**Professional Development Committee Meeting 1/30/2020**

**Spring 2020**

Dates of Conference: May 13-15 Hampton Convention Center

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Hotel: Embassy Suites – Room Block will not open until sometime in February. Do NOT reserve rooms now.

Tracks: BPRO will have 6 tracks

Speakers: No more than 2 per workshop. No “non-contributing speakers.” If they are involved and actually doing something in the presentation, they are permitted. Otherwise, they need to register in order to attend.

Workshop Timeframes discussed. We will shoot for 1 hour 15 minutes. A **proposed** schedule of time slots for workshops is listed at the end of these minutes.

Membership and the Board has requested more Generic training – cross program – our staff doesn’t work one program. They need to know how the program requirements interact with one another during our discussions. ☺

Shel Bolyard-Douglas – willing to present a day of Supervision training if requested – stated at fall conf. Donna will email her. Donna has emailed – Shel is checking dates.

**MA - Jessica**

DMAS

Cindy Olson– Undue Hardship for LTC

ME QC, PERM, Expansion audit – corrective action plan - - Audit results repeat – 3 sessions

Medicaid Works

Appeals for MA – Supervisor/Agency/Worker/Appeals Staff roles

VDSS & DMAS

FC/AA – VDSS and DMAS – pre-conference and Thursday

MA (VDSS):

MAGI Income Refresher – policy driven

MAGI Income – how to enter in VaCMS, including what do to at renewal

Income training – Renewals refresher\*\*\*\*\*\*\*\* Not policy related – system based

*These questions &answers were requested:*

*\* What verification is needed at renewals for MAGI since the Attested income training information states this is only used for Intake.)*

*\* How to handle late renewals in VACMS for SNAP & Med and interims. - What steps to take.*

*\* Auto approved cases now due for a renewal and a packet is received...With the attested income -What screens can you end date? For example, if self-employment was entered at application and now at renewal - client enters 0.00 - but doesn't give a date when self-employment ended. How does the worker update VaCMS. What screens do we need to update?*

Possibly Include/Mention these during workshops:

* + - FFM applications – February release – duplicate cases coming in – not enough for a whole presentation
    - Correspondence????

SNAP –

**Work Requirement** – exemptions end eff 3/31/20. 2 hour training – *this is where we need to know how to research clocks and how to code (and correct) clocks in VaCMS (Donna attended Workforce training on the ABAWD pledge 1/13/20). Previously exempt localities GREATLY need training in this area.*

QC and VDSS – Payment Accuracy – Yolanda will email Joni/Robin – tons of examples requested to be included in workshop – this is how we learn. Using examples from the pro tips would help also.

Reports - Supervisory vs. Worker - - Work Group with Data Warehouse to get info from VaCMS

Michele looking into - Donna emailed Ena – discussed – may need Rick - what report to pull and how Rick uses each report

EBT and AR’s – Kim Hudson and Deana Clark

IEVS – Yolanda and Monique – for TANF and SNAP

ENERGY – Hagan

Cooling Refresher – new and seasoned staff w/ a repeat and possible pre-conference (?)

May release – change request – may want to include in workshop

TANF – Monique

VIEW Guidance and VIEW System entry – Cynthia Adams and Emily McCracken

Spending of VIEW funds – unsure what can spend on for customers – Cynthia Adams

ESP redesign – Frank Smith and Bobbi Hossanian

Refugee Services and SAVE – Cassandra and Penny Boyd

**Generic topics**:

**SPIDeR vs. EV** how to read – collaborate with LDSS - what inquiries are needed for what program, etc. collaborative effort – DSS/Home Office **Donna will share inquiry cheat sheet – Michele checking on**

**Caseload Management – Changes What’s alike/different – changes, when to make the change and when not to – all programs with Documents and Examples** *MA guidance states regardless of when or how we learn of a change, we must act on it. SNAP guidance says we must update the case if the info is needed to be put in VaCMS for another program. Need CLEAR direction and policy to state when to and when not to run eligibility for all programs.* **Johnical, Amy Phillips and Domonique Goode to present**

**IEVS – Yolanda and Monique to present**

**Soft Skills:** Donna emailed Toni to request.

**Tasks and Reminders** – many T&R relate to more than one program. Dannielle T. emailed T&R guide to Michele.

* 1. Example – Child turning 6 has 2 issues = Aid Category change for MA and loss of SNAP ET exemption for caretaker.
  2. Example - Child Turning 1 – Loss of TANF VIEW exemption and change in MA AC. Renewal needed (at least ex parte and SSN)

**Documentation** – Michele checking on

**All committee members - Help me prioritize with the schedule – TELL me where you want it, if you have a preference. Review all TRACKS – not just your program.**

**Possible Wednesday 5/13 schedule:**

9:00-11:30 User Group

8:45-10 10:15-11:30 Workshops

11:30-12:45 LUNCH

12:45-2:45 Benefit Panel

3:00-5:00 Board meeting

**Possible Thursday 5/14 schedule:**

8:45-10:00

10:15-11:30

11:30-12:45 LUNCH

12:45-2:00

2:15-3:30

3:45-5:00

**Possible Friday 5/15 Schedule:**

8:45-10:00

10:15-11:30

11:30-12:00 Closing Session

Thank you all for your contributions and discussion.

**Future meetings 2/13 3 pm – Descriptions and Titles DUE.**