

September 21st, 2021, OIS Steering Committee Agenda

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

Absent: Toi Gibson, Jennifer Sandvig

July Minutes: Approved

Executive Committee Decisions:

- **Instructor #436** – Requested Independent Instructor status. **Approved 8/4**
- **Bethesda Lutheran** – Instructor #051538 requested exception for staff to complete physical skills outside of required time limit. **Approved 8/2**
- **Bethesda Lutheran** - Instructor #051538 requested exception for staff to complete physical skills outside of required time limit. **Approved 8/18**
- **Instructor #937** – Requested to complete in-person physical skills with workshop attendee MB outside of the required workshop time. **Approved 8/4**
- **Instructor #062019** – Requested Independent Instructor status. **Approved 8/12**
- **IC CC #0521##** (Rise Services, La Grande) - Requested Solo Review. Intro - 85%, Module 2 -85%, Module 4 88%, Module 6 90%, Module 8 89%, C-Level Physical Skills passed with Instructor #340. Module 1 86%, Module 3 - 85%, Module 5 - 86%, Module 7 - 85%, MDH/ASD - 90%, passed partial C-Level Physical Skills with Instructor #011522. Solo Review with Instructor #522. **Approved 8/24**
- **Creative Solutions Consulting** - Instructor #011522 requested a modification extension to cover the time-period between approved expiration date of 9/15/2021 and the next OIS Steering Committee meeting on 9/21/2021. **Approved 8/16**
- **Premier Community Supports** – Instructor #051558 requested a modification extension to cover the time-period between approved expiration date of 9/15/2021 and the next OIS Steering Committee meeting on 9/21/2021. **Approved 8/12**
- **IC JS #0521##** (Edwards Center, Aloha) - Requested Solo Review. Intro - 90%, Module 2 - 84%, Module 4 - 85%, Module 6 - 90%, Module 8 - 88%, MDH/ASD - 90%, G-Level Physical Skills did not pass with Instructor #0414117. Module 1 - 87%, Module 3 - 83%, Module 5 - 90%, Module 7 - 88%, 90% G-Level Physical Skills with Instructor #091555. Solo Review scheduled with Instructor #795. **Approved 7/27**
- **Instructor #091421** – Requested 13-person workshop on Day 2. **Approved 8/2**
- **IC RG #0321##** (Rise Services, Eugene)- Requested Solo Review. Intro - 90%, Module 2 - 88%, Module 4 - 90%, Module 6 - 90%, Module 8 - 89%, passed C-Level Physical Skills with Instructor #011921. Module 1 - 89%, Module 3 - 88%, Module 5 - 90%, Module 7 - 87%, MHD/ASD - 86%, 100% C-Level Physical Skills with Instructor #0414117. Solo Review scheduled with Instructor #907
- **IC SB #0121##** (PCL, Grants Pass) - Instructor Certification. Completed solo review with Instructor #128. Average 86% PPT and 99% Physical Skills. Requested C-Level Agency Instructor. **Approved 7/29**

- **SC** – Workshop attendee requested permission to complete in-person physical skills after required workshop time limit. **Approved 8/24**

Old Business:

- **New Mentor Training**
A subcommittee including Serrae James, Jennifer Sandvig, and Ruth Walton was formed to review new Mentor requirements and/or training.
 - The Sub-Committee is still discussing ideas. An email will be sent out to the current Master/Mentors asking for their ‘tips and tricks’ on working with Instructor Candidates. Information will be added to the Mentor Handbook by November including Instructor “‘tips and tricks” and October recertification for Non-Instructional. The Sub-Committee is discussing if new Mentors should complete an inter-rater reliability before co-training with Instructor Candidates. The Sub-Committee will report again in December.
- **Substantiated Abuse Form** – Revise wording of Substantiated Abuse form and require a signed form from each Instructor, Instructor Candidate and Behavior Professional-Non-Instructional prior to attending April Recertification
 - A new abuse form will be created by Scott Sleeman and presented at either the October or November SC meeting.

New Business:

- **ODDS Representative:** Caitlin Shockley was introduced as she was representing ODDS within this meeting.
- **Premier Community Supports** – Modification renewal request. Instructor #051558 presenting.
 - The modification has been working and is continuing to be safe. Staff has experienced minor scratches and bites. Getting solid data had been a struggle but the family came up with a system for reporting.

Motion to approve modification renewal request for 1 year

Motion – Serrae James

Second – Scott Sleeman

Unanimous

- **Creative Solutions Consulting** – Modification renewal request. Instructor #011522 presenting.
 - Modification is continuing to work. Individual does not attempt to hurt staff when they are using this modified technique.

Motion to approve modification renewal request for 1 year

Motion – Carole Searle

Second – Scott Sleeman

Unanimous

- **OIS Regions** – A new region map was created, and underserved counties will be identified for remote PPT workshop approval. Remote PPT workshops are still approved for all counties at this time, but the OIS-SC strongly encourages in-person workshops.
 - The new regions are as follows: North Coast (one seat), Metro (one seat), Mid-Willamette Valley (two seats), Eastern/Central (two seats) and Southern (one seat). Ali Barresi was nominated for the open Mid-Willamette Valley seat. Open seats are Individual Behavior Consultant and Vocational.

Motion to except new region designations and nominate Ali Barresi to the open Mid-Willamette Valley seat.

Motion – Christina Wolf

Second – Serrae James

Unanimous

- **SB 710** – Should the new PPT test and PPI evaluation be required for all workshop attendees or just those working with children/host families.
 - The members agreed to wait until April 2022 to determine if Instructors will start using the new PPT and PPI tests for all workshop attendees. Steering Committee members will begin using the tests at their workshops to provide feedback.
- **Independent Instructors Contracting with 3rd Parties** – Should requirements be established for Independent Instructors that contract with 3rd parties regarding OIS workshops. An agency is currently contracting with Independent Instructors to offer a service including setting up workshops, communicating with workshop attendees, communicating with OIS, submitting workshop documents, etc. It is the understanding of OIS that the agency handles all OIS communication including workshop notifications and submitting documents. The agency is asking Instructors not to respond to emails from OIS concerning workshops contracted through them.
 - Conversation on this topic will continue in October.
- **Instructor #011919** – Resigning as OIS Instructor as of 8/13/2021.
 - The OIS-SC acknowledges the resignation.
- **Instructor #011708** – Received complaint concerning length of workshops and quality of training.
 - After reviewing the submitted information, the OIS-SC agreed to decertify the Instructor. The Instructor will have 30 days from the date they are notified to file an appeal.

Motion to decertify Instructor #011708 with the option to appeal

Motion – Carole Searle

Second – Joanna Kindell

Unanimous

- **Renew Consulting** – Notification by Instructor #061388 that LB was decertified for *lack of engagement in fundamental job duties as well as a pattern of unprofessional behavior, demonstrating an unwillingness to uphold the core values of OIS regarding the dignity and respect of the people we support.*
 - The OIS-SC acknowledges the decertification of Lucas Bonilla

- **Non-Instructional #072114-N** – Requests exception for October 2021 recertification. Non-Instructional completed the July 2021 Instructor Candidate Workshop and will be going on maternity leave before the end of September. Requests to complete October recertification requirement within 30 days of returning to work.
 - Motion to approve request to complete October recertification within 30 days of returning from maternity leave.
 - Motion – Scott Sleeman
 - Second – Kevin Reilly
 - Unanimous

- **Steering Committee Seats** – Individual Behavior Consultation seat, term ending on 10/2021.
 - Motion to approve Danielle Khieu as the Southern Regional Representative and move Serrae James to Independent Behavior Consultant
 - Motion – Christina Wolf
 - Second – Joanna Kindell
 - Unanimous

- **IC JS #0521##** (Edwards Center, Aloha) - Instructor Certification. Completed solo review with Instructor #795. Average 89% PPT and 98% Physical Skills. Requesting G-Level Agency Instructor.
 - Motion to approve as G-Level Agency Instructor
 - Motion – Scott Sleeman
 - Second – Serrae James
 - Unanimous

- **IC FN #0321##** (Center for Continuous Improvement, Portland)- Requesting Solo Review. Intro - 83%, Module 2 - 82%, Module 4 - 88%, Module 6 - 80%, Module 8 - 88%, MHD/ASD - 83%, did not pass Physical Skills with Instructor #0414117. Intro - 85%, Module 1 - 81%, Module 3 - 81%, Module 5 -78%, Module 7 -77%, MHD/ASD 74%, did not pass Physical Skills with Instructor #011522. Intro – 88%, Module 1 – 89%, Module 2 – 85%, Module 3 – 90%, Module 4 – 87%, Module 5 – 82%, Module 6 – 90%, Module 7 – 88%, Module 8 – 89%, MHD/ASD – 89%, 68/71 Physical Skills with Instructor #932. Requesting C-Level Agency Instructor. Possible workshop dates of 10/7 & 10/8, 10/21 & 10/22, 11/4 & 11/5.
 - Solo review request was considered and approved by SC members. Instructor #937 will review the solo workshop.

Motion to approve request for solo review.

Motion – Carole Searle

Second – Carrie Howell

Unanimous

- **IC ED #0321##** (Hummingbird Homes, Eugene) - Requesting Solo Review. Module 1 - 76%, Module 3 - 60%, Module 5 -76%, Module 7 -75%, MHD/ASD 67%, did not pass Physical Skills with Instructor #128. Module 1 – 77%, Module 3 – 85%, Module 5 – 84%, Module 7 – 77%, MHD/ASD – 68%, 56/57 Physical Skills with Instructor #012108. Intro - 87%, Module 4 - 88%, Module 6 - 90%, Module 8 - 88%, 57/57 Physical Skills with Instructor #585. Module 1 – 81%, Module 2 – 86%, Module 3 – 88%, Module 5 – 90%, Module 7 – 87%, MHD/ASD – 83%, practiced Physical Skills with Instructor #501. Requesting C-Level Agency Instructor. Possible workshop dates of 10/7 & 10/8, 10/11 & 10/12, 10/18 & 10/19.
 - Solo review request was considered and approved by SC members.

Motion to approve request for solo review

Motion – Danielle Khieu

Second – Joanna Kindell

Unanimous

- **IC JS #0721##** (Rise Services, Eugene) - Requesting Solo Review. Module 1 – 90%, Module 3 – 91%, Module 5 – 90%, Module 7 – 89%, 71/71 Physical Skills with Instructor #011921. Intro – 87%, Module 2 – 85%, Module 4 – 90%, Module 6 – 88%, Module 8 – 90%, MHD/ASD – 90%, 71/71 Physical Skills with Instructor #051602. Requesting C-Level Agency Instructor. Possible workshop dates of October 12/13, 13/14, 14/15, 19/20, 20/21, 21/22, 25/26.
 - Solo review request was considered and approved by SC members. Instructor #464 will review the solo workshop.

Motion to approve request for solo review.

Motion – Jennifer Hunt

Second – Carrie Howell

Unanimous

Physical Skills Webinar Attendance as of 8/12/2021

	Attendees		Attendees
April 1st	60	December 7th	67
April 15th	60	December 29th	175
May 1st	73	January 12th	92
May 15th	104	February 9th	105
June 8th	66	February 23rd	109
June 15th	134	March 2nd	75
June 30th	185	March 15th	116

July 8th	19	April 6th	170
July 22nd	72	April 27th	135
August 3rd	74	May 10th	103
August 19th	155	May 24 th	105
September 2nd	100	June 8th	75
September 22nd	173	June 29th	141
October 6th	112	July 22nd	Re-scheduled
November 9th	109	August 12th	112
November 23rd	124	Total*	2776

*Attendee counts are an approximate amount

Future Modification Renewals:

Agency	Instructor	Initial	Renewal Date
Independent	SR #011522	MM	9/2021
Premier Community Services	LR #051558	AF	9/2021
ASI	OB #012016	BC	10/31/2021
Independent	DK #980	C	11/31/2021
ASI	CS #464	A	11/31/2021
Southern Oregon Aspire	SC #357- N	K	1/19/2022
RISE	IC #071805	BN	03/31/2022
ASI	RR #081908	GO	7/2022
RISE	JD #012108	JT	7/2022

Workshop Certification Totals: May 1, 2021 – August 30, 2021

Recertified	Newly Certified
1178	990

June 2021 PPIs Taught

RM	LC	BS	1P1A	1P2A	1P1 OR 2 AE	LBM	2P LBM	1P1AIPS	1P2PS
542	542	542	132	134	105	45	39	79	77

2PS	2PE	2PSC	3PSCL	2PW	2PSW	3PSE	2PLC	BAP	WC
110	110	111	90	104	104	95	18	64	26

BH	C
40	61

G	IF
67	18

July 2021 PPIs Taught

RM	LC	BS	1P1A	1P2A	1P1 OR 2 AE	LBM	2P LBM	1P1AIPS	1P2PS
529	529	529	135	131	105	22	14	87	87

2PS	2PE	2PSC	3PSCL	2PW	2PSW	3PSE	2PLC	BAP	WC
114	112	115	99	106	106	95	33	83	19

BH	C
47	72

G	IF
51	26

Next Meetings:

October 19th, 2021
November 16th, 2021
January 18th, 2022