

**Developmental Disability Services of Jackson County ~ eitas
 Planning & Services Committee Reports
 July 2017**

Topic/Issue		Summary of Action Taken or Pending
<p style="text-align: center;">Update from Transportation Center</p>	<p>There was no Planning and Services Committee meeting in July of 2017, but as requested by the Board, brief reports were submitted to keep members apprised of information during the non-meeting month. Highlights of those reports are as follows.</p> <p>Bob Rice, Transportation Manager shared that they are holding their annual Safety Week (July 17-21). Each day will feature a different safety related topic complete with a competency test. At the end of the week "Years of Service Pins" will be given out to employees celebrating their one, five, ten or 15 years of service with eitas.</p> <p>Management is in the final stages of hiring for the new position of Driver Supervisor and replacing the vacant Assistant Dispatcher position. The Driver Supervisor position will be a big step forward in efforts to fully utilize the technology now available in the area of driver monitoring. This will help ensure drivers are following all eitas policies and procedures in the areas of safe driving, rider entry/exit from bus and rider interaction.</p> <p>Options are being explored in the area of safely screening visitors coming to the Transportation Center office. This would involve an intercom, video camera and remote release of the magnetic door locks.</p> <p>Additional bids are being sought for the employee parking lot expansion which would add eight or nine parking spots. This will free up two of the three visitor spots which are now being used</p>	<p style="text-align: center;">Information</p>

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<p align="center">Update from Transportation Center Continued</p> <p align="center">Update from Agency Relations</p>	<p>by our drivers and move several of the cars now parked between the office and maintenance building into the employee lot.</p> <p>Drivers are now using two new computers installed in the training room to complete online courses offered by our insurance carrier Philadelphia. There are currently twelve topics offered and drivers complete them as staffing allows.</p> <p>Nancy Nicolaus, Agency Relations (AR) Supervisor shared that the Agency Relations staff continue visiting all eitas funded agencies with a focus on seeing direct service sites.</p> <p>The Center for Developmental Disabilities (CDD) has purchased the former ITT training building directly east across from the stadiums. The building is large and will accommodate and centralize all office staff of the combined CDD/Special Neighbors organization. The space has the capacity to house other agencies or training and/or group activities.</p> <p>Nancy participated in an advisory capacity with the Job One Careers Board of Directors on July 14th. Job One Careers are currently working with 68 individuals and have had 48 placements this year. Job One Careers staff and Aaron Martin, CEO expressed their gratitude for eitas funding which enables them to support people in employment after VR follow-up funding is exhausted.</p> <p>Jackson County Parks and Rec Administrator, Terri McMillan was</p>	<p align="center">Information</p>

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<p>Update from Agency Relations Continued</p> <p>Deputy Director Report</p>	<p>Selected Employee of the Month for all of Jackson County services.</p> <p>Resources for Human Development (RHD) has not yet been able to fill the KC Director position. Eitas Support Coordinators are reporting referrals are not being processed. AR staff are monitoring and providing support as appropriate.</p> <p>Mark Riley, eitas Deputy Director shared the following:</p> <p><u>Priorities/Project Resolution</u>: No. 1 current priority is new Person Centered Support Plan rollout, training and implementation. Training to occur week of July 17.</p> <p><u>Co-Occurring DMJ and internal groups</u>: Both internal and DMH groups continue to meet. Internal group is defining referral process for crisis review.</p> <p><u>Senior Support Coordinators (SC)</u>: Three Support Coordinators will be interviewed for Senior SC the week of July 17.</p> <p><u>Recruitment</u>: One new Support Coordinator starts August 14.</p> <p><u>Employment Initiative</u>: Co-presenting with Department of Mental Health (DMH) and Voc Rehab (VR) re: training on employment services for SC's and VR counselors.</p> <p><u>Utilization Review</u>: Pilot program is underway where UR Coordinators are doing more completion of actual packet request. Set to begin final evaluation.</p>	<p>Information</p>

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<p>Support Coordination Erin Epperson</p>	<p>Erin Epperson, SC Manager shared the following information pertaining to Support Coordination:</p> <ul style="list-style-type: none"> • Currently 53 Support Coordinators on staff. • 11 Senior Support Coordinators (3 upcoming interviews in July for Senior SC promotions) • Number of people supported: 1,908 • New Support Coordinators Hired: 1 (Starting August 14) • Number of SC's on FMLA: 3 (1 SC just returned and is gradually taking back her caseload; 1 planned FMLA coming up in October). <p><u>Number 1 Priority: Caseload Management</u></p> <ul style="list-style-type: none"> • Average number of people supported for seasoned SC's: 45 (down from an average of 46 last month) • New hires and Support Coordinators returning from FMLA should have a significant impact on this number as long as we retain current employees. Actual caseload numbers reach up to 49. <p><u>Current SC Department Priorities:</u></p> <ul style="list-style-type: none"> • Managing high caseloads while staying on top of requirements. • Filling open positions, including Senior SC positions and a Support Coordination team Supervisor position plus employee retention. • New Person-Centered Planning Guidelines and new PCSP template (and a significant amount of training for both). 	<p style="text-align: center;">Information</p>

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<p>Organizational Development Amanda George</p>	<ul style="list-style-type: none"> • Streamlining Utilization Review. • Continued focus on becoming experts at the basic tasks of the position. • Leadership skills development for all positions that reflect our eitas values and our commitments to one another as eitas employees. <p>Amanda George, Organizational Development Manager shared information on classes offered at eitas along with class attendance records to date for 2017.</p> <p>Provider training offered at eitas Training Center:</p> <ul style="list-style-type: none"> • Level 1 Medication Aide: 15 Classes Offered January through July Total Attendance: 148 • CPR: 8 Classes Offered January through July Total Attendance: 98 • First Aid: 8 Classes Offered January through July Total Attendance: 102 • Gentle Teaching: 4 Classes Offered January through July Total Attendance: 34 • Level 1 Medication Administration: 13 Classes Offered January through July Total Attendance: 155 • Blood Borne Pathogens 6 Classes Offered January through July Total Attendance: 48 	<p style="text-align: center;">Information</p>

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<p>Organizational Development Continued Amanda George</p>	<p>Other Staff and Provider training offered in July:</p> <ul style="list-style-type: none"> • New Person Centered Support Plan Training: 60 Attendees • Healthy Desserts 13 Attendees <p><u>Grants:</u></p> <p>Health Care Foundation: <i>Was not funded</i> <u>Submitted Developmental Disability Health Initiative - Year 6</u></p> <p><u>Developmental Disability Health Initiative - Year 5</u> Project began July 17, 2016, Partners: Institute for Human Development (IHD), Harvesters, The Whole Person and DD service providers. Grant total: \$90,000; \$28,357 allocated to eitas.</p> <p><u>Oral Health Grant for people with Developmental Disabilities</u> Project start date: January 1, 2017 Grant total: \$73,152; \$13,385 allocated to eitas Partners: IHD, Missouri Primary Care Association, Dr. John Dane, Director of Dental Services - Missouri.</p> <p>Project Summary: The goal of the proposed project is to "ensure an oral health care system for individuals with intellectual and developmental disabilities that provide easy access to quality dental care, resulting in better oral health, better dental care, and lower costs.</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. develop and deliver training for dental professionals to increase their capacity to treat people with IDD, 	<p style="text-align: center;">Information</p>

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