Nisonger Center – UCEDD
Leadership Meeting – 5/2/12

Meeting convened at 8:30 a.m. - #230 McCampbell Hall

Agenda

Please be prepared to discuss new information from each program area:

- new personnel – name, job title, responsibilities, brief background (ALL)
- new initiatives/projects (ALL)
- upcoming events (ALL)

HIPAA Quarterly Update (Sherry)

Mission-Area UPDATES:

- Education/Training (Paula)
- Service (Karen)
- Research (Mike)

General Information (Tassé):

- Notary Update
- HR Update
- Renovation/Water/Phone update

Discussion:

- Clinical/Evaluation Area (scheduling & use) (Tassé)
- CAC – purpose, membership (Tassé/Izzo)
Minutes

New Personnel:
- Linda Martens – New Director for Ohio SIBS

New Projects:
- Aman – Metformin Study – subcontract through Mass. General;
- Tasse - Shakespeare & Autism; Columbus Public Schools in September
- STEM SwD; (Margo) contact Sarah Priest.

Upcoming Events:
- 5/9/12 - Employer Recognition at the Faculty Club: Transitions
- 5/10/12 – Brown Bag Presentation; Dr. Renee Camedо "How Are Youth with Disabilities Doing? A Report from the National Longitudinal Transition Study2 (NLTS2)".
- 5/11/12 - CAC: 3:00-4:30pm in #230
- 5/16/12 - Annual Nisonger Poster Expo; 12:00 – 1:00 in #230– pizza and other snacks provided.
- 5/22/12 - MCH Poster Session: BRT 11-2pm, Trainee poster presentations from Columbus and Cincinnati.
- 5/30/12 - LEND Graduation: at 4:30 in #230.
- 5/30/12 - All Staff meeting: 12:00 – 1:00 in #230

HIPAA Quarterly Update:
- OSU – Carmen overview, HIPAA training... let Sherry know if you have students who need to take the online course.
- Steve and Sherry will be doing a HIPAA compliance walkthrough (shredding, computer encryption, flash drive compliance); and make recommendations to Program Managers.
  - We must purchase flash drives that are already encrypted; cannot be encrypted after the fact.

Mission-Area UPDATES:

Education/Training:
- LEND Graduation, recruiting new LEND trainees, approaching goal of 23/24 trainees for next year.
• Creative Writing – Tom Fish
• Kevin Aldridge sharing a social work policy trainee; working with the center for systems change at OCALI.

Service (Karen):
• one HD camera has been installed to review quality/performance; one camera will be down mounted in one room so we can get a better ‘level’ perspective.
• Karen will have Sherry work with Dr. Arnold regarding passing clinical information back and forth… what type of system would be useful but also HIPAA compliant and easily accessible?

Research – IRB Research Database:

General Information:

Notary Update:
• Tamara is now a notary public – should be available after June 1st to notarize documents.

HR Update:
• Dr. Followell – Pediatric Dentist; Dental Program Director - will start July 1st; signed LOO. 80% here (4 days/week), 20% at NCH (1 day/week - Oral Surgery).
• Dr. Hellings – September 1st anticipated start date. Have not received the signed letter of offer.
• Ella moved to Shared Services, located in Prior… make appointments and she will come here. If there’s a need for her to have regular office hours here, we can make those arrangements. Ella still handles all Nisonger Center purchasing/travel.

Renovation/Water/Phone update:

• Phones:
  o PHONES: Number at the top is the phone number, second number is the same number. Making or receiving calls, up to two calls on each line…. Can receive up to 4 calls at a time…. Hit answer (auto hold first caller). Use arrows to navigate between calls. You have to tell the person you’re putting them on hold (they will hear music).
  o Buttons change on the screen when you pickup the handset. To transfer a call, hit transfer (person is on hold); dial the number (can talk to the individual you’re transferring the call to); then hit transfer; or blind transfer (no introduction). It will say ‘transfer from’…. Hit ‘resume’ if you make a mistake and try again.
  o Conference Call…. Hit more – then press the conference button. Can conference in up to six people…. Similar to transfer feature. Conference call will happen on one line, you can still receive calls while on a conference call.
To check voicemail dial 293-4488 from any internal/external phone. You may have to press (enter 5-last 4 digits) * (greeting) *, (enter password). Cannot forward voicemails from OSUMC phones to OIT (UNITS) phones.

To redial – hit arrow button to see calls out…. Go to directories, missed calls, received calls, placed calls. Hit edit dial button for external numbers. Same with Corporate Directory...working to update the server.

PERSONAL DIRECTORY – enter username and pin; Can set up Nisonger Center Directory.

PERSONAL FAST DIAL – multiple steps… Call OSUMC help desk 3-3861.

- **Renovation:**
  - Med Center Expansion Beam – May 11th @ Ross Heart Hospital.
  - Parking deck closures; June (9th avenue), North Cannon closed for 6 months for resurfacing (Dec); then South Cannon.

- **Water Update:**
  - Renovation/Water Update; additional testing and plumbing replacements. Children should not use water to wash hands.... Safe for adults to wash hands etc.
  - We will revisit whether or not we continue water jugs once the water is deemed safe to consume.

**OTHER:**

- **IHIS** – May 7 meeting with IHIS and Karel Smith for what we need to know when do we need to have training. Computers will be inventoried for IHIS capabilities at some point. More information to follow after May 7.
- **Campus Campaign** – 28% final for 2012; 23% in 2009/2010; and 18% last year. Thank you for your contributions to the campaign!!

**Discussion:**

- Clinical/Evaluation Area (scheduling & use) (Tassé)
- CAC – purpose, membership (Tassé/Izzo)

Meeting adjourned at 10:00 a.m.
Minutes respectfully submitted by Tamara J. Hager