

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

DRAFT Pending Committee Approval

**Meeting Minutes
6/18/2012
9:00 – 10:30**

Members Present/on Conference call: Marissa Catalon, Valerie Smith (phone in); Pat Weygandt

Absent: Vanessa Deloach, Karen Smith

Guests: Susan Lafontaine via conference call for discussion of the nursing assessment.

1. Discussed using the nursing assessment we developed - at least initially. Given schedules it was not possible to discuss the e-chat with the lady in New Mexico, and it would be too long to begin using at this time. At some point in the future we will revisit it.
2. Nurses ran some more people through and it still appears to be pretty accurate in determining the funding levels.
3. Previously okayed the Behavioral assessment.
4. We will begin doing assessments on all the Chimes folks first, then on to the other agencies

- 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 & process 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 14th 9 –noon.