

Traumatic Brain Injury Fund Advisory Committee Meeting

August 22, 2013

Cannon Health Building

288 North 1460 West

Salt Lake City, Utah 84116

Room 101

12:00 pm – 1:30 pm

Conference Line: # (801) 538-1756



MINUTES

Those Present:

Nita Smith, Carrie Bambrough, Trisha Keller, and Ann Russo (via phone).

UDOH Staff Present:

Sue Dubois and Missi Leak

Guests Present:

Joyce Dolcourt

Welcome & Introductions:

- Nita welcomed the committee members present.

Approval of May's Minutes:

- TASK Report: Ann to contact CME to see if they will put us on the agenda.
 - Ann updated the committee that CME is not willing to put us on their agenda.
- Ann motioned to approve the minutes.
- Carrie seconded the motion.
- All committee members present approved the minutes.

RFP Draft Discussion:

- TASK Report: Trisha will get a draft request for proposal (RFP) ready for the next meeting.
 - Trisha brought the draft RFP to the meeting.
 - Committee discussed the document and provided good feedback.
- Trisha reviewed the contracts' responsibilities for the past few years with the committee.
- Since it has been 5 years since the first RFP, this year we must publish a new RFP and open up the bid process to everyone eligible.
- Two of the priorities this committee wanted to focus on was trainings and services.
- The new RFP requires that those applying have at least 2 years of experience in TBI resource facilitation services.
- Nita suggested adding the definition of resource facilitation from the talking points to the RFP.
- Regarding the not duplicating services requirement (#3); Carrie brought up that without a central database, it is difficult to know if a person is obtaining services from both contractors, and will be more difficult if there are more contractors.
- Since there is not currently a central database and no money to build one, the only solution that the committee could come up with was that the contractors need to ask those applying for resource facilitation if they have received any other services from any other provider.
- Number 6 under the requirements section- it was discussed if Statewide can mean email, Skype, etc.

- Have applicants specify the geographic area in their application and indicate if they want to provide services Statewide, specify how they will provide those services.
- The fee for resource facilitation (that contractors will bill the Fund), the committee suggested that the RFP specify the estimated hours/client, the total amount that will be paid for the services.
 - Average number of hours for services is approximately 10 hours per client.
 - Current fee is \$400.00 per client (includes travel).
- Under the trainings section, Nita suggested that we add the qualifications of the person providing the training.
- The ACBIS system is a nightmare to work on.
 - They are switching to an online curriculum and are revising their computer system.
 - CTAT (Denver Options) has a system for similar training that works much better, but it is more expensive.

TASK: Carrie to research to see how much it is and let Trisha know by next week.

- Nita said that there is value in staying with ACBIS, but if they don't fix it, we might want to go a different avenue.
- Carrie suggested that we change number 5 under "Detailed Scope of Work" - take out "mild to moderate brain injury" and just put "a brain injury".

TASK: Trisha to incorporate the feedback into the RFP and send out for final review (with a short turnaround time for comments), then submit to State Purchasing.

Talking Points:

- TASK Report: VIPP to put together talking points for those approaching others about serving on the committee.
 - Trisha presented the talking points in the meeting.
- One change to the talking points, move first bullet.

TASK: Missi to move the first bullet under "If the TBI Fund grew..." to be under "The TBI Fund is..."

Membership Considerations:

- Eileen has resigned her position on the committee.
 - The committee is going to request someone from the Disability Law Center to fill the vacancy on the committee.
 - This will fill the Specialist position.

TASK: Trisha/Sue to contact Adina to see if they can send us a replacement representative for the Center.

- TASK Report: Trisha to send potential committee member's resumes to Dr. Patton.
 - Trisha submitted the nominees for the family member and survivor positions and the appointment letters.
 - Hopefully, they will be getting their letter by next week.
- TASK Report: Missi to get Letters of Appointment to Dr. Patton.
 - These have been sent out to current members of the committee for re-appointment.

Utah Statewide Resource Guide Write-Up:

- What the TBI Fund is and what it offers.
- We need to include this in the guide.
- Sue asked the committee what we would like in the guide.
- The committee suggested that we use the talking points.
 - Put the first 5 bullets in there, and include contact information.

Training Updates:

- Phoenix Services has done some provider-base training recently.

- They are doing foster parent training and working with DCFS.
 - They are conducting a training in the Northern Utah area in October.

Other Items

- Update on Joint Sustainability Efforts with UBIC Members:
 - There have been staffing changes and will report next meeting.
- Contact Utah Behavioral Health Council (Who will since Eileen has resigned?)
 - She was trying to get us a training spot.

TASK: Sue to call Eileen and ask if she had a contact she was going to call.

- The new person will be the one to contact UBHC.
- Contact the Association of Cities and Towns (Adam Troupe.)
 - TASK Report: Nita to contact the Association of Cities and Towns (Adam Troupe.)
 - Nita has had a hard time contacting Adam to get us a training spot with them.

TASK: Nita will try contacting Adam again.

- Banners on the internet will be referring people to the VIPP website which will give them both contractors information to contact.
- Trisha shared the Fund brochure for the committee to review.
 - Trisha also suggested that this brochure be used at trainings and intake meetings.

TASK: Missi to add Phoenix Services to resources on the back page.

TASK: Missi to make sure all the numbers, etc. are all correct on the back.

TASK: Missi to make copies of the brochure and distribute to:

- Carrie & Nita would like 100 each.
- Sue would like 200.

Agenda Items for Next Meeting:

- Update on RFP
- Open Meetings Act

Next Scheduled Meeting
September 26, 2013,
Utah Department of Health
12:00 – 1:30 PM
Room 101
Conference Line: (877) 820-7831
Passcode: 707568#