



## **System Access and Navigation Committee**

Meeting Minutes

Wednesday, January 11, 2023, 11:00 AM – 12:00 PM  
3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012

Meeting held via teleconference.

*The System Access and Navigation meeting of the Arizona Developmental Disabilities Planning Council (Council/ADDPC) was convened virtually January 11, 2023, notice having been duly given. Present and absent were the following members of the ADDPC System Access and Navigation Committee, guests and staff.*

### **Committee Members Present**

Janna Murrell  
Kelly Roberts  
Mary Slaughter, Chair  
Vijette Saari

### **Guest and Staff**

Yumi Shirai  
Janet Vilorio  
Steve Freeman, Staff Lead  
Jon Meyers, Executive Director

### **Committee Members Absent**

Kin Counts  
Katharine Levandowsky

### **A. Welcome & Introductions**

Chairperson Mary Slaughter welcomed everyone to the Arizona Developmental Disabilities Planning Council (Council/ADDPC) System Access and Navigation Committee meeting. The meeting was called to order at 11:02 AM. Roll call and participant introductions were completed.

### **B. Review of October 5, 2022, Minutes**

Mary Slaughter asked members if they reviewed the meeting minutes and if there were any corrections. Janna Murrell made the motion for approval. Vijette Sarri seconded. Vijette asked if Janna attended the October meeting because it is not listed as such in the minutes. Janna said that she attended, and Steve said that he would make the correction. The motion carried.

Jon Meyers said that he and Melissa Van Hook, ADDPC Chair, met with the Arizona Attorney General's Office regarding who is able to serve as a member on a Council committee. The way the Executive Order is currently written, if a person is a non-council member, they are able to serve on a committee, but they will be considered a member of the public. You will see on the agenda that after each Action/item there is an item labeled "Call to the Public". At that point, Mary will ask for comments during the "Call to the Public" phase. This allows Council members to provide their comments prior to having comments from members of the public. This allows us to distinguish between Council members and non-council members in regard to comments. The Council has asked for an amendment to our Executive Order to allow for full discussion by all committee members, but we have yet to receive that formal approval.

### **C. Update of Feedback on "Getting Started Guide"**

Mary asked Steve to give an update on his meeting with Amber yesterday (January 10, 2023). Amber shared with Steve that during this semester, she has a class on Wednesdays at 11:00 AM. Amber is willing to continue working on this guide until it has launched to the public. She has not received any additional feedback since our last committee meeting to make any changes. Janna asked if Amber is willing to share the link to the document that she is working on. Steve said that she will gladly share the link and he has shared the link in the chat.

Janna asked for a clarification on the feedback that we were discussing. Steve stated that since our last meeting Amber has not received any additional feedback from any source including families and community organizations that she has reached out to with guidance from the committee. Janet asked if this document will be in another format other than a spreadsheet? Mary said that we do not have the answer to that yet. It still needs to be decided within this committee. Kin asked if this "guide" will be text only format. For some families, English is not their first language and they navigate better with visual assistance. Vijette asked should we include a footnote saying that this is not an all-inclusive list of all therapy providers. Janna said that since our last meeting we have added a link to the DDD provider search. We do realize that we cannot list all providers. Janna brought up that she does not see a transition to elder tab. Mary let her know that for the time being we asked Amber not to include the elder transition because there is so much work to do in the other two transition areas. Janna said that she would prefer the committee not lose the elder information. Mary assured her that is the reason she is on this committee, and she will guarantee that we will not lose that area of focus.

### **D. Ideas on How to Distribute "Getting Started Guide"**

Mary said that we still want to test out the "Guide" with some of the newer families. She anticipates that we will have some changes to the final document. Jon brought up that getting a QR code is a fairly simple process and that there are plenty of websites that will do it for free. The more difficult challenge will be deciding on who we want to be our test group of families for the "Guide". He suggested that the Council working along with Raising Special Kids, can identify a group of families that can provide feedback. Janet Vioria stated that Diverse Ability Incorporated has a similar process with their families and can possibly be used as a resource just like Raising Special Kids. Mary asked Steve if he can set up a meeting between themselves, Janna and Janet to see what we can come up with for a focus group of families to provide feedback on our "Guide".

Mary committed to reach out to Susan Voirol to find out what ideas she may have to integrate our “Guide with the Transition Slide Guide to make access easier for parents. Yumi said that having a search Engine functionality would be nice to have.

#### **E. Public Health Workforce Development Special Funding Update**

Jon stated that the Covid-19 Public Health Workforce Development funds of approximately \$95,000, will address the role of public health professionals in serving the aging population with I/DD. He thanked Mary Slaughter for her leadership on this issue. Currently, a draft scope of work has been developed and feedback is being gathered on the task that will be undertaken by the partners involved. Public health professionals leading the project will be staff from the Regional Center for Border Health/Western Arizona Health Education Center (RCBH/WAHEC), located in Yuma.

#### **F. FFY2023 System Access Work Plan Update**

Steve shared information on the Council’s goals and objectives as it pertains to the System Access and Navigation committee. Steve emailed the System Access Work Plan to the committee members so that they will have it for the next meeting. Mary asked about Objective 1b-Develop a “how to guide for navigating Arizona’s service system for families and individuals moving to Arizona from out of state” and if we see this as another product in addition to the “Guide”. Steve said that he sees this as possibly being incorporated within Amber’s “Guide”. Janna said that we could include another tab within the “Guide” that says “Moving to Arizona?” Jon agreed with Janna.

#### **G. Schedule Next Meeting**

It was decided that Steve would send out a Doodle poll to find the best date for us to meet.

#### **H. Adjourn**

Chairperson Mary Slaughter adjourned the meeting at 12:02 PM.