

May 17th, 2022, OIS Steering Committee Agenda

Present: Sarah Ramirez, Scott Sleeman, Carole Searle, Brian Tsutsumi, Joanna Kindell, Ruth Walton, Julia DeViney, Kevin Reilly, Serrae James, Nancy Briant, Carrie Howell, Toi Gibson, Christina Wolf, Ali Barresi, Jennifer Sandvig, Danielle Khieu, Tina DeSouza, Caitlin Shockley

Absent: Jennifer Hunt

March Minutes: Approved

Executive Committee Decisions:

- **IC #0711##** (Rise) - Requested approval for additional 30-day extension to complete Instructor Candidacy requirements. **Approved 3/17**
- **IC FT #0122##** (SACU) - Instructor Certification. Fast Pass Candidate. Intro – 90%, Module 2 – 90%, Module 4 – 90%, Module 6 – 90%, Module 8 – 90%, MHD/ASD – 90%, 71/71 Physical Skills with Instructor #0414117 on 2/14 & 2/15/2022. Module 1 – 92%, Module 3 – 89%, Module 5 – 90%, Module 7 – 89%, 70/71 Physical Skills with Instructor #932 on 3/14 & 3/15/2022. Requested C-level Agency Instructor. **Approved 3/29**
- **Instructor #041609** – Requested Non-Instructional certification as of 4/13/2022. **Approved 3/29**
- **Instructor #071230** – Requested for Mentor requirements to be waived due to lack of opportunities in the Southern region. **Approved 3/29**
- **Instructor #051611** – Requested to co-train in-agency to meet out-of-agency co-training requirement. **Approved 4/7**
- **Instructor #011118** - Requested for Mentor requirements to be waived due to lack of opportunities in the Central region. **Approved 4/4**
- **IC DB #0122##** (Independent) - Solo Review Request. Intro – 90%, Module 1 – 87%, Module 3 – 80%, Module 5 – 90%, Module 7 – 86%, 33/56 Physical Skills with Instructor #091421 on 2/7 & 2/8/2022. Module 2 – 86%, Module 3 – 88%, Module 4 – 87%, Module 6 – 88%, Module 8 – 88%, MHD/ASD, 89%, 54/57 Requested G-level Independent Instructor. **Approved 4/18** with the condition that Candidate review the G-level techniques at a workshop with a solo review certified Master/Mentor Instructor. Completed Physical Skills with Instructor #585 on 2/20 & 2/21/2022.
- **IC GW #0921##** (ASI) - Instructor Certification. Averaged 90% PPT and 100% Physical Skills with Instructor #167 on 3/22 & 3/23/2022. Requested C-level Agency Instructor. **Approved 3/29**
- **IC JZ #092110** (Independent) – Instructor Certification. Averaged 88% PPT and 67/71 Physical Skills with Instructor #091421 on 3/31 & 4/1/2022. Requested C-level Independent Instructor. **Approved 4/4**

- **Non-Instructional #051550** – Requested to move from Non-Instructional to Instructor. **Approved 3/29**
- **Instructor #011528** - Requested for Mentor requirements to be waived due to lack of opportunities in the Mid-Willamette region. **Approved 3/29**
- **IC KS #0921##** (PCL) - Solo Review Request. Intro - 73%, Module 3 – 78%, Module 4 – 80%, Module 6 – 78%, Module 8 – 81%, MHD/ASD – 84%, 62/65 Physical Skills with Instructor #051558 on 11/22 & 11/23/2021. Module 1 – 80%, Module 3 – 70%, Module 5 – 82%, Module 7 – 60% with Instructor #501 on 1/6 & 1/7/2022. Module 1 – 87%, Module 3 – 87%, Module 5 – 90%, Module 7 – 87%, MHD/ASD – 88%, 57/57 Physical Skills with Instructor #980 on 3/7 & 3/8/2022. Intro – 88%, Module 2 – 87%, Module 4 – 90%, Module 6 – 92%, Module 8 – 89%, MHD/ASD – 90%, 71/71 Physical Skills with Instructor #041606 on 3/30 & 3/31/2022. **Approved 4/7.**
- **Instructor #091415** - Requested for Mentor requirements to be waived due to lack of opportunities in the Mid-Willamette region. **Approved 3/29**
- **Instructor #051558** - Requested for Mentor requirements to be waived due to lack of opportunities in the Southern region. **Approved 3/23**
- **Instructor #061387** – Requested for Mentor requirements to be waived due to medical reason. **Approved 3/29**
- **IC SL #012208** (PCL) – Instructor Certification. Fast Pass Candidate. Intro – 91%, Module 2 – 90%, Module 4 – 88%, Module 6 – 90%, Module 8 – 90%, 66/71 Physical Skills with Instructor #504 on 2/28 & 3/1/2022. Module 1 – 92%, Module 3 – 90%, Module 5 – 90%, Module 7 – 90%, MHD/ASD – 91%, 71/71 Physical Skills with Instructor #414117. Requested C-level Agency Instructor. **Approved 3/29.**
- **Instructor #072020** - Requested to co-train in-agency to meet out-of-agency co-training requirement. **Approved 4/7**
- **Shangri-La** - Instructor #091405 requested an extension on a staff certificate. **Approved 4/11**
- **Instructor #111398** - Requested for Mentor requirements to be waived due to lack of opportunities in the Mid-Willamette region. **Approved 3/29**
- **Instructor #948** - Requested for Mentor requirements to be waived due to lack of opportunities in the Central region. **Approved 4/4**
- **Instructor #062018** – Requested an extension for the out-of-agency co-training requirement. Extended until July 31st, 2022. **Approved 3/23**
- **Instructor #816** - Requested an extension for the out-of-agency co-training requirement. Extended until July 31st, 2022. **Approved 4/7**
- **Instructor #012015** – Requested to teach a G-level workshop in one day. **Not Approved 4/4**
- **Instructor #091559** – Requested an extension for the out-of-agency co-training requirement. Extended until July 31st, 2022. **Approved 3/23**
- **IC BF #0122##** (Cornerstone Valley) - Solo Review Request – Module 1 – 89%, Module 3 – 87%, Module 5 – 86%, Module 7 – 86%, 53/56 Physical Skills with Instructor #585.

Intro – 88%, Module 2 – 87%, Module 4 – 90%, Module 6 – 87%, Module 8 – 89%, 70/71 Physical Skills with Instructor #051602 on 4/16 & 4/17. **Approved 4/27**

- **Pathway Enterprises** – Instructor #091411 requested to allow Bend staff to attend remotely after June 1st until a current Instructor Candidate is certified that will teach in-person. **Approved 4/27**
- **Instructor #041607** – Requested out-of-agency co-training extension. **Approved 4/21**
- **Instructor #011710** – Requested out-of-agency co-training extension. Extended until July 31st, 2022. **Approved 4/21**
- **Instructor #011707** - Requested out-of-agency co-training extension. Extended until July 31st, 2022. **Approved 4/21**
- **Instructor #448** – Requested exception for 2-person workshop in Bend. **Approved 4/21**
- **Instructor #011921** – Completed solo review inter-rater reliability with Instructor #932. Requests solo reviewer certification. **Approved 4/21**
- **Instructor #012013** – Requested Mentor certification. **Approved 4/21**. Instructor will complete the Mentor inter-rater reliability within 90 days.
- **Instructor #071245** - Requested for Mentor requirements to be waived due to lack of opportunities in the Southern region. **Approved 4/2**
- **Instructor #338** – Requested out-of-agency co-training extension. Extended until July 31st, 2022. **Approved 5/2**
- **Instructor #913**- Requested for Mentor requirements to be extended. **Approved 5/2**
- **IC AS #0921##** - Instructor Certification. 90% PPT, 71/72 Physical Skills with Instructor Ruth Walton #091405 on 4/20 & 4/21/2022. **Approved 4/27**.
- **IC SP #0122##** - Solo Review Request. Intro – 88%, Module 1 – 90%, Module 3 – 90%, Module 5 – 90%, Module 7 – 96%, MHD/ASD – 86%, 60/71 – Physical Skills with Instructor #90 on 3/11 & 3/18. Module 2 – 90%, Module 4 – 90%, Module 7 – 96%, 57/57 Physical Skills with Instructor #498 on 4/25 & 4/26. **Approved 5/5**
- **IC SJ #0122## (Independent)** - Solo Review Request. Module 1 - 88%, Module 3 – 89%, Module 5 – 90%, Module 7 – 87%, 53/71 Physical Skills with Instructor #011921 on 3/28 & 3/29. Intro – 76%, Module 2 – 74%, Module 4 – 80%, Module 6 – 76%, Module 8 – 75%, MHD/ASD – 74%, 66/71 Physical Skills with Instructor #011537 on 4/4 & 4/5. Due to the difference in scoring between the two co-trainings and issues during the workshop, the Exec Committee asked Instructor #011537 to revisit the scoring. New scores - Intro – 87%, Module 2 – 85%, Module 4 – 80%, Module 6 – 85%, Module 8 – 85%, MHS/ASD – 74%. IC was approved to move forward to the solo review. IC voluntarily scheduled a 3rd co-training in order to practice the 2022 PPT prior to their solo. **Approved 4/20**

New Business:

- **Non-Instructional #357-N** – Modification Help Request
 - Non-Instructional #357-N asked for advice from the SC members concerning a modification that has been used for four years. The person can “scoot” until holds need to be aborted. Members discussed various ways of changing the hold which

were practiced with the Non-Instructional and staff during the meeting. Tina asked if the hold could be released and then re-applied, but this escalates the situation. The staff has tried to problem solve and has practiced varies holds. They like a four person hold. Danielle asked how often four staff would be available. Sarah said that it was usually at shift change or if the parents were available. Ruth asked about barriers to getting approval for four staff and Sarah said she was concerned that there wasn't enough data to show a need.

Motion to approve 4th person for 90 days after State approval has been received.

Motion – Scott Sleeman

Second – Christina Wolf

Unanimous

- **PPI Injuries Due to Restraints** – Scott Sleeman informed the Steering Committee of information that he received concerning reported Safeguarding Interventions. It was reported that the types of holds are not tracked, and injuries are not documented per the Safeguarding Intervention used.
- **Independent Requirements** – The requirement for Independent Instructors to complete two additional co-trainings after being certified has been removed.
- **May Instructor Candidate Workshop** – Candidate FH was not approved to continue their Candidacy after attending the May 2022 Instructor Candidate Workshop for not meeting the necessary requirements.
- **Solo Review Requests**
 - **Instructor Candidate MM #0721##** - Requesting Solo Review. Intro – 90%, Module 1 – 90%, Module 3 – 90%, Module 5- 90%, Module 7 – 90%, 68/71 Physical Skills with Instructor #0414117 on 4/6 & 4/7. Module 2 – 90%, Module 4 – 90%, Module 6 – 87%, Module 8 – 89%, MHD/ASD – 90% with Instructor #091421 on 5/5 & 5/6/2022. Suggested workshop dates are -
 - May 24 & 25, June 8 & 9, June 15 & 16, June 28 & 29 – in Salem

Motion to approve Candidate to complete their solo review with Instructor Carrie Howell #465 on June 28 & 28, 2022.

Motion – Christina Wolf

Second – Kevin Reilly

Unanimous

- **Instructor Candidate MC #0322## (Rise Services)** – Module 2 – 89%, Module 4 – 90%, Module 6 – 90%, Module 8 – 90%, MHD/ASD – 89%, 24/57 Physical Skills with Instructor #091421 on 4/21 & 4/22. Intro – 90%, Module 1 – 89%,

Module 3 – 90%, Module 5 – 90%, Module 7 – 90%, 67/71 Physical Skills with #0414117 on 5/11 & 5/12. Suggested workshop dates are -

- June 16/17, June 21/22, June 29/30, July 6/7

Motion to approve Candidate to complete their solo review with Instructor Serrae James #501 on June 29 & 30, 2022.

Motion – Scott Sleeman

Second – Joanna Kindell

Unanimous

- **Independent Instructor Certification Requests**

- Instructor #012014 – Independent Instructor Request

Motion to approve Independent Instructor certification.

Motion – Ruth Walton

Second – Carole Searle

Unanimous

- Instructor #091610 – Independent Instructor Request

Motion to approve Independent Instructor certification

Motion – Nancy Briant

Second – Serrae James

Unanimous

- **Instructor Requirements Completed**

- Instructor #051538 – Completed out-of-agency co-training requirement
- Instructor #012212 – Completed post solo review requirement of teaching the G level Physical Skills at a workshop. Received 57/57 with Instructor #0414117
- Instructor #050305 – Completed co-training requirement with Instructor #012108 for Independent Instructor certification.
- Instructor #101708 – Completed out-of-agency co-training requirement
- Instructor #041929 - Completed out-of-agency co-training requirement

The SC acknowledges that the Instructors listed above have completed their requirements

- **Instructor #051543** – Requests Solo Review Certification. Completed solo inter-rater reliability with Instructor #932.

Motion to approve Instructor #051543 as a Solo Reviewer.

Motion – Ruth Walton

Second – Carrie Howell

Unanimous

- **IC KS #0921##** (PCL) – Instructor Certification. 87% PPT, 93% Physical Skills with Instructor #932 on 5/9 & 5/11. Requesting C-Level Agency Instructor.

Motion to approve as a C-Level Agency Instructor.

Motion – Kevin Reilly

Second – Julia DeViney

Unanimous

- **Instructor #031702** – Requests approval to complete Physical Skills Recertification with a Master/Mentor Instructor outside of the July Recertification workshops.

Motion to approve Instructor to complete their Physical Skills Recertification with a Master/Mentor Instructor by July 31, 2022

Motion – Christina Wolf

Second – Nancy Briant

Unanimous

- **Cornerstone Valley** – Instructor #907 is requesting permission for a one-person workshop using the One Day Recertification curriculum.

Motion to approve the request for a one-person workshop using the One Day Recertification curriculum.

Motion- Scott Sleeman

Second - Tina DeSouza

Unanimous

- **IC CW #0921##** (Inspire Connections) - Instructor Certification. Average 86% PPT, 56/57 Physical Skills with Instructor #913 on 4/14 & 4/15/2022. Instructor had concerns about how the Candidate handled issues that arose during the workshop. Requesting G-level Agency Instructor.

SC discussed the concerns that were introduced by the solo reviewer and motioned to approved certification as a G-level Agency Instructor.

Motion – Kevin Reilly

Second – Danielle Khieu

Unanimous

- **Resignations**

- Instructor #011372

- Instructor #448

- Master Instructor #795

- Instructor #071242

- Mentor Instructor #091560

- Non-Instructional #514136

- Instructor #267
- Instructor #514140
- Instructor #011383
- Mentor Instructor #051377
- Instructor #011814
- Instructor #011551
- Non-Instructional #1120002-N
- Instructor #101705
- Instructor #051609
- Mentor Instructor #031705

- **Instructor Candidate Decertifications**

- IC JR #0721## - Did not complete requirements by extension date of March 31st, 2022. IC did not appeal by April 30th, 2022.
- IC MR #0921## - Did not complete requirements by extension date of March 31st, 2022. IC did not appeal by April 30th, 2022.
- IC NJ #0721## - Did not complete requirements by extension date of March 31st, 2022. IC did not appeal by April 30th, 2022.

Motion to approve decertification's as appeal letters were not received within 30 days of receiving the decertification letter.

Motion – Scott Sleeman
 Second - Joanna Kindell
 Unanimous

- **Did not attend April Recertification** – Decertification letters were emailed if contact information was available.

- Instructor #081924
- Instructor #062004
- Instructor #091811
- Instructor #031707
- Instructor #081903
- Instructor #041605
- Instructor #071829
- Instructor #041818
- Instructor #114108
- Instructor #081911
- Instructor #062023
- Instructor #101917
- Instructor #011609
- Instructor #051608
- Instructor #012112
- Non-Instructional #118002
- Instructor #041819 – **submitted appeal letter**
- Instructor Candidate #0721##

Motion to approve decertification's if appeal letters are not received within 30 days of receiving decertification letter.

Motion – Sarah Ramirez
 Second – Carole Searle
 Unanimous

Motion to accept appeal letter from Instructor #041819. Instructor will watch the taped recording of April Recertification by July 31st, 2022

Motion – Christina Wolf
 Second – Ruth Walton

Unanimous

- **Instructor Decertification**

- **Attended April Recert, Did Not Complete Requirements** – Decertification letters were emailed.

- Instructor #071262 – Did not complete two annual workshops or out-of-agency co-training. **Submitted Appeal Letter**

Motion to accept appeal letter. Instructor will complete the out-of-agency co-training by July 31st, 2022.

Motion – Ruth Walton

Second – Danielle Khieu

Unanimous

- Instructor #011703 – Did not complete out-of-agency co-training. **Submitted Appeal letter**

Motion to accept appeal letter. Instructor will complete the out-of-agency co-training by July 31st, 2022

Motion – Sarah Ramirez

Second – Nancy Briant

Unanimous

- Instructor #041821 – Did not complete out-of-agency co-training.

Motion to approve decertification if an appeal letter has not been received within 30 days of receiving decertification letter.

Motion – Ruth Walton

Second – Scott Sleeman

Unanimous

- **Mentor Status Decertification**

- Mentor Instructor #011537 – Did not complete one of two Candidate Co-trainings. **Submitted Appeal Letter**

Motion for Mentor Instructor to complete one Candidate Co-training by July 31st, 2022.

Motion – Kevin Reilly

Second – Joanna Kindell

Unanimous

- Mentor Instructor #021101 – Did not complete two Candidate Co-trainings. **Submitted Appeal Letter**

Motion to approve an extension for Mentor requirements until July 31st, 2022.

Motion – Christina Wolf

Second – Julia DeViney

Unanimous

April Recertification

- **April Recertification 2022** – April Recertification, OIS updates were held by Zoom with the option of two dates. A comprehensive test was completed by Instructors and Instructor Candidates after the meeting. The Physical Skills recertification will be scheduled for July 2022.
 - April 6th, 2022 -1:00pm – 5:00pm
 - April 19th, 2022 – 8:30am - 12:30pm
- **Master/Mentor Workshops 2022**
 - **Medford** – June 1st, 8:30am - 12:00pm
Alternative Services, Medford
1150 Knutson Ave, Ste 6
Medford, OR 97504
 - **Salem** – June 3rd, 8:30am - 12:00pm
ODHS Cherry Avenue Training Center
3414 Cherry Avenue Ne, Rm 126 (Mt. Mazama)
Keizer, OR 97303
- **April Recertification - Physical Skills review**
 - **Medford** - July 7th – 9:00am - 1:30pm
Alternative Services, 1150 Knutson Ave, Ste 6, Medford OR
 - **Tigard** - July 11th or July 12th – 8:00am - 12:00pm or 1:00pm - 5:00pm
Alternative Services, 7165 SW Fir Loop, Tigard OR
 - **Salem** - July 18th or July 19th - 8:00am - 12:00pm or 1:00pm - 5:00pm
ODHS Cherry Avenue Training Center, 3414 Cherry Avenue NE,
Rm 126, Keizer, OR
 - **Redmond** – June 16th – 9:00am - 4:00pm
Opportunity Foundation, 835 E Hwy 126 Building #3, Redmond, OR
 - **La Grande** – July 14th – 1:00pm - 6:00pm
Cook Memorial Library Community Room, 2006 Fourth S, La Grande OR

Future Modification Renewals:

ASI	RR #081908	GO	7/2022
Independent	SR #011522	MM	9/2022
Premier Community Services	LR #051558	AF	9/2022
ASI	BT #340	BC	10/2022
RISE	IC #071805	BN	011/2022

Outstanding Special Requests, Extensions and Deadlines

Outstanding Special Requests, Extensions and Deadlines		
Instructor	Request	Deadline
Instructor #512	Mentor Requirements Extension	July 31st, 2022
Instructor #532	Mentor Requirements Extension	July 31st, 2022
Instructor #937	Mentor Requirements Extension	July 31st, 2022
Instructor #913	Mentor Requirements Extension	July 31st, 2022
Instructor #081931	New Mentor Inter-rater reliability	September 1st, 2022
Instructor #011820	New Mentor Inter-rater reliability	September 1st, 2022
Instructor #081910	New Mentor Inter-rater reliability	September 1st, 2022
Instructor #012013	New Mentor Inter-rater reliability	July 31st, 2022
Instructor #041904	Out of agency co-training extension	July 31st, 2022
Instructor #041610	Out of agency co-training extension	July 31st, 2022
Instructor #101706	Out of agency co-training extension	July 31st, 2022
Instructor #091424	Out of agency co-training extension	July 31st, 2022
Instructor #011606	Out of agency co-training extension	July 31st, 2022
Instructor #041607	Out of agency co-training extension	July 31st, 2022
Instructor #503	Out of agency co-training extension	July 31st, 2022
Instructor #011710	Out of agency co-training extension	July 31st, 2022
Instructor #101708	Out of agency co-training extension	July 31st, 2022
Instructor #041927	Out of agency co-training extension	July 31st, 2022
Instructor #051538	Out of agency co-training extension	July 31st, 2022
Instructor #011707	Out of agency co-training extension	July 31st, 2022
Instructor #041250	Out of agency co-training extension	July 31st, 2022
Instructor #091925	Out of agency co-training extension	July 31st, 2022
Instructor #081908	Out of agency co-training extension	July 31st, 2022
Instructor #114107	Out of agency co-training extension	July 31st, 2022
Instructor #062018	Out of agency co-training extension	July 31st, 2022
Instructor #081907	Out of agency co-training extension	July 31st, 2022
Instructor #816	Out of agency co-training extension	July 31st, 2022
Instructor #091559	Out of agency co-training extension	July 31st, 2022
Instructor #114112	Out of agency co-training extension	July 31st, 2022
Instructor #338	Out of agency co-training extension	July 31st, 2022

February 2022 PPIs Taught

RM	LC	BS	1P1A	1P2A	1P1 OR 2 AE	LBM	2P LBM	1P1AIPS	1P2PS
657	657	657	105	106	64	17	16	40	31

2PS	2PE	2PSC	3PSCL	2PW	2PSW	3PSE	2PLC	BAP	WC
94	92	86	42	80	80	48	7	64	25

BH	C
22	33

G	C
62	37

Recertified	Newly Certified
370	340

March 2022 PPIs Taught

RM	LC	BS	1P1A	1P2A	1P1 OR 2 AE	LBM	2P LBM	1P1AIPS	1P2PS
584	584	584	190	190	160	34	23	88	87

2PS	2PE	2PSC	3PSCL	2PW	2PSW	3PSE	2PLC	BAP	WC
172	174	172	85	165	158	102	21	109	34

BH	C
59	71

G	C
41	49

Recertified	Newly Certified
308	281

Next Meetings:

June 21st, 2022

September 20th, 2022

October 18th, 2022

November 15th, 2022