

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

<b>DRAFT Pending Committee Approval</b>
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**Meeting Minutes  
5/24/2012  
9:00 – 11:40**

**Members Present/on Conference call:** Vanessa Deloach; Warren Ellis; Rich Irvine; Valerie Smith; Pat Weygandt

**Absent:** Marissa Catalon, Karen Smith

**Guests:** Linda Hershey & Susan Lafontaine via conference call for discussion of Therap 'Comprehensive Health Assessment'.

1. Reviewed the suggested additions to the "new provider application" & "existing provider application". Additions were a statement pertaining to the agency's ability to provide continuity of clinical services in the event a clinician left employment and how the agency will access clinical oversight as needed. The changes are accepted & revised applications will go on the website.
2. Reviewed suggested changes to the clinical consultative services (nursing & behavioral) and agreed to add the statement about having access to clinical oversight as needed. In behavioral will clarify that counseling services are not provided by DDDS staff, but they may consult & assist the individual in obtaining a counselor. Changes were accepted & will go onto the website.
3. Okayed 5/16 minutes
4. Vanessa presented THERAP Comprehensive Health Assessment:
  - discussed using it to determine service needs
  - Discussed E-Chat.
  - Susan & Linda will contact Betsy to look at how they set up their system to see how they determine level of support needed & how they determine that no support is needed.
5. Discussed the possibility of populating the THERAP demographics at the time of Intake just to get them in the system & not lose info.

6. Discussed with Valerie how we will review & proves new applications.

Suggestion is that :

- we receive it & it is sent out to the committee for review. If it's an existing agency we will have them come in to meet if needed. If it's a new agency we will automatically set up a time for them to come in & meet us.
- Once approved – Pat to forward to HP the DMMA section along with a copy of their insurance & business license (who should it go to?)
- When HP assigns the billing number they cc us so we know & once the agency is issued a billing number they let us know so we can add the agency to our provider directory.
- Are we at liberty to post the clinical services rates?

7. Next meeting date June 14<sup>th</sup> 9 –noon.