

## May 16, 2023, OIS Steering Committee Agenda

**Present:** Sarah Ramirez, Scott Sleeman, Ruth Walton, Carole Searle, Brian Tsutsumi, Shawn Mode, Joanna Kindell, Brenna Archibald, Julia DeViney, Serrae James, Nancy Briant, Danielle Khieu, Tina DeSouza, Alex Flippo

**Absent:** Kevin Reilly, Jennifer Sandvig, Christina Wolf, Melissa Lymburner, Toi Gibson

**February Minutes: Approved**

### Executive Committee Decisions:

- **Ablelight** – Instructor #051538 requested an exception for a staff member to complete the second day four weeks after the first day of a workshop. **Not Approved 3/15**
- **IC AO #0922##** (SilverNail NW) – Instructor Certification – Averaged 90% PPT and 100% Physical Skills with Instructor #0414117 on 3/22 & 3/23/2023. Requesting C level Agency Instructor. **Approved 3/24**
- **Non-Instructional #041609-N** – Requested extension for physical skills recertification due to medical reasons. **Approved 4/24 for extension through June 2023.**
- **Instructor #361** – Requested to complete physical skills recertification one-on-one with a Master/Mentor Instructor instead of attending a scheduled physical skills recertification workshop due to medical reasons. **Approved 4/13. Completed on 4/28.**
- **ASI** – Instructor #464 requested that Instructor #012103 be approved to train ASI staff during the transition of clients from ASI to Community Life. **Approved 4/24**
- **Instructor #128** – Requested an extension to complete Master requirements. **Approved 3/22 to extend Master/Mentor Candidate co-training requirement for 60 days.** Completed on 5/10-5/11.
- **Instructor #032123** – Requested an extension for out-of-agency co-training requirement. **Approved 4/6 to extend out-of-agency co-training requirement for 60 days.**
- **IC JL #0123## (Umpqua Homes)** – Requested to complete solo review. Intro – 90, Module 1 – 89, Module 3 – 88, Module 5 – 90, Module 7 – 89, MHD/ASD – 90, 46/51 physical skills with Instructor #0414117 on 3/27 & 3/28/2023. Module 2 – 89, Module 4 – 90, Module 6 – 90, 51/51 physical skills with Instructor #051558 on 4/20 & 4/21/2023. **Approved 4/26**
- **Instructor #012017** – Requested to complete physical skills recertification on-on-one with a Master/Mentor Instructor instead of attending a scheduled physical skills recertification workshop due to anxiety. **Not Approved 4/14**
- **IC JA #0123## (PCL)** – Requested to complete solo review. Intro – 87, Module 2 – 85, Module 4 – 90, Module 6 – 90, MHD/ASD – 86, 56/56 physical skills with Instructor #051558 on 3/27 & 3/28/2023. Module 1 – 89, Module 3 – 89, Module 5 – 90, Module 7 – 90, 62/62 physical skills with Instructor #051602 on 4/11 & 4/12/2023. **Approved 4/25**

- **Instructor #021110** – Requested extension for physical skills recertification due to medical injury. **Approved 4/13**
- **IC KT #0922## (Independent)** – Requested to complete solo review. Module 1 – 90, Module 3 – 84, Module 5 – 88, Module 7 – 86 with Instructor #012013 on 12/8 & 12/9/2022. Intro – 80, Module 2 – 79, Module 3 – 82, MHD/ASD – 83, 11/13 physical skills with Instructor #464 on 1/30 & 1/31/2023. Intro – 90, Module 2 – 89, Module 3 – 88, module 4 – 89, Module 6 – 90, MHD/ASD – 90, 51/51 physical skills with Instructor #512 on 2/15 & 2/16/2023. **Approved 2/27**
- **IC KK #0922## (PCL)** – Requested 60-day Candidacy extension. **Approved 3/10**
- **IC KK #0922## (PCL)** – Requested to complete solo review. Module 2 – 89, Module 4 – 90, Module 6 – 87, MHD/ASD – 89 with Instructor #091421 on 11/21 & 11/22/2022. Intro – 89, Module 1 – 87, Module 3 – 88, Module 5 – 88, Module 7 – 87, 23/56 physical skills with Instructor #012013 on 3/2 & 3/3/2023. 56/56 physical skills with Instructor #012014 on 3/12/2023. **Approved 3/13**
- **IC KK #0922## (PCL)** – Instructor Certification request. Average 88 PPT and 50/56 physical skills with Instructor #128 on 4/26 & 4/27/2023. **Approved 5/3 for IC #0922## to be certified for teaching the PPT.** The physical skills need to be co-taught within the agency by the Instructor Candidate six times. At the end of the six co-teachings, a review will be required with a Master/Mentor Instructor outside of the agency. If improvement is shown, IC #0922## will be certified to teach the physical skills without another Instructor present.
- **IC KD #0522## (Brigacare)** – Completed final solo review requirements by co-training two modules and completing physical skills review after being cleared from medical leave. Requested C-All Agency Instructor certification. **Approved 5/4**
- **Master/Mentor Requirement Exception** – Due to the lack of opportunities crossing all regions, many Master and Mentor Instructors are forecasted to have tried but would be unable to complete their Master/Mentor requirements for the OIS calendar year. An exception will automatically be granted as of May 1, 2023 for those Instructors. **Approved 3/2.** As of May 1, 2023, nineteen out of thirty-seven Master/Mentors tried and were unable to complete their requirements.
  - Instructor #091603
  - Instructor #041232
  - Instructor #012108
  - Instructor #051105
  - Instructor #948
  - Instructor #011918
  - Instructor #011707
  - Instructor #021101
  - Instructor #011118
  - Instructor #011537
  - Instructor #081931
  - Instructor #895
  - Instructor #937
  - Instructor #498
  - Instructor #90
  - Instructor #051545
  - Instructor #071253
  - Instructor #071245
  - Instructor #980
- **Instructor #032225** – Requested 30-day extension to complete one of two workshops to meet the two-workshop annual requirement for Instructors. **Approved 4/26** for 30-day extension with the understanding that another extension will not be granted.

- **March 21<sup>st</sup> OIS Updates – Did Not Attend – 30-day requirement to watch meeting recording and complete Instructor quiz.**
  - Instructor #012001- completed 5/1
  - Instructor #091559 – due 5/5
  - IC NS #0323## – completed 4/26
  - Instructor #031702 – completed 3/27
  - Instructor #032223 - additional requirement to co-train two workshops with Master/Mentor Instructors within 60 days – completed 30-day requirement 4/27.
- **Physical Skills Recertification – Did Not Attend – OIS requested a letter be sent for OIS-SC review.** No letter received as of May 7, 2023. Decertification letter sent on May 8, 2023.
  - Non-Instructional #1019005-N
  - Non-Instructional #0720001-N
- **Physical Skills Recertification – Did Not Attend – 30-day requirement to review physical skills with a Master/Mentor Instructor**
  - Instructor #032231 – completed 5/10
  - IC KS #0123## - completed 5/10
  - Instructor #01222 – completed 5/2
  - Non-Instructional #357-N – completed 4/27
- **Physical Skills Recertification – Did Not Pass – Individual requirement notices were sent out by email**
  - Instructor #012227
  - Instructor #091424
  - Non-Instructional #012303-N
  - Instructor #0514114
  - Instructor #012212
  - Non-Instructional #091532
  - Instructor #032123
  - Instructor #011710
- **Instructor #092201** – Requested Independent certification. **Approved 4/14**
- **IC RAM #0123## (Rise Services)** – Requested to complete solo review. Intro – 74, Module 2 – 74, Module 4 – 80, Module 6 – 91, 51/51 physical skills Instructor #111398 on 2/15 & 2/16/2023. Module 1 – 90, Module 3 – 90, Module 5 – 89, Module 7 – 89 MHD/ASD – 89, 54/56 physical skills with Instructor #051543 on 3/13 & 3/14/2023. Intro – 87, Module 2 – 88, Module 4 – 90, Module 6 – 88, MHD/AD – 88 with Instructor #011918 on 4/24-4/26, 2023. **Approved 4/28**
- **Instructor #012208** – Requested extension for physical skills recertification due to medical condition. **Approved 3/23**. Extension was not needed.
- **IC TSY #0922## (ASI)** - Requested 60-day Candidacy extension. **Approved 3/20**
- **IC TSY #0922## (ASI)** – Requested to complete solo review. Intro – 93, Module 2 – 89, Module 4 – 87, Module 6 - 90, 51/51 physical skills with Instructor #011921 on 12/19 & 12/20/2022. Module 1 – 90, Module 3 – 89, Module 5 – 89, Module 7 – 89, MHD/ASD – 90, 4/5 physical skills with Instructor #340 on 3/23 & 3/23/2023. **Approved 3/31**

**New Business:**

- **New Steering Committee Member** – The Steering Committee welcomed new Committee member Alex Flippo who is filling the open State Operated Programs seat.
- **Updated Parent PPT**  
The Committee members discussed the updated Parent PPT and gave suggestions on fixes. Scott feels that written feedback should be given to the authors and a Steering Committee workgroup to join with the authors to make the remainder of the changes should be created. Deadline for feedback is June 2 with an end date of June 15<sup>th</sup> so it will be ready for final approval at the June Steering Committee meeting. Julia DeViney, Danielle Khieu, Shawn Mode, Carole Searle, and Brenna Archibald volunteered to be part of the work group.
- **In-Home Supports** – Scott Sleeman  
Scott Sleeman discussed an upcoming meeting with ODDS. Concerns were raised that OIS is not meeting the needs of families. Information about the meeting will be provided at the June SC meeting.
- **IC TSY #0922## (ASI)** – Instructor Certification Request. Average 87% PPT, 56/56 Physical Skills with Instructor #464 on 4/26 & 4/27/2023. Requesting C-All Agency Instructor certification. It was noted that the solo review was approved by the Executive Committee to be completed within the agency due to lack of available solo reviewers.

Motion to approve C Level-All Agency Instructor certification.

Motion – Danielle Khieu  
Second – Nancy Briant  
Unanimous

- **Instructor #041819** - Independent Certification Request

Motion to approve Independent Certification request after co-training requirement has been fulfilled.

Motion – Ruth Walton  
Second – Brenna Archibald  
Unanimous

- **Resignations**
  - IC #0123##
  - IC #0123##
  - Instructor #071807
  - Non-Instructional #052213-N
  - Instructor #091820
  - Instructor #051560
  - Instructor #436
  - IC CT #0123##
  - Instructor #071230
  - Non-Instructional #052103-N
  - Instructor #032222
  - IC #0922##
  - IC #0922##
  - Instructor #032119

- **Decertifications** – Decertification letter sent if OIS had contact information.
  - IC TT #0123##
  - Instructor #052230
  - Instructor #032116
  - IC ZR #0922##

Motion to uphold decertification if no appeals are received within 30 days of receiving the decertification letter.

Motion – Shawn Mode  
 Second – Serrae James  
 Unanimous

**Future Modification Renewals:**

Agency	Instructor	Initial	Renewal Date
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
Instructor #032231	Review Physical Skills with a Master/Mentor	Completed on 5/10
Instructor #0514114	Review Physical Skills with a Master/Mentor	June 30, 2023
Instructor #032223	Teach modules and physical skills at two workshops with Master/Mentor	June 6, 2023
Non-Instructional #041609-N	Physical Skills Recertification extension	July 1, 2023
Instructor #021110	Physical Skills Recertification extension	30 days from medical return
Instructor #011710	Teach physical skills at two workshops with Master/Mentor	June 26, 2023
Instructor #012212	Teach modules and physical skills at two workshops with Master/Mentor	June 19, 2023
Instructor #012227	Teach modules and physical skills at two workshops with Master/Mentor	June 19, 2023
Instructor #091424	Teach modules and physical skills at two workshops with Master/Mentor	June 26, 2023
Instructor #032123	Out-of-agency co-training extension	June 7, 2023
Non-Instructional #012303-N	Review physical skills with two Master/Mentors	June 20, 2023

Non-Instructional #091532	Review physical skills with two Master/Mentors	June 20, 2023
Instructor #128	Master requirement of one Candidate co-train	Completed on 5/10-5/11
Instructor #03225	Complete 2 annual workshop requirement within 30 days	May 31, 2023
Instructor #091559	Watch March 21st recording and complete quiz within 30 days	May 5, 2023
Instructor #032123	Teach physical skills at two workshops with Master/Mentor	June 26, 2023
Instructor #052228	Family leave	unknown

### January 2023 PPIs Taught

RM	LC	BS	1P1A	1P2A	P1 OR 2 A	LBM	2P LBM	1P1AIPS	1P2PS
710	710	710	180	179	140	52	44	83	117
2PS	2PE	2PSC	3PSCL	2PW	2PSW	3PSE	2PLC	BAP	WC
177	177	177	96	157	141	96	32	115	66
BH	C		Recertified	Newly Certified					
74	120		407	350					
G	C	Oversight	OneDay C	OneDay G	Parent				
49	51	2	2	2	1				

### February 2023 PPIs Taught

RM	LC	BS	1P1A	1P2A	P1 OR 2 A	LBM	2P LBM	1P1AIPS	1P2PS
715	715	715	143	145	131	21	11	55	58
2PS	2PE	2PSC	3PSCL	2PW	2PSW	3PSE	2PLC	BAP	WC
151	142	144	75	126	123	86	18	82	42
BH	C		Recertified	Newly Certified					
79	91		366	377					
G	C	Oversight	OneDay C	OneDay G	Parent				
50	50	2	2	1	0				

### March 2023 PPIs Taught

<b>2PS</b>	<b>2PE</b>	<b>2PSC</b>	<b>3PSCL</b>	<b>2PW</b>	<b>2PSW</b>	<b>3PSE</b>	<b>2PLC</b>	<b>BAP</b>	<b>WC</b>
208	206	194	92	182	182	114	40	114	56
<b>BH</b>	<b>C</b>		<b>Recertified</b>	<b>Newly Certified</b>					
87	118		382	408					
<b>G</b>	<b>C</b>	<b>Oversight</b>	<b>OneDay C</b>	<b>OneDay G</b>	<b>Parent</b>				
48	53	0	4	1	0				

**Next Meetings:**

**June 20, 2023**

**July 18, 2023**

**September 19, 2023**

**October 17, 2023**

**November 21, 2023**