

# UWIN Work Group Minutes

## Work Group: Employment Supports

Meeting Date: October 23, 2002

Facilitator: Ted Loosli and Catherine Carter

Minute Recorder: Tamara Keene

Attendees: Catherine Carter, Cathy Chambless, Tamara Keene, Ted Loosli, Ronald Mecham, Kim Rognan-Sato, and Jeff Sheen

### Next Meeting Date and Location

Main Workgroup November 20, 2002 from 10:00 -12:00 pm at the Judy Buffmire Building in the South Conf Room

Flow Chart Sub-group November 20, 2002 from 1:30 – 3:30 pm at the Judy Buffmire Building in the South Conf Room

### Action Item Updates from Past Meetings

<i>Action Item</i>	<i>Status</i>	<i>Who</i>
Flowchart Sub-group	Has been formed and has met twice since the group was proposed.	As assigned
Review the Flowchart	Flow chart is being re-vamped and ready for overall group to review it.	
Send flyers to the IL centers and to DSPD concerning the EPAS Program.	IL centers have received these flyers and we've had some follow-up to the response.	Cathy Chambless Mandee Buckley

### Discussions for Future Meetings

## Topic and Summary of Discussion

### Flowchart Review

#### BOX #1: Service Broker Discussion

- 1- Reviews eligibility criteria
- 2- Accepts and approves application
- 3- Verifies employment and disability criteria

#### BOX #2: Initial Assessment

- 1- MDS-HC Assessment to determine needs of EPAS Services
- 2- Still trying to adapt a more inclusive determination for mental illness

#### BOX #3: Planning Meeting

- 1- Form a planning group
  - a. Consumer
  - b. Family
  - c. Vocational Counselor
  - d. Employer
  - e. Service Broker
- 2- Determine hours needed
- 3- Prepare a “plan” and submit for approval

Approval and/or review to approve

#### BOX #5: Education Piece

- 1- Still in conceptual form
- 2- Much work left to do fleshing this concept out

#### BOX #6: Establish Service Provider Program

#### BOX #7: Plan Development

#### BOX #8: Quality Enhancement

## Topic and Summary of Discussion

### Overall Flowchart Topics and Issues

- 1- How can we keep the time for this program's process down to a minimum?
- 2- Can some things be done at the same time to minimize paperwork and timeframes?
- 3- Need a case manager to push process through
- 4- Service Broker will only be with Medicaid for this grant's duration.
  - a. Who will house this position/duty after the grant expires in two years?

### Review PAR Survey (Booklet handed out)

Reviewed results

Recommendations

- 1- Prepare new workgroup members more thoroughly before they begin attending meetings.
- 2- Develop agendas prior to meetings.
- 3- Send reminders to work group participants.
- 4- Clean up UWIN membership lists and determine who should be encouraged to attend, or replace so proper representation still exists.
- 5- Continue to improve the web site and at work group meetings determine who needs tech support for web and email problems.
- 6- Strive to include employers so that the PAR model is upheld.

This survey's purpose was to help us identify if UWIN is having the results that it intended too. This goal is still in sight and the staff and evaluators feel optimistic at the outcome.

### PAS for Mental Health

- 1- DOL (Department of Labor) Grant was not authorized for Utah
- 2- Executive Board is trying to arrange some alternative plans of action.
  - a. Negotiation with Division of Health Care Finance and Valley Mental Health Administration
  - b. Working on ways to ensure best possible service to those with Mental Illnesses

## Action Steps

<i>Action Item</i>	<i>Responsible</i>	<i>Target Date</i>
Find out, on a national level, who does service management or service brokering. What are the job descriptions, functions, purpose, etc...?  Propose on next EPAS national phone conference call.	Catherine Carter Jeff Sheen	November 20, 2002
Create a form that explains the need for participants to maintain eligibility for the Medicaid Buy-In  (Agreement with client / Contract)	Cathy Chambless	November 20, 2002
Review Participation list by work group.  Conduct a mini survey and have each work group member take a few names to call to see who is still interested in being a part of UWIN	Tamara Keene  All Members (Hank to create phone script)	November 20, 2002
Review workgroup charters and email them to Hank	Cathy Chambless	November 20, 2002
Inquire about purchasing Adobe Acrobat for Staff use.	Tamara	November 20, 2002
Create a packet for EPAS program (for review)	Cathy Chambless Kim Rognan-Sato	November 20, 2002
Ask Tonya Keller about the follow up on the MDS-HC review	Kim Rognan-Sato	November 20, 2002

## Recommendations for GOE Group

Propose the concept of case manager and the position's sustainability.