

Direct Care Workforce (DCW) Alliance Meeting - May 16, 2016 - Key recommendations

Leadership Structure

- Hold open quarterly meetings for any DCW agencies or stakeholders that want to attend. Gompers is a good central location and has a large meeting room.
- The Arizona Association of Providers for Persons with Disabilities (AAPPD) has agreed to support the DCW Alliance to establish a sustainable entity or organization (i.e. administrative support, fiscal agent of website funding). The DCW Alliance will enter into a Memorandum of Understanding (MOU) with AAPPD to outline the respective roles and responsibilities of each party until such time the DCW Alliance is a sustainable entity. AAPPD will not require DCW Alliance members to become members of AAPPD.
- Form leadership team (short-term) to develop leadership structure for the DCW Alliance. The leadership team should be small (10 people) and comprised of a mix of representation from DCW Agencies and Approved Training Programs and rural and urban communities
- The leadership team will report out to the open-ended membership of the DCW Alliance

Governance

- Bylaws – The first phase of bylaw development will include basic elements.
 - Leadership structure
 - Mission/Vision statement
 - Purpose (outline of expectations and outcomes)
 - Meeting cycle (dates and times)
 - Membership
 - Bylaw amendment process
- Review strategic plan developed by the DCW Alliance in July 2012.
- Develop a short-term strategic plan

Website

- A total of \$2,668 in funding remains with the Pima Council on Aging (PCOA) to support enhancements to the www.azdirectcare.org website.
- AAPPD as the fiscal agent for the funding, will enter into an MOU with Pima Council on Aging, outlining the specifications for the use of the funds. In return, PCOA will issue a check for the full amount of the funds to AAPPD.
 - AAPPD will obtain input from the DCW Alliance on the enhancements that should be made to the website.
 - AHCCCS will assist AAPPD in obtaining approval from the Division of Aging and Adults Services (DAAS) on the use of the funds prior to submitting the MOU to PCOA.

Communication and Networking

- Listserve on the website
- LinkedIn Group

General Input on DCW Training Requirements

Input was provided to AHCCCS

- Develop standard language to educate DCW Agencies and DCWs on the rationale and justification for the training requirements
- The DOL Companionship Exemption has created challenges related to adherence to the training requirements. For example, some members are choosing to have their DCWs work for two agencies. If the DCW was previously grandfathered the training requirements stipulate that if they become employed by a new agency they must go through the training and/or pass the competency tests.
- Approved Training Programs should consider, if extra space is available in the training, opening up the training to family members who are not otherwise required to get the training (i.e. families who are not compensated to provide care).
- Consider crafting a “code of conduct” for DCW Alliance members (i.e. sharing of testing records)
- Identify continuing education resources in Spanish
- Online DCW Database
 - The database is still not updated by DCW Agencies and Approved Training Programs. Some DCW Agencies are still resorting to the Fax Verification Form to confirm a DCW has passed the required competency tests.
 - Clarification is needed on the use of the “Trainee” status of DCWs in the online database.
 - The database should allow DCW Agencies to reinstate an employee who was previously on the agency’s employee roster.
 - The database should incorporate the documentation and tracking of continuation education.
 - The database should incorporate an edit button for DCW Agencies to make edits to employee demographic information

