

## **Minutes for November 5<sup>th</sup> 2014 Workforce Council Training Committee Meeting**

Committee members present: Mary Bode, Greg McMahon, Sheila Mulvey

Guest: Laura Wells, Director Sunset Shores Fiscal Intermediary Services

The group reviewed the role of the committee as it related to the bargaining agreement.

Presentation was given by Laura Wells a reviews the packet that Sunset Shores provides to families and consumers when they hire staff directly. The packed included:

I. Prior to Employment - The following must be reviewed and signed by both the employee and supervisor and returned to FI.

False Claims Act Policy and Direct Hire Reporting and Documentation Requirements and Responsibilities including:

Mandatory reporting of Abuse and Neglect

Incident reporting

Individual Plans (IP)

Human Rights

Service Delivery Document

Pre-Hire Qualifications and Training Verification

II. College of Direct supports E-Learning Requirements

All new employees must complete CDS 18 online training modules within 90 days of employment.

Competency assessments are included.

Presently geared to DDS needs but DDS can contract as well and modify the coursework to their particular needs.

Employee receives a stipend of \$180.00 upon completion and getting a passing grade. Employer is notified by DDS when process is complete and verifies to the fiscal intermediary by signature that employee is eligible to continue employment and to receive the stipend.

Comparability is when someone has satisfied all the course trainings from other sources such as private provider or as an employee in similar programs in the state system. These employees need to provide proof and a signed comparability form from the employer which will serve to exempt them from taking the CDS training.

III. Individual and Family Fact Sheet

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This explains process of documentation on time sheets to keep in compliance with federal waiver. Attention to details include comments of activities in accordance with the goals of the IP

#### IV. Hiring and Managing your Own Supports

Reviews aspects of recruiting, interviewing, hiring and management and supervision

FI refers employers to seek potential employees through Rewarding Works, families, friends, notices to universities, newspapers, etc. DDS contracts with Rewarding Works.

#### V. Employee Application Process

Explains all forms and background checks

#### I. Time Sheets

Introduction on completing and processing for both employee and employer

#### VII. Payroll Schedule

Additional discussions:

Sunset Shores will include important notices from the Workforce Council with their monthly budget reports to employers.

Greg shared a resource used by DDS to support families who hire and support their own staff. This Guide, called the "Find, Choose and Keep Great DSP's" is from the University of Minnesota. Two versions are available: one for families and one for consumers. The committee members will review these guides. He also brought our attention to a DDS guide called, "Hiring and Managing Your Own Supports".

Mary asked if there are any similar materials for employees. It was agreed that we would look at other states to see if anything exists.

We all agreed that stability in the workforce was important and training efforts should help employers and employees provide a healthy work environment in order that each can successfully sustain employment. Craig also has two publications on this subject.

We discussed the differences of DDS and DDS that affect training. Some of the differences include the budget issue and Individual Plans. DDS employers work on an annual budget of dollars and hours. DSS employers work on a budget based on hours only. DDS employers have individual plans to meet

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consumers needs and reach goals that drive their budgets. It is not entirely clear how DSS determines their hours to fit the employers' needs.

Consistent with the intent of the federal waivers, employers and consumers direct and determine their own personal individual trainings of employees.

The committee agreed that it would be helpful to have Allied present to the group. Sunset Shores' information related only to DDS. Allied will present information as it relates to DSS.