnson
 - b. Consider a training group
 - i. Volunteers—Jeff Sheen, Mande Buckley, Tom Brownlee...

Topic and Summary of Discussion

Discuss Tools Used by DSPD for Hour Assessment

Helps to determine how long certain tasks should take...base guideline

- 1- Helps to see where problems may be, and where better training could help
- 2- Helps EPAS Coordinator to justify reasons for longer time frames in individual situations

Ideas and Feedback on the World Institute on Disability Article

How do we envision using this information?

- 1- Create a summary from the article concerning points of possible interest to consumers getting ready to participate in the EPAS program
- 2- The article circumstances didn't address a structured system to get back in to the workplace, so the sample of people that were evaluated may not be consistent with the situation we are addressing with this program in Utah.
 - a. The Paradigm that was the basis of the article seems to be very different than the paradigm we want to promote.
- 3- Helping the employer understand that having a personal assistance in the work place is okay and how to deal with it
 - a. Especially with consumers with Mental Illness

Action Steps

<i>Action Item</i>	<i>Responsible</i>	<i>Target Date</i>
Possibly track back to the University who published Hiring in the Workplace Successfully to see if they have an easier “readable” version to use.	Doree	Next Meeting
Bring revised strategy and interview questioner to next meeting for an update...will begin to gather additional information to help brainstorm process.	Jeff	Next Meeting
Create a sub-group for EPAS Evaluation to discuss these issues in depth. Volunteers—Tammy Wood, Catherine Carter, Tina Johnson Jeff Sheene, Doree Anderson and Hank Liese	Jeff	April 3, 2003
Create an EPAS training sub-group to discuss training of consumers, assistants, and employers Volunteers—Jeff Sheen, Mandee Buckley, Tom Brownlee, Ted Loosli, Doree Anderson (4/15 1-3pm, make room reservation 300 or 202)	Mandee	April 3, 2003
Summarize article from World institute on Disability. Catherine will summarize points and send to Doree for review and to compile for use in consumer packet.	Catherine Doree	Next Meeting
Email volunteer list to respective sub-group facilitator	Tamara	March 28, 2003