

**Shawnee County CDDO
Affiliate Meeting Minutes
April 12, 2023**

Present: Daniel Cohagen, Loving Hearts Training Center; Amber Brewster, Chandra Nichols, Beth Gilbert, Cassy Martin, Serenity; Sally Martin, Stephany Semple, Taylor Arnold, Rayna Goldsmith, Tracey Herman, Shelby Fry, Jennifer Brancaccio, TARC; Jenell Jones, Pearlie Mae's; Jon Gerdel, Life Patterns; Lorraine Dold, Another Day; Frankie Holloway, Equi-Venture Farms; Sonia Hill, MaryAnn Hughes, Sunflower Supports; Tanya Gragg, Caring & Compassionate Care; Ramona Macek, Mary Pierson, Capper Foundation; Lina Petrel, Game Time Living; Debra Bowden, Mike Graves, Arc of Douglas County; Sara Dinkel, Dream Catchers; Rebecca Gurera, Helpers Inc.; Dave Skinner, Monaco & Associates; Bill Perez, GT Independence; Quinta Avance, Avance'd Community Alternatives, Gina Allen, Compassionate Care Community Services; Saadia Nance, ResCare; Coleen Hernandez, Michelle Shirey, Rachael Picukonis, Loletha Clark; Christine Hurla, SNCDDO, Corby Lockwood, KDADS.

Guest presenter: Tina Lopez, KNI. Overview of Behavior Support Plans

(See [BSP template attached.](#)) For any questions, or if you would like a copy of the tools referenced, you may email Tina at Tina.Lopez@ks.gov.

CDDO Updates/Reminders:

- Robert Smith will be out of the office for an undetermined length of time - Please copy Sabrina Winston swinston@sncddo.org and Michelle Shirey mshirey@sncddo.org on any emails sent to Robert until otherwise notified.
- AIR System entries: [Please review the information attached](#) from Corby Lockwood, KDADS.
- Welcome Loletha Clark as CDDO Assessor. She is scheduling meetings for last names H-O.
- Reminder to complete form to terminate BCI access as soon as you know someone is leaving with the date access needs to be turned off. You can download the form from BCI under Resources > Forms > Basic Consumer Information Affiliate Access Application and Agreement, click Download.
- Reminder that all documents uploaded to BCI must be in PDF format. This is not only to ensure that BCI runs smoothly, but also for security so the document can't be altered. Do not upload Word Documents.
- Medicaid Renewal forms. - TCM's make sure to update addresses. ([See attached slides](#))
- BASIS scheduling reminders:
 - TCMs need to reach out to the Assessor to schedule the BASIS at least 6 weeks prior to the 358th day.
 - TCMs need to send a copy of the word document invite to the Assessor and team as soon as the meeting is scheduled, even if it is on teams, zoom, etc. In addition to the virtual, calendar invite. ([See template attached with minutes.](#)) This form can be downloaded from BCI under Resources > Forms > Functional Assessment Invite, click Download.
 - Assessors need documentation for the meeting no later than 2 days prior to the BASIS.
 - The Assessor will send the dates and times available, the TCM is responsible for coordinating with the team which of those dates and times will work for the team.

Training Opportunities/Resources:

- **April 13, 2023** Special Needs Trust Basics presented by Arcare. Registration link sent out 3/22.
- **May 18, 2023** 8:30-12:00 CDDO Training (Session 1: CDDO Overview, Article 63, BASIS, Status Action Forms, Crisis Funding Requests)

- **May 23, 2023** 1:00-4:00 CDDO Training (Session 2: BCI, Transition Checklist, Critical Incident Reports, PAS Tools)
 - Email Christine churla@sncddo.org to sign up for CDDO Training. Both trainings are required for new TCM's within 6 months of hire. Each session covers different topics, so you do not need to attend Session 1 before attending Session 2.

If you attended via telephone, send an email to Christine churla@sncddo.org to be counted for attendance.

Next Affiliate Meeting: 5/10/23 11:00