

January 19th, 2021 OIS Steering Committee Agenda

Present: Jennifer Sandvig, Sarah Ramirez, Scott Sleeman, Carole Searle, Brian Tsutsumi, Kevin Reilly, Jennifer Hunt, Ruth Walton, Serrae James, Joanna Kindell, Danielle Khieu, Carrie Howell, Christina Wolf, Tina DeSouza, Kirsten Collins, Ali Barresi, Nancy Briant, Alice Massey, Beth Coleman,

Absent: Toi Gibson

November Minutes: Approved

Executive Committee Decisions:

- **IC DB #0120##** - (StepForward Activities, Baker City) Requested 30 day extension to complete third co-training and schedule solo review. Request was approved with the note that this will be the final extension being granted. New end date is 1/31/2021.
- **Instructor #051611** - Request that a program manager who attended a One-Day Recert workshop be allowed to attend the Physical Skills Webinar unsupervised due to being home after Covid diagnosis. Approved 12/22
- **Instructor #091407** – Requested Mentor status. Approved 12/15
- **IC NHO #0620##** - Approved to have Candidacy converted to FAST PASS. Module 1 - 91%, Module 3 - 92%, Module 5- 94%, Module 7 - 93%, 50/56 Physical Skills with Instructor #15, Intro - 87%, Module 2 – 86%, Module 4 – 90%, Module 6 – 90%, Module 8 – 88%, Anxiety – 90%, 56/56 Physical Skills with Instructor #585. Completed co-train with Instructor #091421 to complete Foster Care requirement. Approved as G-level Independent Instructor in Adult Residential, Children Residential, Employment, Community Living Supports and Foster Care. Approved 12/1
- **Instructor #011922** – Requested Foster Care certification. Two Foster Care certified workshops need to be completed. Approved 12/3
- **IC TM #0819##** - Completed Solo Review with CH #465. Received average 88% Curriculum, 67/70 IF-Level Physical Skills. Requested IF Level Agency Instructor in Adult Residential & Employment. Approved 12/23
- **Remote Curriculum Workshop Attendance** – A 12 person maximum attendance was established for remote Curriculum workshops unless prior approval is received by OIS Steering Committee. Approved 1/3
- **Instructor #907** - Requested exception for 13th workshop attendee. Approved 1/8
- **Instructor #041605** – Requested two person workshop. Approved 1/12
- **Instructor #51612**– Requested 16 person remote workshop. Approved 1/15
- **Instructor #895** – Requested 14-person remote workshop. Approved 1/15

New Business:

- **Instructor #357-N** – Modification renewal

SC stated that the modification is working well and data shows that PPIs have been reduced by half. No injuries occurred that needed medical attended or were a cause for concern. Adequate practicing for staff was mentioned at the last modification renewal and SC said that practice has been limited due to paying staff. Kirsten mentioned applying to the State for a payment exception.

Motion to approve for another year

Motion – Kevin Reilly
Second – Tina DeSouza
Unanimous

- **Instructor #050268** – Requests Mentor and Independent status

Motion to approve Mentor and Independent status

Motion – Carrie Howell
Second – Christina Wolf
Unanimous

- **Solo Review Requests**

- **IC JR #0620##** (Work Unlimited, Corvallis) – Requesting IF-Level Agency Instructor in Adult Residential & Children Residential. Solo Review dates are 2/3 & 2/4, 2/9 & 2/10, 2/24 & 2/25.

Motion to approve solo review request with Instructor #465 on 2/24 & 2/25/2021.

Motion – Scott Sleeman
Second – Sarah Ramirez
Unanimous

- **IC DB #0120##** (Stepforward Activities, La Grande) – Requesting G-Level Agency Instructor in Adult Residential, Community Living Supports, Employment. Solo Review dates are 2/11 & 2/12, 2/18 & 2/19, 2/25 & 2/26

SC has concerns that DB might not be ready due to co-training information and workshop participant evaluations. The SC will encourage Candidate to continue practicing before the solo review.

Motion to approve solo review request and encourage Candidate to continue practicing before the review.

Motion – Carole Searle
Second – Jennifer Sandvig

Unanimous

- **Instructor #011912** – Instructor workshop flyer was sent to ORA. OIS is unsure who sent it. One Day Recert info sent out in a mass email with incorrect information.

The Committee discussed updating the qualifications to attend a One Day Recertification workshop due to more workshops being scheduled. They agreed that the workshops need to be held in person and not remotely. The OIS Instructor Manual will be updated by April 2021.

Motion that One Recertification Workshops must be in person workshops and not remote. Individuals must have four (4) consecutive OIS workshops and employed four (years) with that employer. Individuals must be in good standing with their employer. The OIS Instructor Manual will be updated with the latest information.

Motion – Joanna Kindell

Second – Kevin Reilly

Unanimous

- **Remote Supervision for Physical Skills webinar** – Testing for remote supervision was completed by several Instructors and supervisors at the 11/29 Physical Skills webinar.

Findings from the test was submitted to SC members including issues with internet connections, ability for staff to understand technology problems, and what the remote supervisor is actually able to see. The test had positive outcomes for some Instructors/Supervisors but it was determined that there were too many possibilities for problems.

Motion to not approve remote supervision during the Physical Skills webinars.

Motion – Carole Searle

Second – Ruth Walton

Unanimous

- **Instructor Candidate 4-day workshops** – What should happen with the March workshop?

The SC discussed challenges facing Candidates during Covid19 and a lack of available workshops. Scott will send an email to the March Candidates explaining the challenges and expectations. If the Candidates state they understand and accept the challenges, the OIS Project will keep the March workshop. If needed, the March workshop roster will be moved to the May workshop date and the May roster will be moved to September.

Motion to cancel the March Instructor Candidate Workshop and move participants to the May workshop date.

Motion – Joanna Kindell

Second – Serrae James

- **Instructor Candidate Workshops** - Language barriers when trying to become an OIS Instructor

This conversation was tabled until the February meeting.

- **Foster Care certification** – Is it important for Foster Care Providers to be in attendance at a Candidate co-training workshop if Candidate is requesting a Foster Care certification? What if their primary or only certification is in Foster Care? What does it mean for Instructors requesting to add this certification at a later date? How many providers should be attending the workshop to make it qualified? Should Candidates also co-train workshops that are not solely attended by Foster Care providers? A request for feedback was sent to five Instructors that teach workshops with/without Foster Care providers in attendance. At this time, the certification requirement is to co-train two workshops with at least one provider in attendance.

The conversation revolved around whether two co-trainings with a Foster Care Provider in attendance should still be the requirement for an individual to obtain the Foster Care certification. Also discussed what happens if there is only one Foster Care provider at the scheduled workshop and they do not attend. Joanna believes two workshops are important and her workshops have around 95% provider attendance. Serrae also felt that two workshops are important. Jennifer S asked if an individual's experience could be an equivalent of having a provider attend a workshop. Ruth felt that neither co-training was as important as the experience that an Instructor brings to the conversation. Sarah felt that experience was important. Christina feels that Foster Care and 24 Residential have overlap. 95% of attendees at Joanna's workshops are Foster Care. Danielle thinks one workshop should be required. Joanna suggested a co-training with experienced Instructors and/or 2 workshop with a foster care provider in attendance. An early motion was suggested to retain the two workshop requirement and have Instructors make sure that the conversations during the workshop are relevant. Carole suggested forming a sub-committee. Christina suggested a sub-committee about all Independent Instructor certifications. Some committee members volunteered and will set a meeting time.

Motion to create a subcommittee to discuss Independent certifications

Motion – Christina Wolf

Second – Scott Sleeman

Unanimous

- **Instructor #081930** – Instructor discussion

Tabled until the February meeting

- **Annual Audit** – Total workshops taught by Instructors in 2020/2021. As of May 1st, out of 190 Instructors, 113 have taught at least 2 workshops, 20 have taught one workshop, 6 of 9 newly certified Instructors have taught at least one workshop.

Tabled until the February meeting.

- **April Recertification** – Master/Mentor Recert, Curriculum Recert, Physical Skills Recert - Scott Sleeman

April Recertification 2021 will be held remotely due to the restrictions still in place for Covid-19. A date will be set with Curriculum updates and Q&A in the morning and a review of the Physical Skills in the afternoon. Recertification information will be sent out via email to everyone. The Master/Mentor workshop will not be held this year.

Physical Skills Webinar Attendance as of 1/12/2021

	Attendees		Attendees
April 1st	60	September 2 nd	100
April 15th	60	September 22nd	173
May 1st	73	October 6 th	112
May 15th	104	November 9 th	109
June 8th	66	November 23rd	124
June 15th	134	December 7th	67
June 30th	185	December 29th	175
July 8th	19	January 12th	TBD
July 22nd	72		
August 3rd	74		
August 19th	155		
		Total*	1862

*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

October 2020 PPIs Taught

RM	LC	BS	1P1A	1P2A	1P1 OR 2 AE	LBM	2P LBM	1P1AIPS	1P2PS
591	591	591	115	115	100	8	9	82	84

2PS	2PE	2PSC	3PSCL	2PW	2PSW	3PSE	2PLC	BAP	WC
106	99	105	77	96	94	76	7	63	29

BH	C
60	88

G	IF
34	48

November 2020 PPIs Taught

RM	LC	BS	1P1A	1P2A	1P1 OR 2 AE	LBM	2P LBM	1P1AIPS	1P2PS
398	398	398	110	110	92	16	16	68	75

2PS	2PE	2PSC	3PSCL	2PW	2PSW	3PSE	2PLC	BAP	WC
118	118	112	70	99	100	65	7	63	20

BH	C
47	47

G	IF
21	44

Next Meetings:

February 16th, 2021

March 16th, 2021

May 18th, 2021

June 15th, 2021