Nisonger Center - UCEDD
Executive Committee 12/12/11

Attending: Dr. Tassé, Dr. Rabidoux, Dr. Ratliff-Schaub, Dr. Izzo, Dr. Aman
Meeting convened at 9:35 a.m. - 357B McCampbell Hall

Agenda

Informational: 10 min.

Mission-Area UPDATES: 15 min.
- Education/Training (Rabidoux)
- Service (Ratliff-Schaub)
- Research (Aman)

Discussion: 65 min.
- 4 Funding Requests ($1500 total)
- Strategic Planning
  - finalize resource needs
  - review funding priorities
- Development Committee
- Performance Metrics
- ADD Grant Application
Minutes

Informational:

- Nisonger Center Holiday Party: Thursday, December 1st at the Greek Orthodox. Thank you to the Social Committee; Jillian Ober has assumed responsibility as Chair following Bianca’s resignation.
- LOO for Dr. Hellings has still not yet been sent/signed; anticipated start date of April 1st. Will be visiting again January 19th/20th.
- Cincinnati TOPS/LEND collaboration (Xavier Univeristy); Dr. Izzo will be visiting the UCEDD’s LEND clinic later this afternoon and will be meeting with Karen Edwards.

Mission-Area UPDATES:

- Education/Training:
  - Karen visited speech and hearing clinic that utilized large flat-screen tv’s for group observation. This may be useful in the LEND Faculty office, is there a need for more than one in any other clinical spaces?
  - It would be helpful to assemble a small group who will assist in designing the clinical space
    - Ie. one room for small group observation
    - Need for 2 cameras in at least 2 evaluation rooms for detailed observation?
    - Psychology has a model and provided Karen with a link (not sure where it is located)?
    - Could we also use tables with built in power supply?
    - Committee volunteers – Karen, Margo, Paula (Mike will let Tamara know who he’d like to represent the Clinical Trials area).
  - IDD/Psych studetns - $2300. Ann and Ella are working on a handout for applicants to assist in the reimbursement process.

- Clinic:
  - Meeting next Wednesday regarding clinical processes for next quarter. Doesn’t currently include Dual Diagnosis Clinic, only Family Directed and Autism clinics.
  - Karen will follow-up regarding billing and credentialing for Dr. Williams.
  - OSUP is stil inputting clinic charges; Sherry is working on scheduling IHIS training registration piece (Cadence?). She may be able to also register Dual Diagnosis patients once she is trained – current thought is to have the MA register patients.
Kyle Jamison could be trained now, and assist in training a new person... we would need a backup in the even Sherry or whomever was responsible for registering was out of the office.

- We need to know what we are collecting and how we can increase collections.
- Dual Diagnosis should be entering all charges – not OSUP; and ALL clinics should be collecting co-pays. If no co-pay is collected, insurance will refuse to pay the bill for services. Karen will look into whether or not co-pays are collected at the time of visit or patients are being billed after-the-fact.
- Clinics would benefit from a credit card machine to process payments.
- How are BSS patients compiled – are they included in IHIS re: Psychiatric intervention?
- No timeline on when Nisonger Center would be required to switch to electronic medical records and/or IHIS.

**Research:**

- It’s been two weeks since the $78,000 request for funding was submitted to Margie Crawford/Clay Marsh’s office. Only update since the submission was a question to Marc regarding establishing a priority between Dr. Arnold’s Cholesterol study request for funds and the IDDRC. The IDDRC is a higher priority.
- Neuroscience breakfast last Wednesday. Dr. Aman was unable to attend.
- Research Registry:
  - Mike sent de-identified data to EC from the research registry; ECE, Clinical Trials and Dual Diagnosis have been participating, no reports yet from Dental and only one received from BSS.
  - LEND Faculty suggested edits to the document to enhance clinic participation (Family Directed and Autism); edits include a default response of ‘yes’ unless indicated otherwise – the form would be provided at the clinic visit, then sent out.
  - Everyone should be provided the opportunity to opt in or out and it should be completed annually.
  - Allison Lane is asking for reaccess for one child who was not on the spectrum.
  - Mike will be added to the Agenda for the next Leadership Meeting (1/9/12) to discuss the registry and participation.
    - Marc will contact Diego/Luc/Betsey re: participation; Mike will email form to Marc; form should also be available on the website.

**Discussion:**

**Funding Requests:**

- Maximum conference amount is $500.
- Caitlin’s submission request for ECE ‘picky eaters’ is not an appropriate ‘research’ request. We should provide feedback to those selected/not selected (ie. use the form provided).
- Add comments to Maggie’s approval to suggest that she also contact Dr. Rabidoux for additional funding that may be available through the LEND program.
- We will modify the policy to include:
  - We will accept funding requests for ‘after-the-fact’ travel provided the request is submitted within 6 months and that individual may only request funding support once per year for the same Conference (ie. cannot request funds before the conference and be denied, then resubmit after attending).

<table>
<thead>
<tr>
<th>Name</th>
<th>Advisor</th>
<th>Purpose</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Bauer</td>
<td>Dr. Izzo</td>
<td>Hawaii Int'l Conference on Education; 1/5-1/8; 2012.</td>
<td>$500.00</td>
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<tr>
<td>Maggie Mehling</td>
<td>Dr. Tassé</td>
<td>Present @ AAIDD (Shakespeare &amp; Autism) June, 2012</td>
<td>$500.00</td>
</tr>
<tr>
<td>Beth Hurt</td>
<td>Dr. Aman</td>
<td>Present @ ABCT (11/10-11/12; 2011)</td>
<td>$500.00</td>
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- Psychology students can have two posters made per year for free; $26 for additional posters. Posters can also be made through the Thompson Library for a minimal fee ($20). This could help offset some of the expenses related to Conference presentations.

*Strategic Plan:*

- Recent edits:
  - Priorities added (A,B,C) and totaled at the bottom.
  - ECE $40,000 classroom renovation moved from Development to Strategic Reserve.
  - Modified Margo’s to recurring.
  - TOTALS:
    - Strategic Reserve - $228,000
    - Program Areas - $2.8 Million
    - Development - $304,000
- Cannot fund all of the ‘A’ priorities
- If the IDDRC is funded, that allocation would go back to the Reserve.
- DECISIONS:
  - We will wait to make any additional edits until we hear back from Margie re: IDDRC funding.
  - We will put one classroom renovation on hold and move forward on cameras.
- If IDDRC picks up at least $30,000, we will move forward on classroom.
  - Objective #3: Should we add a second camera and microphone in 2 of the clinical rooms?

- **Development:** (handout identifying donor contributions by fund, from 1/1 to 11/15, 2011)
  - Committee to be developed; goal is to raise $304,000 over the next 3 to 5 years.
    - Once the committee is established; all members will be committed to Center fundraising efforts.
    - Tamara and Margo met with Brandon/Leigh last week - we have an opportunity to participate in an annual giving campaign; Brandon is following up with Lindsay Gale regarding the annual giving calendar.
    - Leigh mentioned that we should add 5% to 6% COLA – Cost of Living Adjustment to our Development goals each year (based on the Strategic Plan priorities).

- **ADD Grant:**
  - RFA not yet released; deadline of February 15th is still firm.

**NEXT MEETING:**

Margo would like to provide an update regarding interdisciplinary collaboration with Education and Human Ecology.

*Meeting was adjourned at 11:15 a.m.*

*Minutes respectfully submitted by Tamara J. Hager*