

Support coordinator quarterly meeting

July 20, 2022

Housekeeping

This meeting is being recorded

Please mute your microphone

Recording and slides will be available this Friday at:
dspd.utah.gov/support-coordinators/

Questions? Type into chat or email dspdinfo@utah.gov

Agenda

July 20, 2022

Announcements

DSPD Staff Changes

Legislative updates

UCANS

Employment updates

Finance team - training

Q&A

- Training opportunity available through State Employment Leadership Network (SELN).
 - 30 spots still available.
 - Sign up through July 22.
 - Self-paced, online course can be taken through July 29.
- Caregiver Compensation survey
 - Survey was developed using input from families and support coordinators.
 - Information will be used to provide data on the caregiver compensation program to the Utah Legislature and inform future decision making within DSPD.

- Reminder:
 - DSPD support can not be provided to school age children during the hours they are in school. It is a duplication of Medicaid services.
- Change to Covid reporting process:
 - Only COVID cases resulting in hospitalization or death need to be reported as a critical incident to the Office of Long Term Services and Supports.
 - Change effective July 1, 2022.
 - Questions: Audra Solovi, asolovi@utah.gov

DSPD has been partnering with DHHS Population Health on the Rape Prevention and Education Grant.

As part of this process, DSPD staff have been monitoring and responding to individual cases of sexual assault to help ensure any additional services in the community are pursued or advocated for. This might include:

- Access to victim services
- Individual counseling
- Additional supports to make sure future health and safety needs are met

Reach out to Bob Pease (bpease@utah.gov) or Brenda Carlisle (bcarlisle@utah.gov) if you need assistance in this area.

We may also reach out to you about individual cases.

DSPD is again contracted with four fiscal agents.

- Premier FMS - premier-fms.com
- Acumen Fiscal Agent - acumenfiscalagent.com
- Morning Sun Financial Services - morningsunfs.com
- Valentine CPA - the-tax-coach.com

- **Bryn Peterson** – Employment, Planning and Inclusion Administrator
- **Lisa Wade** – Program Administrator, Employment and Planning team
- **Pam Madsen** – RFS committee
- **LuWenn Jones** - Intake and waiting list team
- **Brittany Quintana** – Intake and waiting list team
- **Janet Hellekson** - caseworker specialist, Community Transitions Waiver
- **Mia Resa** - Caseworker Specialist 1
- **Amanda Barr**- Program Administrator for the Transitions and Assessments team

DSPD staff changes

Legislative Updates

- A rate increase for DSPD providers and support coordinators went into effect on July 1.
- Rate increase must be used to expand, enhance and improve HCBS services, and can be used more broadly than wages for direct-care workforce.
- This will be reflected in your contract.

Rate increase

We will soon have temporary services for those on our waiting list.

- Made available through ARPA funding
- Limited services will be available to about 1,100 people over the next three years.

We are working to bring more people off the waiting list.

- Updated eligibility on 273 cases.
- The transition and Limited Supports Waiver teams are busy opening new cases.

UCANS



UCANS requires annual updates. UCANS completed last year need to be updated.

- Check cases showing they have an assessment due to see if it is an update, or an initial.
- If it is an initial, schedule it with the team.
- If an update, please update it in UCANS yourself.
- UCANS need to be completed within 90 days of PCSP at a bare minimum. Add date in notes with any new information

UCANS also requires SCEs to recertify annually by scoring 70% or higher on the 21+ adult test.

- SCE's do not need to send in 0-13 form every year, unless there is a gap in certification.

Please make sure to update PCSP's with relevant information.

- Outdated information affects the ability to accurately assess a person's needs.
- Example: PCSP says a parent plays a huge role in the person's life, but during UCANS, we find out that the parent has passed away years ago.

If sensitive information in the UCANS should not be discussed in front of the individual being assessed, you should either:

- Email the person completing the assessment OR
- Put a note in the appointment through Day Smart.

This ensures we do not further traumatize clients, and keep their UCANS experience positive.

Employment updates

Employment Updates

Question:

Can a person in DSPD services who is hired as staff for another service provider receive job coaching or co-worker support while on the job?

Employment Updates

Several things need to be taken into consideration in these situations.

- Can the person complete the essential functions of the position without paid support?
- DSPD does not recommend Supported Employment Individual (SEI) or Supported Employment Co-worker (SEC) on the job in these positions.
- Some Personal Assistance services, from a separate service provider, might be appropriate for person-centered activities of daily living needs while on the job, if the employer is unable to support the employee.
- Vocational Rehabilitation (VR) is the first place to seek job coaching support.
- DSPD would consider some time-limited and minimal job coaching to learn what is needed to meet the requirements of the position.

Employment Updates

Have more employment or community inclusion questions? You can reach out to our team at our new, centralized email address:

DHHS_DSPD_CommunityInclusion@utah.gov

Finance training

Adjustments will be made to the FY23 budget utilization review process.

- USTEPS team will pull lists on a monthly basis, instead of annually, for individuals who have >\$3,000 budget surplus over the last two plan cycles.
- You will be alerted with a log note.
- Allows the DSPD finance team to review and adjust a budget before it is reviewed by an RFS member.

Starting in October, many processes of budget reviews will be moved to USTEPS.

- Within USTEPS, support coordinators will be able to:
 - Review budgets
 - Submit justification
 - Track RFS reviews and determinations
 - In progress - working on features for tracking the NOA and appeals process in USTEPS.

Pro forma budget cuts are a way for USTEPS to recognize when an NOA needs to be sent.

The actual budget cut does not happen until the SCE makes the change to the plan budget.

SCEs should wait 30 days after an NOA is sent to give time for an individual to appeal.

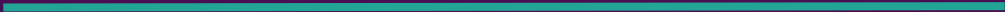
How long should you keep records? Refer to contract for a complete description, but in general:

- **Adult client:** retain for at least six years from the day of last service.
- **Under 18:** retain at least six years from the day of last service, OR until the child client reaches the age of 22, whichever is longest.
- **Administrative records:** Retain at least six years after DHHS makes the last payment on the contract.

The FY23 budget worksheets and master rate sheets are now available at the DSPD website.

[Dspd.utah.gov](https://dspd.utah.gov) > Providers > Forms

Q/A



Next Support Coordinator Quarterly:

11:30 a.m. to 1 p.m.

Wednesday, October 18

Next Family and Self Advocate Quarterly:

Wednesday, August 10

Day: 11: 30 a.m. to 1 p.m.

Evening: 6:30 to 8 p.m.

