

## November 17th, 2020 OIS Steering Committee Agenda

**Present:** Jennifer Sandvig, Sarah Ramirez, Scott Sleeman, Carole Searle, Kevin Reilly, Jennifer Hunt, Beth Coleman, Christina Wolf, Danielle Khieu, Joanna Kindell, Carrie Howell, Nancy Briant, Serrae James, ToiNae Gibson, Alice Massey, Tina DeSouza, Ruth Walton, Ali Barresi, Dawn Bailey (guest)

**Absent:** Brian Tsutsumi, Kirsten Collins

**October Minutes:** Approved

### Executive Committee Decisions:

- **IC SH #0720##** (Dungarvin, Eugene) – Completed Solo review with KR #932. Received average 88% Curriculum, 100% Physical Skills. Requests IF-Level Agency Instructor with Adult Residential. Approved 11/4
- **IC CW #0620##** (Rise Services, Salem) – Completed Solo Review with CH #465. Received average 88% Curriculum, 96% Physical Skills. Requests G-Level Agency Instructor with Adult Residential, Children Residential, Community Living Supports, and Foster Care. Approved 11/4
- **JS ##021101**- Requested Mentor Status. Approved 10/23
- **IC NHO #0620##** - (Independent, Portland) Requested Solo Review. Received an average 90% Curriculum and 95% Physical Skills. Approved 10/27
- **RB #091555** – Requested exception for a workshop participant to complete second day past the 14 day workshop rule. Not Approved 10/27
- **IC SB #0720##** (Rise, LaGrande) Completed her solo review with AM #522. She received an average 90% Curriculum and 97% Physical Skills. Requested IF-Level Agency Instructor with Adult Residential and Children Residential. Approved 11/9
- **JS #021101** – Notified OIS of her willingness to be OIS SC Chair. The request was sent to SC members and approved on 10/23
- **IC MS #0120##** - Instructor Candidate was struggling to find a location in the Portland area for a solo review. Executive Committee agreed to convert her candidacy to a FAST PASS. Candidate co-trained with two solo reviewers and is required as an Independent Instructor to co-train two additional workshops with Master/Mentor Instructors after being certified. Certified as G-Level Independent Instructor in Adult Residential, Children Residential, Community Living Supports, Employment & Foster Care. Approved 11/10

### Unfinished 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.

- **IC DB #0120##** - (StepForward Activities, Baker City) Motion was granted on 9/15 to extend Candidacy for 90 days. New end date is 12/31/2020.

**New Business:**

- **BC #436** – Submitted SC member application. Approved by the OIS Steering Committee for Regional Representative-Eastern Region on 10/28
- **SC Chair & Vice Chair Introductions**
- **Steering Committee Member Introductions**
- **CS #464 (Alternative Services)** – Modification Request  
Stabilization to prevent being pulled in towards individual who wants to bite the collar of clothing in order to rip staff clothing. If Individual is unable to rip clothing, they will flop backwards taking staff along with them. Staff will be asked to wear clothing with a certain type of neck. When individual attaches to collar, staff will stabilize under the arms and pulling with the collar down and out.

Motion to approve stabilization modification for 1 year

Motion: Christina Wolf

Second: Danielle Khieu

Unanimous (With Scott Sleeman and Carole Searle abstaining)

- **JM #895** - Requests permission for select staff to have virtual supervision during the Physical Skills webinar using two remote meeting software programs.

Motion to try remote supervision at the next Physical Skills webinar with findings presented to the Executive Committee.

Motion: Scott Sleeman

Second: Jennifer Hunt

Unanimous

- **RT #117** – Requests Independent Status in Adult Residential, Children Residential, Community Living Supports, Employment, Crisis

Motion to approve RT #117 as an Independent Instructor in Adult Residential, Children Residential, Community Living Supports, Employment & Crisis.

Motion: Carole Searle

Second: Sarah Ramirez

- **Parent Certified Instructors** – Should Instructors continue to be required to have extra continuing education credits? Should there be a size limit for a workshop? Should Instructors still be required to co-train with another Parent Instructor once every two years?

The Committee agreed that Parent certified Instructors should be required to have extra continuing education credits, workshops should be no more than 8 participants. The requirement to co-train with another Parent certified Instructor biannually will be dropped. The Instructor Manual will be updated by April 2021.

- **Instructor Candidate 4-Day Workshop and IF PPIs** – Scott Sleeman  
At the November 2020 Instructor Candidates declined practicing the Physical Skills hands on. Candidates will be co-training workshop having never practiced the skills. The Committee agreed that Candidates need to practice the Physical Skills before co-training workshops.

Motion that all Instructor Candidates will practice the Physical Skills pertaining to their requested certification at the Instructor Candidate 4-day Workshop.

Motion: Sarah Ramirez  
Second: Kevin Reilly  
Unanimous

- **SC #357-N** – Requested a month's extension for the PPI renewal due on 12/12/2020. The request was asked because of a significant change in a particular support strategy for the young man and wanting to ensure the Instructor had at least 3 months' worth of data. OIS Project Manager Scott Sleeman agreed to extend the due date until the January SC meeting.
- **Solo Review Inter-rater** – Responsibilities for both reviewers - Scott Sleeman  
Scott Sleeman discussed how an inter-rater reliability works. OIS Data Coordinator will send out information to all solo reviews information on how to perform an inter-rater reliability.
- **IC CW #0120##** - Requests 3 month extension. Candidate's Solo Review was canceled due to Covid19 restrictions.

Motion to approve 3 month extension for Candidacy due to Covid19 restrictions. New Candidacy end date is 2/28/2021

Motion: Carole Searle

Second: Kevin Reilly  
 Unanimous

- **OIS Certificates** – How can Foster Care participants receive credit hours for OIS 2-day workshops when certificate states days. Additional Certificate? Should certificate say hours and Instructor can enter the correct information?

A generic certificate will be created by the OIS Data Coordinator that is fillable for workshop hours and workshop type.

- **TB #012015** - Completed two co-trainings as required by the Steering Committee in order to become an Independent Instructor.

Completion of the required co-trainings was acknowledge by the OIS-SC

- **DOJ** - Continued Conversation  
 A conversation about DOJ requirements will be held over until the next meeting

- **Physical Skills Webinar Attendance as of 11/9/2020**

	Attendees		Attendees
April 1st	60	July 22nd	72
April 15th	60	August 3rd	74
May 1st	73	August 19th	155
May 15th	104	September 2nd	100
June 8th	66	September 22nd	173
June 15th	134	October 6th	112
June 30th	185	November 9th	109
July 8th	19		
		Total*	1496

\*Attendee counts are an approximate amount

**Future Modification Renewals:**

Agency	Instructor	Initial	Renewal Date
Independent	SR #011522	MM	9/15/2021
ASI	OB #012016	BC	10/31/2021

Southern Oregon Aspire	SC #357-N	K	1/31/2021
Albertina Kerr	JM #895	H	7/2021
ASI	RR #081908	GO	7/21/2021
Premier Community Services	LR #051558	AF	9/15/2021

**September 2020 PPIs Taught**

RM	LC	BS	1P1A	1P2A	1P1 OR 2 AE	LBM	2P LBM	1P1AIPS	1P2PS
535	535	535	132	133	85	34	34	72	74

2PS	2PE	2PSC	3PSCL	2PW	2PSW	3PSE	2PLC	BAP	WC
115	125	108	69	84	85	60	12	77	30

BH	C		G	IF
58	73		25	47

**Next Meetings:**

January 19<sup>th</sup>, 2021  
 March 16<sup>th</sup>, 2021  
 May 18<sup>th</sup>, 2021