

**Amended Meeting Minutes**

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| <b>Meeting Name:</b> | SACWIS Private Agency Council |
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**Scribe:** Gaye Crawford  
**Facilitator:** Tresa Young  
**Date:** 05/14/09  
**Time:** 1:15 PM  
**Location:** 4020 E. 5<sup>th</sup> Avenue, Room M146, Columbus, Ohio

**Participants/List:)**

| <b>Name</b>          | <b>Agency</b>                           | <b>Contact Information</b>   |
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| Amy Eaton            | <b>ODJFS</b>                            | <a href="mailto:Amy.Eaton@jfs.ohio.gov">Amy.Eaton@jfs.ohio.gov</a>                 |
| Carrie Anthony       | <b>ODJFS</b>                            | <a href="mailto:Carrie.Anthony@jfs.ohio.gov">Carrie.Anthony@jfs.ohio.gov</a>       |
| Colleen Tucker       | <b>ODJFS</b>                            | <a href="mailto:Colleen.Tucker@jfs.ohio.gov">Colleen.Tucker@jfs.ohio.gov</a>       |
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| Joan Denman          | <b>ODJFS</b>                            | <a href="mailto:Joan.Denman@jfs.ohio.gov">Joan.Denman@jfs.ohio.gov</a>             |
| Tresa Young          | <b>ODJFS</b>                            | <a href="mailto:Tresa.Young@jfs.ohio.gov">Tresa.Young@jfs.ohio.gov</a>             |
| Adam Ratliff         | <b>Pressley Ridge</b>                   | <a href="mailto:aratliff@pressleyridge.org">aratliff@pressleyridge.org</a>         |
| Ann Thompson         | <b>CHOICES, Inc.</b>                    | <a href="mailto:info@choicesfostercare.com">info@choicesfostercare.com</a>         |
| Bryan Brown          | <b>Starr Commonwealth</b>               | <a href="mailto:brownb@starr.org">brownb@starr.org</a>                             |
| David Fullmer        | <b>Adriel, Inc.</b>                     | <a href="mailto:dfullmer@adriel.org">dfullmer@adriel.org</a>                       |
| Jane Wusik           | <b>NECCO</b>                            | <a href="mailto:jwusik@necco.org">jwusik@necco.org</a>                             |
| Joe Bowman           | <b>OACCA</b>                            | <a href="mailto:jbowman@oacca.org">jbowman@oacca.org</a>                           |
| Gina Hesketh-Huffman | <b>Beech Brook</b>                      | <a href="mailto:ghuffman@beechbrook.org">ghuffman@beechbrook.org</a>               |
| Karen Foster         | <b>The Buckeye Ranch</b>                | <a href="mailto:kfoster@buckeyeranch.org">kfoster@buckeyeranch.org</a>             |
| Robert Sprague       | <b>The Village Network</b>              | <a href="mailto:bsprague@thevillagenetwork.com">bsprague@thevillagenetwork.com</a> |
| Marti Eagleton       | <b>United Methodist Children's Home</b> | <a href="mailto:meagleton@umch.ohio.org">meagleton@umch.ohio.org</a>               |

**Agenda: 05/14/09**

| <b>Item #</b> | <b>Subject</b>  |
|---------------|---|
| 1.            | Private Agency Data in SACWIS                                       |
| 2.            | RAPBACK Update  |
| 3.            | Security and Functionality Status for Private Agency Implementation |
| 4.            | Federal Review  |
| 5.            | Next Steps  |

**Minutes 05/14/09**

| <b>Item #</b> | <b>Subject</b><br>( <b>(AI)</b> Indicates Action Items)   |
|---------------|---|
| <b>1.</b>     | <p><b>Private Agency Data Clean-Up (Colleen Tucker)</b></p> <ul style="list-style-type: none"> <li>- Efforts to analyze and clean-up private agency data in SACWIS is progressing, but is a slow and methodical process. To date, 850 provider homes have been merged (requiring 3,000 records to be reviewed.)</li> <li>- The clean-up effort consists of 3 steps.               <ol style="list-style-type: none"> <li>1. Analysis of all the duplicate records for each provider to determine which should be retained in the merge process.</li> <li>2. Merging all the duplicates into 1 provider record (2 in cases where they are Foster / Adoption and an unmarried couple).</li> <li>3. Once the records are merged, the SACWIS Provider Team reviews the provider's address, license spans, payee information and demographic information for all members to assure it is correct.                   <ul style="list-style-type: none"> <li>o By 5/14/09, Beech Brook's homes: All 3 steps have been completed for all home provider (letters A-Q).</li> <li>o Step 1 is completed for all Village Network and Buckeye Ranch homes.</li> <li>o Step 2 is completed for Village network homes through home provider Letter B.</li> </ul> </li> </ol> </li> <li>- (<b>(AI)</b>) Agencies to provide a list of elements that they would like generated in duplicate record/provider report.</li> </ul> |
| <b>2.</b>     | <p><b>Work with OFC and RAPBACK</b></p> <ul style="list-style-type: none"> <li>- The SACWIS Provider Team is providing technical assistance to the 6 OFC staff charged with verifying that information is entered correctly in SACWIS.</li> <li>- Staff is to contact the private agencies when information on the 1318 conflicts with information in SACWIS. Several systems rely on the information.</li> <li>- The 1318 is being used to enter/verify information in SACWIS               <ul style="list-style-type: none"> <li>o Social Security Number, date of birth, full name, addresses</li> </ul> </li> <li>- (<b>(AI)</b>) Amy Eaton to address agency concerns regarding returned 1318's with requests for additional information. A communication will be distributed that email messages will be used as verification of whom the information is received. Amy to use the RAPBACK email address group.</li> </ul>  |
| <b>3.</b>     | <p><b>Security and Functionality Status for Private Agency Implementation</b></p> <ul style="list-style-type: none"> <li>- (<b>(AI)</b>) Agencies to provide:               <ul style="list-style-type: none"> <li>o Critical questions/barriers/issues that need to be addressed prior to private agency rollout</li> <li>o Items/kinds of information private agencies would like access to                   <ul style="list-style-type: none"> <li>▪ Medicaid Cards, home studies, alerts, person search with old/expunged info if it contains information serious enough to disqualify home or licenses</li> </ul> </li> <li>o Types of services/licenses by provider agency                   <ul style="list-style-type: none"> <li>▪ PNA's, Private Adoption, Residential Treatment Centers, Group Homes</li> </ul> </li> <li>o Number of users who will need access by agency (scenario 1: licensing info entered; scenario 2: licensing info and contact information entered)</li> <li>o List of users who will need follow-up training and to what extent</li> </ul> </li> <li>- (<b>(AI)</b>) Joe Bowman to provide list of supervisors, licensing specialists, admins, licensing</li> </ul>  |

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|                  | <p>assessors.</p> <ul style="list-style-type: none"> <li>- (AI) Joan Denman to address masking of private provider social security numbers with developers.</li> <li>- Upcoming Changes needed: <ul style="list-style-type: none"> <li>o Inquiry Search</li> <li>o Maintain Services Security</li> <li>o Placement Link on Provider Record to show placing agency</li> <li>o Expungement of CA/N</li> <li>o Person Search security modified</li> </ul> </li> </ul>   |
| <p><b>4.</b></p> | <p><b>Federal Review</b></p> <ul style="list-style-type: none"> <li>- Four federal analysts visited. Approximately 80 required elements in SARGe document were reviewed. When the report is issued we will receive suggestions and findings. Findings must be corrected before SACWIS can be certified. Feedback received: <ul style="list-style-type: none"> <li>o Good senior management involvement in review.</li> <li>o On going dialogue / collaboration with counties and private agencies.</li> <li>o The Project Team had a good awareness of the functionality of the system and were aware of issues that need modifications.</li> <li>o As a web-based application, there are many potential uses, i.e. recruitment.</li> <li>o Children are safer as system allows view of movement of children across counties.</li> <li>o Advanced and comprehensive performance metrics, monitoring.</li> <li>o Have shown progress on some recommendations.</li> <li>o Appreciated our level of honesty.</li> <li>o Provider Module – no identified compliance issues in preliminary discussion.</li> <li>o Largest concern is Item 62, the claim/invoice that is made to the provider, the warrant number and the payment of this claim is not in SACWIS. We do not have the electronic interface coming back into SACWIS.</li> <li>o Medicaid interface almost meets compliance.</li> <li>o Concern regarding how the system handles unknown perpetrators. They do not like the pending status, because it can be deleted. No information is ever to be deleted.</li> <li>o Too much duplication in system. Wants more automatic population of fields.</li> <li>o Want all information entered directly, not from handwritten notes.</li> <li>o Concerned regarding our developers and business people being at separate locations.</li> <li>o Suggest additional newer software for use in person/provider searches.</li> <li>o STRENGTH.. the fact private providers are supportive and want access to the system. They were thrilled that we had a group of privates that wanted to use the system.</li> </ul> </li> </ul> |
| <p><b>5</b></p>  | <p><b>APDU Planning and Schedule Dependencies</b></p> <ul style="list-style-type: none"> <li>- Group discussed desire to implement pilots for several providers,</li> <li>- An incremental rollout was suggested which would “require” privates to enter basic licensing information, but would not require them to enter “contacts” upon the initial rollout. Group discussed reality that provider contacts with children (whether they are considered to be the caseworker required contact or not) would likely be desirable for a best practice perspective. However, privates do not want role confusion for a requirement they believe rests with the PCSA caseworker as the PCSA caseworker in Ohio retains placement decision making authority.</li> <li>- Group discussed dependencies with financial rollout (module) and SIS financial system.</li> </ul>  |

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|  | <p>Data entry resources (at the state level) were also discussed in that the provider team is managing data for privates, but faster and more accurate provider data would be available if privates were “live”.</p> <ul style="list-style-type: none"><li>- Additional specification of the private agency “profiles” and applicable “screens” need to be completed prior to the rollout – estimates for development time to make the required changes are needed.</li><li>- Group discussed platform upgrade / training / support needs and limited state resources. At this time, the full private provider implementation is still not anticipated to be complete until after the financial rollout of the 74 remaining counties.</li></ul> |
|  | <p><b>Next Steps</b></p> <ul style="list-style-type: none"><li>- Next meeting rescheduled to Tuesday, July 14, 2009 from 3:00 p.m. to 5:00 p.m. at ODJFS Air Center 4020 E. 5<sup>th</sup> Avenue, Room M128, Columbus, Ohio.</li></ul>   |