MINUTES
October 20, 2010
IM Quarterly Training Information Forum
Department of Health Services
Dane County Annex; Madison, WI

Participants Present

Gail Chapman, DHS	Jesse Noyola, Kenosha County
Jenni Dalton, Marathon County	Marina Olivencia, DHS
Brian Fangmeier, DHS	Melissa Pisczor, DHS
Anna Gunn, Racine County	Margaret Romens, Dane County
Carol Hazlewood, DHS	Chris Stanke, La Crosse County
Paula Hella, DHS	Staci Wanty, DHS
Jenny Hoffman, Brown County	Kris Weden, Marathon County
Kathy Judd, Dane County	Eduardo Zarate, DHS
Nikki Moriarity, Dane County	

Administrative Items

- Welcomed participants
- Bureau of Enrollment Policy and System Updates (Reorganization)

Charter/Work Plan

- Reviewed and updated Charter
- Reviewed and updated Work Plan
- Reviewed and updated Membership List

The group cooperatively drafted a proposal for an update to subcommittee Charter and Work Plan. Eduardo will finish editing the document and share it with the membership. This will need to go to the IMAC for review and approval.

Members updated their contact information.

Some members that have been involved in the workgroup are no longer participating. We will request IMAC to discuss membership of this committee at a future meeting to replace inactive members.

New Initiative Training

- The Electronic Case File training is being created by DCF and should be available on the Learning Center soon in a Captivate format.
- The committee went through the Verification Notice Training available for staff in the Learning Center. A demonstration for the Verification Notice training will be added early next week.

Long Term Care Training

- The EBD – MA Module is being rewritten to include more detailed asset information previously presented during the first half day of the LTC training. This should shorten the LTC training slightly.
- The subcommittee decided that Estate Recovery should be included in the EBD-MA New Worker training rather than in the LTC training. However after further discussion, it was talked about how Estate Recovery can also affect people in BC+ cases. So more discussion should be had on this topic as to where Estate Recovery would be best served.
- The order of the LTC training at this point appears to be 1) LTC Overview, 2) Waivers, 3) Institutions, 4) Managed LTC, 5) Spousal Impoverishment and 6) Divestment.
- The goal is to get more LTC information available in Process Help.
- Anna reminded that the optional and required practice scenarios should be incorporated in the training.
- Jesse suggested that we consider providing a “Train the Trainer” session before we move the LTC training to distance.

New Worker Training

Additional FoodShare practice scenarios have been created and will be available in the Learning Center shortly for ES staff in the FS module.

Supervisor Center/New Worker Center

The group discussed what they would like to see added to these sections of the Learning Center. Eduardo is responsible for bringing mock-ups as to how this can best be accomplished back to the next group meeting.

Next meeting: January 2011