

February 21, 2023, OIS Steering Committee Agenda

Present: Scott Sleeman, Sarah Ramirez, Ruth Walton, Carole Searle, Brian Tsutsumi, Kevin Reilly, Nancy Briant, Brenna Archibald, Julia DeViney, Shawn Mode, Joanna Kindell, Danielle Khieu, Serrae James, Tina DeSouza, Melissa Lymburner, Christina Wolf, Jennifer Sandvig

Absent: Toi Gibson

January Minutes: Approved

Executive Committee Decisions:

- **IC HM #0922##** (CLCM) - Instructor Certification request. Received average 89% PPT, 55/56 Physical Skills with Instructor #051545 on 1/25 & 1/26/2023. Requested C level Agency Instructor certification. **Approved 1/30**
- **Instructor #091421** - Request for 13-person workshop. **Approved 1/23**
- **IC MB #0522##** (Independent) - Instructor Certification request. Received average 86% PPT, 47/51 Physical Skills with Instructor #90 on 1/26 & 1/27/2023. Requested G level Independent Instructor certification. **Approved 1/31**
- **IC RG #0522##** (Inspire Connections) - Solo Review Request. Module 2 – 89%, Module 4 – 90%, Module 6 – 85%, MHD/ASD – 90%, 50/51 Physical Skills with Instructor #913 on 12/1 & 12/2/2022. Intro – 87%, Module 1 – 88%, Module 3 – 82%, Module 5 – 85%, Module 7 – 83%, 22/51 Physical Skills with Instructor #011522. Module 3 – 82%, Module 7 – 89%, 47/51 Physical Skills with Instructor #585 on 1/14 & 1/15/2023. **Approved 1/24**
- **IC KD #0522##** (Rise Services) - Instructor Certification request. Received average 86% PPT with Instructor #071253 on 1/24 & 1/25/2023. Candidate will complete the physical skills certification at a later time. Due to low scores on Modules 3 and 7, the Executive Committee requested that the Candidate teach and be evaluated on those modules prior to being certificated.
- **Behavior Professional Certificate Extension** – ODDS and Behavior Professional LK requested a certificate extension due to medical reasons. A 60-day extension was approved with the option to attend a remote workshop and receive a Participant certificate. **Approved 2/1**

New Business:

- **Instructor #091411** – Requesting advice for supporting an individual.
Instructor #091411 asked for guidance with an individual who pulls hair and drops themselves and staff to the ground which is causing neck damage. There is also an issue with biting during the hair pull. There were concerns about the suggested maneuvers using a second staff person brought to the Committee for review. Jennifer suggested a shirt/shirt if appropriate. Christina asked about the

size difference between the individual and the staff. Nancy suggested having the staff wear a hat which could be a distraction and allow time for the staff to move out of the way if the hat is pulled off. This could also prevent biting. Shawn asked if a touch queue worked. Tanya indicated that this has been tried in the past. Kevin, Brenna, and Ruth demonstrated a possible technique that uses a second staff person. If this technique is used, Tanya will report back to the Committee.

Motion to try the technique demonstrated by Committee members and report back to the Committee with information.

Motion – Scott Sleeman

Second – Sarah Ramirez

Unanimous

- **Instructor #011528** - Scott Sleeman will be presenting information to the SC concerning a doctor's order.

Doctor's orders are outside the scope of OIS and should be followed as directed.

- **Certifying Staff in Agencies that are not I/DD Endorsed Agencies**

It was discussed if staff at an unendorsed agency can be trained in OIS if staff support someone who receives services through I/DD. ODDS Representative Melissa Lymburner will report back to OIS with information before March 21st.

- **Module Updates for 2023**

Changes to the main OIS PPT and two extra mental health modules were discussed. Scott Sleeman went through the main OIS PPT and talked about changes to the font, language that was changed, videos that were added or removed and activities that were removed. Carole Searle discussed changes to the Anxiety and Depression modules. The PPT and mental health modules will be sent to the members after the meeting. Changes to the Co-regulation form and Anxiety handout were made.

Motion to approve changes to the OIS PPT, two extra mental health modules and supporting documents.

Motion – Nancy Briant

Second – Kevin Reilly

Unanimous

- **Instructor #091603** - Independent Certification request

Motion to approve Independent certification

Motion – Sarah Ramirez

Second – Shawn Mode

Unanimous

Committee member #091603 was excused during the discussion.

- **Instructor #012208** - Independent Certification request

Motion to approve Independent certification

Motion – Brenna Archibald
Second – Joanna Kindell
Unanimous

- **April Recertification Exception Requests**

- Instructor #072124 – exception request for March 21 OIS updates workshop
- Instructor #011820 – exception request for March 21 OIS updates workshop
- Instructor #072115 – exception request for March 21 OIS updates workshop
- Instructor #111401 – exception request for April Physical Skills Recertification

Motion to approve Instructors #072124, 011820, & 072115 to watch the recorded version of March 21st OIS updates and completed the accompanying quiz within 30 days of returning from vacation.

Motion – Danielle Khieu
Second – Serrae James
Unanimous

Motion to approve Instructor #111401 to complete the Physical Skills recertification outside of the scheduled April Recertification workshops.

Motion – Nancy Briant
Second – Danielle Khieu
Unanimous

- **Behavior Professional OIS certificate requirement** – Participant was added as an option for Behavior Professional certification for those who do not need a G or C level certificate.
- **Interpreters** – ODDS will be able to provide interpreters for OIS workshops. Information was sent to Independent Instructors on how to make a request. The Instructor Manual will be updated with the new information.
- **One Day Workshop Charge**
The Steering Committee agreed that Independent Instructors should follow the information in the OIS Instructor Manual for per person allowed amounts despite if it is a two day or one day workshop.
- **IC RG #0522 (Inspire Connections)** – Instructor Certification Request. Average 86% PPT, 49/51 (96%) Physical Skills with Instructor #937 on 2/3 & 2/4/2023. Requesting G level Agency Certification.
Motion to approve Candidate as G level Agency Instructor
Motion – Serrae James
Second – Jennifer Sandvig
Unanimous
- **IC AO #0922 (Silvernails NW)** – Solo Review Request. Module 2 – 82%, Module 4 – 89%, Module 6 – 83%, MHD/ASD – 90% with Instructor #092421 on 10/6 & 10/7/2022.

Module – 1 – 91%, Module 3 – 86%, Module 5 – 91%, Module 7 – 87%, 52/56 (93%)
Physical Skills with Instructor #932 on 1/30 & 1/31/2023. Intro – 90%, Module 6 – 92%
with Instructor #011921 on 2/13 & 2/14/2023. Instructor #0414117 has offered to review
the solo on March 22-23.

Motion to approve Candidate to complete their solo review with Instructor
#0414117

Motion – Brenna Archibald

Second – Julia DeViney

Unanimous

- **Two-person Workshop Notifications**

- PCL – 1/23/2023

- Dungarvin – 1/17/2023

- **Instructor #0514120** - requesting to move from Instructor to Non-Instructional certification.

Motion to approve Non-Instructional certification

Motion – Scott Sleeman

Second – Brenna Archibald

Unanimous

- **Ablelight** – Instructor #051538 requesting for a staff to attend day 2 at the next agency workshop scheduled for 3/15. Original workshop day 2 was scheduled on 2/8.

Motion to not approve the staff person to attend the second day of a workshop on 3/15.

Motion – Kevin Reilly

Second – Serrae James

Unanimous

- **Resignations -**

- Instructor #061388 – Resigning from OIS as of 1/27/2023

- Instructor #091415 – Resigning from OIS as of 1/24/2023

- Instructor #167 – Resigning from OIS as of 4/30/2023

- Instructor #041606 - Mentor certification resignation as of 4/30/2023

The Steering Committee acknowledged the resignations.

- **April Recertification 2023** – OIS Curriculum updates will be held by Zoom for 2023

- **Curriculum Updates Zoom meeting** – March 21st, 2023 – 8:30am – 12:00pm

- **Mentor Recertification Workshop 2023**

- **Medford** – Canceled

- **Tigard** - Canceled

- **Salem** – February 28, 8:00am – 12:00pm

ODHS Cherry Avenue Training Center

3414 Cherry Avenue Ne, Rm 126 (Mt. Mazama)

Keizer, OR 97303

- **April Recertification - Physical Skills review**
 - **Medford** – April 11, 8:00am – 12:00pm & 1:00pm – 5:00pm
TBD, Medford
 - **Tigard** – April 24 & 25, 8:00am – 12:00pm & 1:00pm – 5:00pm
Alternative Services, Tigard
7165 SW Fir Loop, Tigard OR
 - **Salem** – April 17 & 18, 8:00am – 12:00pm & 1:00pm – 5:00pm
ODHS Cherry Avenue Training Center
3414 Cherry Avenue Ne, Rm 126 (Mt. Mazama)
Keizer, OR 97303
 - **Redmond** – April 19, 9:00am – 1:00pm
Opportunity Foundation
835 E Hwy 126 Building #3, Redmond, OR
 - **Pendleton** – April 6, 8:30am – 12:00pm & 12:30pm – 4:00pm
Horizon Project
223 SW Court Ave
Pendleton, OR 97801

Future Modification Renewals:

Agency	Instructor	Initial	Renewal Date
ASI	RR #081908	GO	6/2023
Independent	SR #011522	MM	9/2023
ASI	BT #340	BC	10/2023
RISE	IC #071805	BN	11/2023
Premier Community Services	LR #051558	AF	12/2023
Southern Oregon Aspire	SC #357-N	K	1/2024

Outstanding Special Requests, Extensions and Deadlines

Instructor	Request	Deadline
Instructor #091559	Out of agency co-training extension	December 31, 2023

December 2023 PPIs Taught

RM	LC	BS	1P1A	1P2A	1P1 OR 2 AE	LBM	2P LBM	1P1AIPS	1P2PS
546	546	546	145	145	105	9	4	77	78
2PS	2PE	2PSC	3PSCL	2PW	2PSW	3PSE	2PLC	BAP	WC
142	134	133	70	129	129	92	32	65	25
BH	C		G	C		Recertified	Newly Certified		
69	52		43	28		266	306		

Next Meetings:

March 2023 – no SC meeting

April 2023 – no SC meeting

May 16, 2023

June 20, 2023