

**Developmental Disability Services of Jackson County ~ eitas
 Planning & Services Committee Meeting
 August 16, 2017**

Topic/Issue		Summary of Action Taken or Pending
<p>Attendance</p> <p>Call to Order</p> <p>Update on Transportation Center</p>	<p>Tammy Kemp, Paula Smith, Russ Jones, Tedi Rowland and India Williams, Board Members. Absent: Betty Sharp and John Humphrey. Nancy Nicolaus, Bob Rice, Mark Riley, Erin Epperson, Amanda George and Jake Jacobs, Staff. Guest: Kelly Logan.</p> <p>Paula Smith, Committee and Board Chair called the meeting together at 5:30PM. The meeting took place at the Administrative offices of Developmental Disability Services of Jackson County - eitas located at 8511 Hillcrest, Kansas City, Missouri</p> <p>Bob Rice, Transportation Manager shared that they have hired the first of two Driver Supervisors and are now providing training to ensure their success at this new position. The Driver Supervisor will more fully utilize the technology now available in the area of driver monitoring once a work station is completed. The Driver Supervisors will also be coaching eitas drivers in all areas to help them be the best drivers in our industry. Contract Furnishings has proposed several options for two work stations.</p> <p>For Monday, August 21 - the day of the solar eclipse plans have been made to increase the chances of getting riders to and from their destination in a timely manner. Steps will include the early return of drivers for the afternoon run and the early arrival at all afternoon pickup locations. Providers were kept up to date on all plans.</p> <p>Options are still 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>Information</p>

**Developmental Disability Services of Jackson County ~ eitas
Planning & Services Committee Meeting
August 16, 2017**

Topic/Issue		Summary of Action Taken or Pending
<p style="text-align: center;">Update on Transportation Center Continued</p> <p style="text-align: center;">Agency Relations Nancy Nicolaus</p> <p style="text-align: center;">Support Coordination Erin Epperson</p>	<p>Safety Week was held in July. Each day featured a different safety related topic. On the last day "Years of Service Pins" were distributed to employees.</p> <p>In closing, Mr. Rice shared that from July 17-August 15; 14 transportation requests were received. Five were completed and placed on eitas routes. Eight are still being worked and three were placed on the waiting list</p> <p>Nancy Nicolaus, Agency Relations Supervisor shared that she and Tracy Mauk will continue agency visits through the first part of September.</p> <p>Center for Developmentally Disabled (CDD) will kick off a capital campaign at their new building on August 24th.</p> <p>An Introduction to Gentleness class will be held August 23-24. The next Gentle Teaching Network meeting will be held September 28th.</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 • 13 Senior Support Coordinators • Number of people supported: 1,894 • New SCs hired: 0 (3 new SCs started August 14) • Number of SCs out on FMLA: 1 • Average number of people supported for seasoned SCs: 42 (down from average of 45 last month) Actual caseload numbers still reach up to 48. 	<p style="text-align: center;">Information</p>

**Developmental Disability Services of Jackson County ~ eitas
 Planning & Services Committee Meeting
 August 16, 2017**

Topic/Issue		Summary of Action Taken or Pending
<p>Support Coordination Erin Epperson Continued</p>	<p><u>#1 Priority: Consistently meeting and maintaining billing requirements.</u> SC Manager is working with each SC Supervisor to support our SCs to meet or exceed their requirement in the area - as caseloads are becoming more manageable, this is our new focus.</p> <p><u>Current SC Department Priorities:</u></p> <ul style="list-style-type: none"> • Managing caseload numbers (factors: employee retention, hiring new SCs to relieve temporary coverage, planning well for FMLA. • Focus on a Back to Basics approach to the fundamental tasks of Support Coordination. • Filling open positions, including 5 open Senior SC positions. • Rollout of the new Person-Centered Plan template following a significant amount of training • Streamlining the Utilization Review process for SCs. • Leadership skills development for all positions that reflect our eitas values and our commitments to one another as eitas employees. <p><u>Support Coordination Success Stories:</u></p> <ul style="list-style-type: none"> • We were able to promote one of our Senior SCs, Melissa Bryant, to the open Team 2 SC Supervisor position! • We promoted 3 of our SCs to Senior SCs in August! • Lucy is an artist who attends RHD's Imagine That! day program. She submitted artwork to be considered for the 2017 MO Mental Health Foundation's Director's Creativity Showcase, and it was selected to the Traveling Showcase! The artwork will be on display at various locations throughout Missouri this year. Lucy 	<p style="text-align: center;">Information</p>

**Developmental Disability Services of Jackson County ~ eitas
 Planning & Services Committee Meeting
 August 16, 2017**

Topic/Issue		Summary of Action Taken or Pending
<p>Organizational Development Continued Amanda George</p>	<ul style="list-style-type: none"> • Gentle Teaching: 5 Classes offered January through August Total attendance to date: 44 • Level 1 Medication Administration: 17 Classes offered January through August Total attendance to date: 181 • Blood Borne Pathogens 7 Classes offered January through August Total attendance to date: 87 • Seizure Recognition 1 Class offered January through August Total attendance to date: 39 <p>Other Staff and Provider training offered in August:</p> <ul style="list-style-type: none"> • Person Centered Support Plan Overview for Providers 35 Attendees • Trauma Informed Care 2 Attendees • LifeCourse Framework and Personal Outcomes 10 Attendees • Person Centered Support Plan Overview of Providers 35 Attendees <p><u>Organizational Development Department Priorities:</u></p> <ul style="list-style-type: none"> • Develop and implement supervisor training program - consistent training for all eitas supervisors as well as department specific topics. • Implement Leadership Development Program 	<p style="text-align: center;">Information</p>

**Developmental Disability Services of Jackson County ~ eitas
 Planning & Services Committee Meeting
 August 16, 2017**

Topic/Issue		Summary of Action Taken or Pending
<p>Organizational Development Continued Amanda George</p> <p>Deputy Director Report - Mark Riley</p>	<ul style="list-style-type: none"> • Collaborate with SC Department for Back to Basics Training Initiative • Our commitment to Each Other - all staff training <p>Mark Riley, eitas Deputy Director shared the following:</p> <p><u>Priorities/Project Resolution:</u> Development of non-Medicaid case management team is top agency and Deputy Director priority. The Kansas City Regional Office (KCRO) will stop providing support coordination to non-Medicaid persons next July. Eitas can develop this by establishing parameters for service provided and staff qualifications, etc. We need to look at costs associated with this.</p> <p>Other priorities included conflict of interest case re-assignments, expansion to Team 7, performance evaluation process, recruitment/retention, safety and security.</p> <p><u>DMH Co-Occurring Disorders Group:</u> The DMH group has formed an executive committee in order to clarify and expedite progress. As a member of this committee our first meeting was held on August 9. Next tasks include an electronic reference document and statewide training.</p> <p><u>Eitas Crisis Response Team:</u> We are finalizing process to make referrals to this team to provide case assistance.</p>	<p style="text-align: center;">Information</p>

**Developmental Disability Services of Jackson County ~ eitas
 Planning & Services Committee Reports
 August 16, 2017**

Topic/Issue		Summary of Action Taken or Pending
<p>Deputy Director Report - Mark Riley Continued</p>	<p><u>Employment Initiative:</u> Partnership training with eitas, Department of Mental Health (DMH), and Voc Rehab (VR) was given on August 7th. The training focused on employment services and differences between DMH and VR as well as functions of SB 40. The target audience was eitas and KCRO Support Coordinators and Voc Rehab counselors/managers.</p> <p>Quarterly meetings will begin with eitas/DMH/VR administration to advance state employment initiative.</p> <p>Eitas will also be hosting a fair so the DMH contracted employment providers can connect with Support Coordinators.</p> <p><u>Utilization Review:</u> Pilot program will be evaluated through working/not working exercise on September 5th. We will then determine how best to move forward regarding efficiencies.</p> <p>Additionally, UR is beginning preparations to assume Partnership for Hope review process by end of year.</p> <p>State Functional Access and Needs Committee: Missouri DD Council facilitates this committee. Mr. Riley has been a participant in discussions regarding access and facilitation of transportation during disasters.</p> <p>This concluded the highlights of the Planning & Service committee reports submitted for August.</p> <p>Respectfully submitted, Staff</p>	<p>Information</p>