

July 16, 2024, OIS Steering Committee Agenda

Present: Sarah Ramirez, Ruth Walton, Carole Searle, Tina DeSouza, Brian Tsutsumi, Kevin Reilly, Brenna Archibald, Joanna Kindell, Nancy Briant, Christina Wolf, Shawn Mode, Alex Flippo, Serrae James, Holly Mott

Absent: Tiffany Heyano, Simon Turner, Caitlin Shockley

March Minutes: Approved

Executive Committee Decisions:

- **Teaching instructor #012013** – Requested solo reviewer certification. **Approved 5/23/2024**
- **IC JL #0124## (DSP Connections)** - Requested teaching instructor certification. Received 87% PPT and 54/56 physical skills with 2 prompts and three optionals with instructor #340 on 5/20 & 5/21/2024. **Approved on 6/3/2024** as Level 3 teaching instructor with three optionals
- **IC DS #0124 (SilverNail)** – Requested instructor candidacy extension due to medical leave. 60-day extension after returning from medical leave approved. **Approved 6/13/2024**

Motion to approve Executive Committee decisions.

Motion – Kevin Reilly

Second – Serrae James

Unanimous

Old Business:

- **Non-teaching instructor #0514120** – Completed April Recertification requirements.
- **Non-teaching instructor #051538-N** - Completed April Recertification requirements. Changed certification to non-teaching instructor.
- **Teaching instructor #041250** - Completed April Recertification requirements.
- **SACU** – Submitted revised PBSP with modification information. Modification is approved for 1 year as noted in the May 21, 2024 Steering Committee meeting minutes.
- **Non-teaching instructor #032308-N** – Completed April Recertification requirements.
- **Teaching instructor #114107** – Completed annual instructor requirements.
- **Non-teaching instructor #032306-N** - Completed April Recertification requirements.

New Business:

- **Instructor Manual updates**

Motion to approve Instructor Manual updates with corrections as discussed by the Committee.

Motion – Ruth Walton

Second – Kevin Reilly

Unanimous

- **Workshop participant IDs**

Carole Searle introduced the idea of requiring workshop participants to show identification prior to attending an OIS workshop. After discussion it was determined that Carole would contact Caitlin Shockley at ODDS to discuss whether requesting identification could be allowed. She will report back to the Committee with more information.

- **Instructor #041819** – requesting advice from the Committee

The Committee reviewed the information submitted by instructor #041819 and agreed that the instructor handled the staff situation appropriately.

- **Instructor #041819** – Notified OIS about staff UB, DW, BT, AE, BG being decertified due to not being able to demonstrate knowledge of physical skills techniques and not following the PBSP.

The Committee acknowledges the staff decertification's and supports the instructor's decision.

- **IC SG #0524##** - Requesting exception for observation requirement

Motion to approve request to use an in-agency observation with a non-certified master or mentor instructor for the required candidacy observation. Candidate will complete a third co-training with an approved master or mentor instructor.

Motion – Ruth Walton

Second – Tina DeSouza

Unanimous

- **Mentor certification request -**

- Teaching instructor #092111

Motion to approve mentor certification pending the completion of an inter-rater reliability within 90 days with an approved mentor or master instructor.

Motion – Ruth Walton

Second – Brenna Archibald

Carole Searle and Tina DeSouza abstained

- Teaching instructor #011601

The Committee acknowledges that the instructor completed the requirements to be mentor certified.

- **Master certification request –**

- Teaching instructor #051545

Motion to approve instructor for master certification

Motion – Kevin Reilly

Second – Shawn Mode

Unanimous

- **Teaching instructor certification**

- IC EF #0124## (Supportive Living Solutions) - Requesting Level 2 teaching certification with four optionals. Received average 92% ppt, 96% physical skills and no prompts with instructor #071245 on 6/6 & 6/7/2024.

Motion to approve Level 2 teaching certification with four optional techniques.

Motion – Serrae James

Second – Brenna Archibald

Unanimous

- IC GB #0124## (Battle Foster Home) - Requesting Level 3 teaching certification. Received average 86% ppt, 96% physical skills and two prompts with instructor #585 on 6/29 & 6/30/2024.

Motion to approve Level 3 teaching certification

Motion – Ruth Walton

Second – Christina Wolf

Unanimous

- IC MI #0324## (Provident Life) - Requesting Level 3 teaching certification with two optionals. Received average 89% ppt, 100% physical skills and no prompts with instructor #980 on 6/25 & 6/26/2024.

Motion to approve Level 3 teaching certification with two optional techniques.

Motion – Serrae James

Second – Kevin Reilly

Unanimous

- IC GC #0124## (AbleLight) - Requesting Level 2 teaching certification. Received average 85% ppt, 90% physical skills and 8 prompts with instructor #128 on 6/20 & 6/21/2024.

Motion to require candidate to complete a co-training due to low scores on four PPT modules and a non-passing score for the physical skills techniques. The candidate will complete the co-training with a solo review certified instructor, receive 85% or better on each of the following modules - Intro Module, Module 3, Module 4, & a MHD/ASD Module, and pass the physical skills techniques at 90% or better with no more than 5 prompts.

Motion – Ruth Walton

Second – Tina DeSouza

Unanimous

- **Family certification request**

- Teaching instructor #932
- Teaching instructor #071805

Motion to approve the above instructors as Family certified.

Motion – Brenna Archibald

Second – Joanna Kindell

Unanimous

- **Resignations**

- Teaching instructor #032323
- Teaching instructor #052326
- IC JI #0324##
- Teaching instructor #114135

The Committee acknowledges the resignations.

Future Modification Renewals:

Agency	Instructor	Initial	Renewal Date
Independent	SR #011522	MM	9/2024
ASI	AS #340	BC	10/2024
RISE	IC #071805	BN	11/2024
Premier Community Services	LR #051558	AF	11/2024
Premier Community Services	LR #357-N	K	1/2025
PCL	TRJ #012012	C	2/2025
SACU	TH #0718006	JE	5/2025

Outstanding Special Requests, Extensions and Deadlines:

Instructor	Request	Deadline
Non-teaching #012303-N	October Recert extension due to medical	30 days after medical clearance
Non-teaching #0718006	October Recert extension due to medical	open

Instructor #114135	Instructor Requirements extension	July 31, 2024
Instructor #011710	April Physical Skills extension due to medical	30 days after medical clearance
IC #0124##	Candidacy extension due to medical leave	60 days after returning from medical

April 2024 PPIs Taught

PP	LC	BS	1P1/2A	2PS	2PE	2PC	2PW	BH	CHOKES
755	582	577	196	184	175	185	156	75	77
FC	BAP	WC	1PLBM	2PLBM	2PBA	1P1APS	1P2PS	3PSE	3PCW
22	134	85	72	37	7	61	65	89	87
1PL	2PLC	C1/2A	1PF	MOD					
0	6	11	0	0					
P	G	C	Oversight	OneDay G	OneDay C	Parent			
7	167	564	4	1	19				

May 2024 PPIs Taught

PP	LC	BS	1P1/2A	2PS	2PE	2PC	2PW	BH	CHOKES
814	588	597	204	197	186	195	173	100	115
FC	BAP	WC	1PLBM	2PLBM	2PBA	1P1APS	1P2PS	3PSE	3PCW
98	151	62	60	37	75	66	68	87	89
1PL	2PLC	C1/2A	1PF	MOD		Adult	Child	Both	
22	10	22	10	1		568	52	199	
B	G	C	Oversight	OneDay G	OneDay C	Parent			
10	302	276	5		14	3			

Supports a Person in IDD

Yes	No
819	7

PPIs per Support Document

Yes	No
380	446

Next Meetings:

No Steering Committee meeting in August

September 17, 2024

October 15, 2024

November 19, 2024

No Steering Committee meeting in December