

**Shawnee County CDDO**  
**Affiliate Meeting Minutes**  
**June 17, 2020**

Present: AIS, ARC of Douglas County, Avance-d Community Alternatives, Becky's Bridges, CALM, Capper Foundation, Caring and Compassionate Care, Compassionate Care Community Services, DreamCatchers, Equi-venture Farms, Exploring Life, Loving Hearts, Monaco, Pearlle Mae's, S&L Ranch, Serenity, SLI, Sunflower Supports, Supportive Living, TARC, SNCDDO

- Congratulations to Traci Vincent on 24 years with SLI. While this is something we haven't done in the past, if you have a celebration you would like to share please let us know.
- CDDO Training Session 1 is June 25, 2020 at 8:30. This will be done through Zoom. The handouts will be emailed ahead of time. Please be sure everyone who needs to sign up has done so with Christine.
- Christine sent an email out last week with information on the HHS COVID 19 Emergency Funds with Resources to Apply for these Emergency funds if you have not already done so.
- We continue to recruit for our Council of Community Members. Please contact Coleen or Christine for a nomination form. We would appreciate any nominations.
- An agenda item request was made to discuss the PAS tool. Given the current pandemic, we have been focusing on other items at this time, but it is on our agenda to review.
- Please let us know if you have needs for PPE. We do have some supplies left. We are looking to find more. Please email Tiffanie what needs you have or anticipate having. We are looking into ordering additional supplies.
- COVID 19 Reporting. Please be sure to notify the CDDO by phone or email about anyone being tested, whether individual or staff. This needs to be done before the CIR is submitted.
- Thank you to those of you who have submitted your reopening plans and are working with us on any suggestions we may have. Please remember to resubmit your plans as you move into new phases. We have a spreadsheet we are sending to KDADS and the MCO's regarding re-opening for providers.
- We continue to work with the Shawnee County Health Department on tracking and guidance. At this time, we have not received additional guidance from them or KDADS.
- The COVID 19 checklist is to be done with the individual's entire team. The individual needs to participate. If changes are made to the plan after the meeting, a new form needs to be completed and uploaded, as this is a fluid situation. This is how providers will know when someone is returning to their day service. It is important to make providers aware of when someone is coming back so they can ensure all safety measures are in place. All team members need to communicate and work together. If the team has decided someone is not returning, another meeting needs to be held to re-evaluate. Please be sure the checklist is completed with each meeting. In addition, if the team wants to communicate with a medical provider regarding someone who is medically fragile and get their recommendation about their return the team should feel free to do so. There are some areas that are doing this.
- At this time, most providers have entered at least Phase 1 of their re-opening plan. We understand that everyone wants to do everything they can to keep everyone safe as possible.

Provider Discussion:

How are things going? What is working or not working? What challenges are you facing?

We saw a provider who has an individual who was struggling with wearing a face mask and found a working solution in having them wear a face shield instead.

Capper Foundation reported that things are going well but as more people come back the social distancing is going to be more of a challenge.

Exploring Life shared that things are going well and there are a few that they are keeping socially apart or they are able to wear a face mask.

Providers discussed transportation and having drivers and individuals wear masks while transporting.

TARC shared that when people first arrive they are reminded of what the day is going to look like with social distancing and as more people come back they spend more time with them to get them accustomed to the new routines.

Loving Hearts, AIS, S&L Ranch, and Equi-Venture Farms all reported things are going well.

**Q:** If we can't get providers to do the checklist what are we to do?

**A:** If you're struggling you need to reach out to the CDDO, to Coleen, because everyone needs to participate.

**Q:** Our county is going to have a release Thursday or Friday, what is the next phase going to be?

**A:** They aren't sure, different area numbers are going up. We will let you know if we get any updates.

**Q:** If we phase out are we still going to be required to do the checklist?

**A:** It would be in everyone's interest to do the checklist to make sure we're on the same page. There might be guardians who still don't want individuals to come back. We can get back to you if that changes.

**Q:** Regarding those that are medically fragile, can the checklist wait until they are ready to go back?

**A:** If the whole team has communicated, you can fill out the form indicating the individual is not going back and decide on the next meeting date. You may have to upload more than 1 checklist. Other providers also need to be aware when might the person come back.

Providers agreed to meet again in 2 weeks.

Next Meeting:

July 1, 11:00