

**Shawnee County CDDO  
Affiliate Meeting Minutes  
May 13, 2020**

- Sabrina shared the response from Topeka Transit that they are not changing how transportation will look. They have limited lifts available. They will be cleaning and disinfecting daily, and drivers will be using masks and gloves. They hope that people are following precautionary measures. They continue to utilize Capitol City Taxi Service. More information at the link: <https://topekametro.org/>
- Tiffanie gave an update on PPE: A lot of people are asking about gloves. Tiffanie is working on additional leads on gloves. We are going through the Health Department and SNCO Emergency Management. We have reached out to Sunflower health as well. We only have smalls and extra smalls left. We do have masks left. Most everyone who ordered PPE has picked it up. Send us an email if you need additional PPE.
- All providers need to submit their reopening plans. Plans are going to change, tentative dates may change and plans can be revised. Providers won't be held to a date but should be working on what the plan is. As plans change, send them in for updated approval. We are waiting to hear back from the State whether we need to send the plans to them. They are following up with us.
- The CDDO is still taking Crisis Requests. Some staff are working on site and some are working remotely.

**Q:** Will approved reopening plans be shared with guardians and other providers?

**A:** Sabrina: I would think they should be.

**Q:** Are you wanting us to go all the way through and find out how we are going to reopen completely? Those that are staying home because of high medical needs now, do we need to get doctor's notes for them too?

**A:** Sabrina: No that is separate. Robert: The medical exception thing, I have been getting a few of those coming in, I would say to hold off because that exception is indefinite as far as KDADS.

**Discussion:** When would a plan get to the point that it would be approved to be shared with everyone? Is the CDDO going to share everyone's plans with all providers? The CDDO could create a spreadsheet with the outline of everyone's plans instead of sharing plans and keeping up with revisions. We will discuss internally.

**Discussion:** When are other day services reopening? Many providers not comfortable with opening until numbers are stabilizing, declining. Some providers don't have a specific date or only have tentative dates.

**Discussion:** There was a conversation in the Operations Workgroup, what are we doing when individuals still have choice? What happens when people do want to go back to day service? How do we keep them safe but also listen to choice?

**Q:** Addendums for PCSP's: If a person is in services for residential and day service, and doing day service at home, is the TCM to do an addendum?

**A:** No, only if the supports have changed. If it's just because of the location you don't do an addendum.

**Discussion:** Shelby gave an update on how they are practicing social distancing and cleaning at TARC TIES and day services. They are serving persons in groups of 10 or less, all staff working with persons served are required to wear masks. Consumers who struggle with masks can wear bandanas that allow air to escape at the bottom, it can be pulled down and up and there is a process to wash them. Different work locations are set up with tables 6 feet apart. People are cleaning the work area prior to going to lunch, wipe down station at the end of the day. There is a process for cleaning when getting in and out of a vehicle. It is a collaborative effort between staff and persons served and they haven't had any problems. For day services some furniture has been removed, some marks on the ground.

**Q:** BASIS assessments in July, are we doing those in person?

**A:** I would say we probably will be but will let you know if that changes.

**Discussion:** Can residential providers give day providers a list of who they would be sending back and who would be returning last because of health risk factors? Discussion about involving the guardians, residential, and day providers in the decision making. A lot of guardians are not yet comfortable with individuals returning to day services.

Providers seemed to agree that this was a good discussion and agreed to continuing calls weekly.

Next Meeting:

May 20, 11:00