

**Division of Developmental Disabilities Services
Authorized Provider System Committee**

**DRAFT
Pending Committee
Approval**

**Meeting Minutes
3/8/2012
9:15 – 11:30**

Members Present/on Conference call: Vanessa Deloach; Warren Ellis; Rich Irvine; Roy Lafontaine; Pat Weygandt, Karen Smith, Flossie Ford (for Valerie Smith)

Members Absent: Marissa Catalon

1. Brought up unresolved issues around Shared Living Providers. Need to have Jane attend to discuss employee vs. contracted & admin structure & cost.
2. Agencies applications/enrollment packets: we will be reviewing only
3. Discussed what the process will be for meeting new providers (representatives from each discipline to give brief overview, give agency a forum for questions/answers)
 - Warren to work with RPDS on existing document
 - Will potentially add the info NCC uses as a part of its orientation for new providers
 - Revised document will be sent to Pat to look over & add anything else needed. Then to be reviewed by the group.
4. Discussed how DDDS would ensure appropriate licensure of agencies clinical consultants. One way could be during the annual QA reviews
5. Need to develop a way to monitor agency clinical supports. Need to develop process. Warren to talk with nursing & BAs to get input.

Next meeting March 22, 2012