

**DV Subcommittee Workgroup #3 Work Plan**

Chair – Nathaniel Fields

Coordinator – Melody Stempien

**Introduction:** The DV subcommittee workgroup #3 will discuss the following topics for reinterpretation and/or change to the corresponding regulations:

- |                     |         |
|---------------------|---------|
| Staff Qualification | PerDiem |
| Staff Ratios        | LOS     |
| Staff Training      |         |

**Work Plan**

<b>Step</b>	<b>Description</b>	<b>Results</b>
<b>1.</b> State Workgroup meeting – July 15, 2008 with Agencies, OTDA and OPDV to review the need for verification and/or discuss a change to the regulations	Discussions centered on old guidelines the agencies were required to adhere to their current situations. These guidelines/standards made it difficult for the Agencies to function with those standards. Criteria and questions were developed in order to proceed with subcommittees on these issues.	The State Workgroup setup a follow-up meeting on August 5, 2008 to discuss how to proceed with the review process.
<b>2.</b> The state workgroup met on August 5, 2008 to review how to proceed with the review process.	Discussions centered on the development of the subcommittees, which would be working with volunteers from the agencies, to determine how the subcommittees will be formed, proceed and conduct their meetings.	A chart was developed to breakdown the categories into groups, designate the state coordinator and discuss the process and deadlines.
<b>3.</b> The state workgroup met again on Sept 17, 2008 to review progress in the subcommittees and outline some guidelines and deliverable dates.	The group established that the first subcommittee workgroup should meet before the end of the year, select their chair, recorder and develop their work plan.	
<b>4.</b> The first meeting of the Subcommittee Workgroup #3 was set	The initial meeting was to: a) Choose a Chair	We accomplished the aforementioned agenda and set the next meeting for December

<p>for November 25, 2008 – teleconference</p>	<ul style="list-style-type: none"> <li>b) Designate a recorder</li> <li>c) Think about the work plan</li> <li>d) Introduce everyone</li> <li>e) Set the next meeting</li> </ul>	<p>9, 2008.</p>	
<p><b>5.</b> The second meeting, scheduled for December 9, 2008 was to proceed with the discussion of the regulations specific to our area.</p>	<p>Second meeting was to introduce new members and start the discussion on the topics of:</p> <ul style="list-style-type: none"> <li>a) Staff qualifications</li> <li>b) Staff ratios</li> <li>c) Staff training</li> <li>d) Per Diems</li> <li>e) LOS</li> </ul>	<p>The discussions proceeded with an explanation of the Per Diem process by Dan Zeidman and progressed to Staff qualifications, ratios, training and LOS. This led the committee to designate assignments to committee members to research before the next meeting which was determined to be January 16, 2009 from 2 to 4pm.</p>	
<p><b>6.</b> Third meeting is scheduled for Friday, January 16, 2009.</p>	<p>This 3<sup>rd</sup> meeting will be to bring research items to the table to continue the discussion on the committee topics</p>	<p>Topics were discussed in general and the questionnaire was viewed, with a projection to move forward with the solicitation of information from the agencies for compilation to address issues on the regulations.</p>	
<p><b>7.</b> The state workgroup and the subcommittee chairs will be coming to the table to discuss accomplishments on February 5, 2009 from 2 to 5 @ 80 Wolf Rd, Albany, NY</p>	<p>To review the progress of the committees and present their path to complete their designated objective with regulation interpretation and change if necessary.</p>		
<p><b>8.</b> A fourth meeting will be scheduled to move forward on the committee items.</p>	<p>A 4<sup>th</sup> meeting will be conducted to move forward on the committee items as to whether they require clarification or implement changes to the regulations. At this point the committee will need to determine if another meeting is required.</p>		

<p><b>9.</b> Additional meetings in Feb, Mar, Apr and to conclude in May with progress in the clarification and discussion on the committee items or change regulations</p>	<p>Determine further steps required to achieve our objective. Compile our information gathered from the questionnaire and start forming the areas requiring change in the regulations or new regulations.</p>		
<p><b>10.</b> Submit changes to state coordinator</p>	<p>These regulation changes will be reviewed and forwarded to the program area for review.</p>		
<p><b>11.</b> The final changes will be reviewed by legal for possible Executive action.</p>	<p>Possibility of changes to the existing regulations or new regulations to be written or proposed.</p>		