

February 16th, 2021 OIS Steering Committee Agenda

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

Absent: Christina Wolf, Carrie Howell

January Minutes: Approved

Executive Committee Decisions:

- **IC CW #0120##** - (Marion County I/DD) Completed solo review with Instructor #464 Received average 85% Curriculum and 56/56 Physical Skills. Requesting G-level Agency Instructor in Adult Residential, Children Residential, Community Living Supports, Foster Care & Crisis. Candidate will test for IF level Physical Skills as soon as the County allows. Approved 2/2
- **Instructor #41606** (SACU) – Requested approval for staff with expired certificates to attend One Day Recertification workshops if needed. The staff have worked for SACU for at least 4 years and are in good standing. SACU holds a monthly oversight with all staff. SACU will be adding more workshops and reverting back to only 2-day workshops. Approved 1/22
- **IC SM #0620##** (Albertina Kerr, Portland) Requested solo review. Received Intro - 90%, Module 2 - 90%, Module 4 - 88%, Module 6 - 88%, Module 8 - 90%, MHD/ASD - 90%, 61/61 Physical Skills with Instructor #512 & Instructor #532. Module 1 - 89%, Module 3 - 89%, Module 5 - 90%, Module 7 - 89%, 8/8 Physical Skills with Instructor #340. Solo review scheduled on 3/2 & 3/3 with Instructor #795. Approved 2/2
- **OIS Rule Changes** – When OIS changes are made that affect existing workshops already scheduled within 30 days of the rule change and are on the OIS calendar, the workshop may be held but scheduled workshops after 30 days must conform to the new rule unless otherwise agreed upon by either the OIS-Exec or OIS-SC Committee.

Old Business:

- **Foster Care Certification Sub-committee** – Information from meeting held on 2/5. The sub-committee met and considered questions about the OIS certificates concerning the Foster Care certificate and Independent Instructor's certification process. It was determined that the subcommittee would meet again to finalize some recommendations.

New Business:

- **RISE Modification Renewal** – Modification expired June 2020 After reading the modification documents and listening to the presenters, the SC felt that the modification language needs to be revised. The presenters agreed to submit

documents by March 9 or 10th for review by the Executive Committee prior to the next Steering Committee meeting.

- **OIS Curriculum Updates** – Scott Sleeman
Module 1 was modified, three new videos were added and a slide was removed from Module 8. The SC was asked to review the Curriculum before the next meeting.

Tabling until March

- **Solo Review Requests**
 - **IC SW #0720#** (Reside Residential, Portland) - Received Module 2 - 89%, Module 4 - 87%, Module 6 - 90%, Module 8 - 90%, Physical Skills 55/56 with Instructor #0414117. Intro - 90%, Module 1 - 91%, Module 3 - 89%, Module 5 - 88%, Module 7 - 90%, MHD/ASD - 90%, 55/56 Physical Skills with Instructor #011921. Requesting G-Level Agency Instructor with Adult Residential. Requested workshop dates - March 24th & 25th, April 22nd & 23rd, April 29th and 30th

Motion to approve request for solo review. Instructor #90 will review workshop on March 24th and 25th.

Motion – Carole Searle
Second – Serrae James
Unanimous

- **Instructor #062023** – Notifying the SC that Instructor completed extra Independent requirements. Independent Instructor certified in November 2020 and has completed the two co-trainings and two self-evaluations required for Independent Instructors after becoming certified.
- **IC KF #0620##** – Attended June 2020 4-day workshop and received automatic 3-month extension at that time. Candidacy ends on extended date of March 31, 2021. Candidate has not completed any Observations or Co-trains as of 2/16/2021

OIS has reached out to the Candidate multiple times and the Candidate will be decertified on March 31st if requirements have not been met.

- **Optional Video Suggestion** - <https://vm.tiktok.com/ZMJtxLtWq/>
SC members will review video before next SC meeting.

- **Workshop Fees**
Joanna Kindell asked about the information in the Instructor Manual concerning workshops that have over 12 participants and the pay structure. Per the Instructor's manual, Independent Instructors cannot charge for more than 12 participants. Scott gave the history behind the decision. In the past, it was determined that the workshops are challenging to teach with too many people and the 12 person maximum was set.

- **March Instructor Candidate 4-day workshop** – OIS contacted the supervisors/directors of the workshop participants explaining the obstacles facing Candidates right now due to Covid restrictions. Everyone we reached stated that they were willing to do whatever was necessary to help their Candidate be successful.
- **Remote Workshops with Translators**
The question was asked about having a translator attend a remote Parent workshop. Concerns were raised about translators in general and that a remote workshop could be more difficult. Kevin said that they had experience with an ALS interpreter and the curriculum was given to the interpreter ahead of time with assurance that they destroy the copy afterwards. Scott reminded everyone that the translator must be certified by the State. Carole asked how the family is going to get the Physicals Skills. The SC was reminded that there was an earlier approval for the parents to attend the Physical Skills webinar. Sarah has concerns about the questions and clarifications and that the parents won't get the information they need from the class. Kirsten said that we need to focus, not on whether a translator is allowed but instead how we can support the Instructor for this workshop. Alice mentioned that she will be a co-Instructor for the workshop and asked if the translator needs to also be an OIS Instructor. Scott has concerns about liability for the Instructor. He asked that the Instructors reach out to the SC after the workshop with their thoughts on a remote workshop with a translator.

Motion to approve the workshop

Motion: Danielle Khieu

Second – Jennifer Hunt

Scott Sleeman – opposed

Quorum carries. Motion approved

- **Instructor #051607** – Requests exception for April Recertification due to teaching in a 6-week series of classes.

Scott noted that this won't be the only request received and that a decision needs to be made what Instructors will need to do if they miss April Recertification 2021. Kevin suggested that they test the physical skills with someone. He offered that an Instructor can go to SACU to review the skills with mannequins. Jen S added that the testing should be done with a Master/Mentor that is also a solo reviewer. It was also commented on that the Curriculum Recertification can be recorded and watched afterwards.

Motion to approve exception request for Instructor #051607

Motion to require any Instructor that misses April Recertification 2021 to watch the recorded Curriculum Recertification webinar and test their level of Physical Skills with an approved Master/Mentor Instructor that is also a Solo Reviewer.

Motion – Scott Sleeman
Second – Joanna Kindell
Unanimous

- **Instructors & Datasheets** – Which Instructor noted on the datasheet receives credit towards the annual requirements when more than one Instructor from the same agency teaches the workshop.

This was a Steering Committee conversation a number of years ago but never officially put into the OIS Instructor’s Manual. This information will be added in April 2021 and will take effect on May 1st, 2021. This does not apply to out of agency (biannual) co-trainings. Two Instructors receive credit for an out of agency co-training when both co-training evaluation forms are submitted.

Motion to allow the first Instructor listed on a datasheet to receive credit towards their 2 (two) workshop annual requirement beginning May 1st, 2021.

Motion – Kevin Reilly
Second – Serrae James
Unanimous

- **Instructor Recertification** – What happens with Instructors that did not complete requirements during 2020/2021.

Instructors will be asked to send an exception letter stating why they were unable to meet the requirements for 2020/2021.

- OIS-SC Chair Jennifer Sandvig recommended to all SC members that they should be reading Senate Bill 710 and reach out to their Senators with any concerns.

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	109
July 22nd	72	January 25th	120

August 3rd	74	February 9th	TBD
August 19th	155		
		Total*	2091

*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

December 2020 PPIs Taught

RM	LC	BS	1P1A	1P2A	1P1 OR 2 AE	LBM	2P LBM	1P1AIPS	1P2PS
419	419	419	137	137	118	28	27	105	104

2PS	2PE	2PSC	3PSCL	2PW	2PSW	3PSE	2PLC	BAP	WC
125	122	114	96	106	107	92	26	82	12

BH	C
44	69

G	IF
22	35

Next Meetings:

March 16th, 2021
 May 18th, 2021
 June 15th, 2021