

September 15th, 2020 OIS Steering Committee Agenda

Present: Kevin Reilly, Tina DeSouza, Scott Sleeman, Carole Searle, Brian Tsutsumi, Nancy Briant, Joanna Kindell, Sarah Ramirez, Ali Barresi, Christina Wolfe, Jennifer Hunt, Carrie Howell, Danielle Khieu, Toi Gibson, Serrae James, Alice Massey

Absent: Kirsten Collins, Jennifer Sandvig

June Minutes: Approved

Executive Committee Decisions:

- **CE #051546** – Instructor submitted letter to appeal decertification. Exec Committee found the letter to be incomplete and asked that Instructor resubmit with a specific request – 7/29. Email sent to Instructor on 7/30.
 - No response as of 9/8
- **GD #051609** - Requested permission for workshop participant to complete workshop outside of 14 day requirement. Not approved 8/11
- **IC JR #1019##** - (Tandem Northwest) Request from agency for Candidate to continue Candidacy. 60 day extension was approved 7/24
- **IC JH #0120##** - (Shangri-La) Requested Solo Review. 87% Curriculum, 78% Physical Skills with CT #0516023. 89% Curriculum, 100% Physical Skills with RW #091405. Approved 8/12. JK #091421 reviewing workshop on 9/17 & 9/18.
- **JM #167** – Request that OIS 2-day workshop re-certifications be extended past August 31st, 2020. Not approved 8/11
- **MH #011921** – Request for Mentor status. Approved 7/31
- **IC OB #0120##** - (ASI) Completed Solo Review on 7/27 & 7/28 with KR #932. Average 89% Curriculum and 100% IF-Level Physical Skills. Requests to become IF-Level Agency Instructor in Adult Residential, Children Residential, Community Living Supports, Employment. Approved 8/7
- **JM #895**– Requested help with a hold for people receiving a Covid19 test. Scott and Brian showed a hold that could be done with a person in a chair or wheelchair while staff is holding the person’s head. Approved 8/31
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Old Business:

- **TK #91114** – Approved request to maintain Instructor Status while out of the country.
 - Received notice that Instructor is no longer working for PCL. OIS has no other contact information for Instructor. SC will discuss at January 2021 meeting.
- **AB #0419004** – Requested extension for Curriculum Recertification due to maternity leave. Approved on 3.19. Should be returning to work prior to October Recertification.
 - Workshop observation will need to be scheduled after returning to work

- **OIS Steering Committee** – Voting for positions and Chair/Vice Chair moved from October to November meeting.
 - Need to fill Chair and Vice Chair
- **CW #937** – Parent Workshop payment conversation with Kirsten Collins
 - CW #937 is in contact with Kirsten Collins outside of the OIS-SC.

New Business:

- **LR #051558** (Premier Community Supports)– Modification renewal

Requesting renewal of modification for 3rd person four leg scissor. Staff is not doing 2 person four leg scissor unless there is not enough staff present. Person feels safer when he knows that 3rd person is present. Injuries are low. Staff is well trained. Time for holds has decreased.

Motion to approve modification for 1 year

Motion – Danielle Khieu
 Second - Allie Barresi
 Unanimous

- **IC #071805 & AT** (Rise Services) Modification renewal

“Stinky finger”, ridged L hand used in finger pits for direction, was explained to new OIS-SC members. This technique is only used when an immediate response is needed. If resistance is met, the staff disengages. Committee believes that this is a touch queue and not a safeguarding intervention and does not require OIS-SC approval going forward. OIS will provide documentation for State licensing if needed. Recommendations was asked for a lift procedure based on height and weight of person. Scott Sleeman recommended a lift procedure modification used at ASI and Carole Searle will send that information to the agency. Agency will need to request modification if needed.

- **SR #011522** (Creative Solutions Consulting) – Modification renewal.

Modification is a limb control that has been used successfully for approximately 9 years, significant self-injurious to self but not staff. No injuries have been noted. Carole Searle noted that the renewal information needed to be more clear, needs to say two hands. Serrae James asked about the documented use of a helmet and why the helmet is not used in place of a modification. Presenter said that the person is used to this modification, likes consistency. They worry that a change will escalate behavior. The helmet is not buckled and the person takes it off when they chose.

Motion – Modification approved for 1 year with suggested changes to renewal request

Motion – Carrie Howell
 Second - Jennifer Hunt
 Unanimous

- **IC DB #0120##** - (StepForward Activities, Baker City) Left co-training during workshop due to medical issue. On medical leave at this time and will notify OIS upon return. Candidacy extended through September 2020 due to Covid19.
 - OIS Data Coordinator emailed agency for an update on 8/18.
 - Received email update from agency on 8/20 that Instructor is expected back to work soon on a modified schedule.

Motion to extend Candidacy for 90 days

Motion – Scott Sleeman

Second – Carole Searle

Unanimous

- **IC CB #0819##** - (Garten Services) 90 day extension to resume Candidacy after returning from maternity leave possibly in late May or early June.
 - Candidate returned from maternity leave as of 5/11/2020 and attended May Curriculum webinar.
 - Instructor Candidate has 90 days to finish candidacy from the time that Phase 1 goes into effect in her region and she is notified by OIS. Candidate was notified that September 30, 2020 is her new end date.
 - Candidate had two co-training workshops scheduled in September but canceled one due to wildfire smoke. Requests 30 day extension.

Motion to extend Candidacy for 30 days

Motion- Nancy Briant

Second – Joanna Kindell

Unanimous

- **Altering Certificates for IF Upgrade - AB #907**
 Question was raised about changing the OIS certificate after staff has been upgraded in order to issue a new certificate. A new certificate is not needed. Information should be documented by the employer's agency for licensing purposes.

- **Physical Skills Webinar Attendance as of 9/2/2020**

	Attendees
April 1st	60
April 15th	60
May 1st	73
May 15th	104
June 8th	66
June 15th	134
June 30th	185
July 8th	19
July 22nd	72
August 3rd	74
August 19th	155
September 2nd	100
Approx. Total*	1102
*Attendee counts are an approximate amount	

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- **RF #081903** – A complaint was received from an Alvord Taylor employee concerning a workshop held on 7/30 & 7/31. The complaint stated that the Instructor taught an in-person workshop using a pre-recorded video of himself. The complaint also noted that the workshop was not a full 16 hours The Instructor was notified and confirmed that the workshop was taught directly in-person using only approved videos. Instructor had contacted OIS about the agency having concerns over the amount of time. Evaluations show full workshops including IF level skills being taught in 12-14 or less hours by Instructor.

Evaluation forms show that workshops are being taught between 10-14 hours. OIS-SC agreed that Scott Sleeman will contact RF #081903 concerning agency complaints.

- **Remote Curriculum Workshops** – The full curriculum is being taught in one day without physical skills. Is one day enough time? Should there be a maximum participant size set for remote workshops.

Committee members discussed the minimum amount of time a Curriculum workshop should be taught while providing participants a complete and thorough workshop. They determined 10-12 hours (or more) over two days was appropriate.

Motion that Curriculum workshops held remotely are required to be at least 10 hours over two days.

Motion – Danielle Khieu
Second – Christina Wolfe
Unanimous

- **SW #101705** – Completed co-training on 8/24 & 25 as required for not completing quiz after Curriculum Recertification webinar in May.

Completion of Instructor requirements was noted by the OIS-SC

- **AM #11372** – Completed bi-annual co-training on 7/22 & 7/23 as required for missing biannual co-train in 2018.

Completion of Instructor requirements was noted by the OIS-SC

- **SG #051105** – Requests re-evaluation of requirement for a direct supervisor to observe attendees of Physical Skills webinars due to challenge for Foster Care Providers who typically work a lot of direct care.

Request was discussed by Committee members and changes in the requirement were not approved at this time.

- **AM #522** - Requests discussion on how to accommodate Foster Providers and PSW's that are participating in the OIS physical skills webinars from remote geographic areas when there is no supervisor or live OIS instructor to observe them watching the webinar.

The committee discussed different solutions and concerns including the problems surrounding having a pre-taped webinar. Solutions involved having select people being viewed by the webinar presenters or applying for exceptions from the Steering Committee. Carole Searle suggested that a trial is run either using two different platforms or having the Instructor be an additional cohost to watch select viewers. Alice Massey will try to setup a workshop in October as a trial.

- **OIS Curriculum** – Instructors giving access to PPT and Mental Health Modules to workshop participants online through platforms such as OneDrive – Scott Sleeman

The Committee agreed that workshop participants should not be receiving the Instructor version of the PPT. Brian Tsutsumi will create pdf versions of the different curriculums which will be sent to all Instructors.

- **CE #051546** – Executive Committee requested that Instructor resubmit decertification appeal letter. Email sent by OIS-DC on 7/30 with no response.

Motion to decertify Instructor for not responding to OIS-Executive Committee email asking that Instructor re-submit decertification appeal letter.

Motion – Carole Searle
Second – Nancy Briant
Unanimous

- **IC DN #0120##** - Resigned Instructor Candidacy
- **IC NJ #1019##** - Resigned Instructor Candidacy
- **IC ADS #0620##** - Resigned Instructor Candidacy
- **MM #081906** – Resigned as of 8/2020

Resignations were acknowledged by the OIS-SC

- **Master/Mentor Co-trainings & Solo Reviews** – How many co-trainings and/or solo reviews should each Master/Mentor be required to do per OIS calendar year?

Over several meetings, the OIS-SC has discussed if annual requirements should be set for Master/Mentor Instructors concerning co-trainings and solo reviews with Instructor Candidates. Feedback from a Master/Mentor poll, need in specific regions, and how many co-trains/solo reviews are required in relation to the number of Instructor Candidates was discussed. A conversation was introduced around Instructor Candidates co-training with Master/Mentor Instructors who are holding workshops remotely. The OIS-SC also talked about the idea of assigning Instructor Candidates to Master/Mentor Instructors for support. Scott Sleeman spoke about the need for all Master Instructors need to be solo reviewers.

Motion for Master/Mentor Instructors to co-train a minimum of two workshops with Instructor Candidates each OIS calendar year. Master/Mentor Instructors that are Solo Reviewers are required to review a minimum of one solo review and one of either a co-training or solo review with Instructor Candidates per OIS calendar year. FAST PASS Co-trainings count towards either a co-training or a solo review. This motion also includes the stipulation that all Master Instructors will be solo reviewers, Instructor Candidates will be assigned to a Master/Mentor Instructor for coaching sessions and Instructor Candidates are able observe or co-train remote workshops with Master/Mentor Instructors long as the Candidate and Instructor are together in the same room during the workshop.

Motion – Carole Searle
Second – Scott Sleeman
Unanimous

Solo Request:

- **IC CW #0120##** - (Marion County Health Department – DDS) – Received 94% Curriculum, 97% Physical Skills with RT #117 & 90% Curriculum, 99% Physical Skills with RB #0414117. Request IF Level Agency Instructor with Adult Residential, Children Residential, Community Living Supports, Crisis. Also requested Foster Care but was unable to complete due to a lack of Foster Care workshops at this time. Solo Review dates are 10/28 & 10/29, 11/4 & 11/5, 11/11 & 11/12, 11/18 & 11/19.

Carole Searle will review the workshop on 11/11 & 11/12 and complete two inter-rater reliability reviews for Instructors requesting to become solo reviewers.

Motion to approve request for solo review.

Motion – Carole Searle
Second – Scott Sleeman
Unanimous

- **IC JR #1019##** (Tandem Northwest, Salem) – Received 72% Curriculum, 53/53 Physical Skills with BH #361. Received 80% Curriculum, 100% Physical Skills with RT #117, Received 83% Curriculum, 87% Physical Skills with RB #0414117, Received 87% Curriculum with CH #465, Received 89% Curriculum MW #498. Requesting IF Level Agency Instructor in Adult Residential, Community Living Supports. Solo Review dates are 9/28 & 9/29, 9/29 & 30, 10/21 & 10/22.

Motion to approve request for solo review. Tina DeSouza will contact Data Coordinator about reviewing the workshop on 10/21 & 10/22.

Motion – Tina DeSouza
Second – Carole Searle
Unanimous

Future Modification Renewals:

Agency	Instructor	Initial	Renewal Date
ASI	OB #012016	BC	10/2020
Southern Oregon Aspire	SC #357-N	K	12/2020
Albertina Kerr	JM #895	H	7/2021
ASI	RR #081908	GO	7/2021

2020 PPIs Taught

June

RM	LC	BS	1P1A	1P2A	1P1 OR 2 AE	LBM	2P LBM	1P1AIPS	1P2PS
555	555	549	133	139	132	36	35	98	98

2PS	2PE	2PSC	3PSCL	2PW	2PSW	3PSE	2PLC	BAP	WC
111	98	120	103	115	115	103	7	87	50

BH	C		G	IF
45	103		28	40

July

RM	LC	BS	1P1A	1P2A	1P1 OR 2 AE	LBM	2P LBM	1P1AIPS	1P2PS
491	484	487	141	141	117	24	24	89	93

2PS	2PE	2PSC	3PSCL	2PW	2PSW	3PSE	2PLC	BAP	WC
132	132	126	82	111	111	73	10	115	59

BH	C		G	IF
64	72		24	42

Next Meetings:

October 20th, 2020

November 17th, 2020

January 19th, 2021