AGENDA
Advisory Board Winchester Department of Social Services
Thursday, November 19, 4p.m.
24 Baker Street, Winchester, VA 22601

Call to Order

Approval of Minutes
   September 24, 2015

Announcements
   Appointment of Marie Imoh to the Winchester School Board
   WDSS Food Drive
   Highland Food Pantry
   WDSS Staff Appreciation Luncheon

Staff Report
   Protective Services Team—Sarah Wingfield
   Family Services Team—Jaimi Lineberg
   Benefit Programs Team—Cindy Cooper & Vicki Whitmore
   Self-Sufficiency Team—Georjean Coco
   Administration Team—Nancy Valentine & Sherry Champney

   Social Services Vacancy Report—Amber Dopkowski
   McCrory Fund—Amber Dopkowski

Board Activities
   Public Relations—Adoption Awareness Month—Jaimi Lineberg

Old Business
   2015 Community Partner Reception—Amber Dopkowski

New Business
   Community Partner Award Nominations 2016—Amber Dopkowski
   WDSS Fall Staff Retreat—Amber Dopkowski
   WDSS and F&R Stuff the Truck Event—Amber Dopkowski
   Coordination of Holiday Giving—Sarah Wingfield and Jaimi Lineberg
   FY2015 WDSS Annual Report—Georjean Coco

Date and Location of Next Meeting
   January 28, 4pm, Winchester Social Services

Adjournment
Minutes  
Winchester Department of Social Services  
Advisory Board Meeting  
Thursday, September 24, 2015

**Members Present:** Betty Curtis, Ann Dillard, Kim Herbstritt, Marie Imoh, Les Taylor, Karen Shipp, Tricia Stiles, Kathy Tagnesi,  
**Members Absent:** Eden Freeman, Patrick Wingfield  
**Staff/Guests:** Amber Dopkowski (WDSS Director), Georjean Coco (WDSS Asst. Director), Cindy Cooper (WDSS Benefits Supervisor), Jaimi Lineberg (WDSS Family Services Supervisor), Nancy Valentine (WDSS Finance Supervisor), Sarah Wingfield (WDSS Family Services Supervisor), Connie Greer (WDSS Admin Programs Asst.),

**RECAP of Board Votes:**

**Motions:**  
Motion to Adopt the Minutes of the July 23, 2015 Advisory Board Meeting  
Motion to Adjourn

**Action:**  
1st: Kathy Tagnesi  
2nd: Betty Curtis  
1st: Les Taylor  
2nd: Kathy Tagnesi  
**Status:**  
Approved  
Unanimously  
Approved  
Unanimously

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<thead>
<tr>
<th>Item</th>
<th>Discussion</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td><strong>Call to Order/Approval of Minutes</strong></td>
<td>• The meeting was called to order at 4:05 pm by Tricia Stiles, Board Chair</td>
<td>• The Minutes from the July 23rd meeting were reviewed. On motion by Kathy Tagnesi and seconded by Betty Curtis, the Minutes were approved. The motion was approved unanimously.</td>
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<tr>
<td><strong>Announcements</strong></td>
<td>• None.</td>
<td>• No action required.</td>
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| **Staff Reports**                         | • Management Team Report  
• Child Protective Services/Adult Protective Services  
• Family Services                                              | • Ms. Wingfield reported there have been approximately 50 valid CPS reports, leading to 40 Family Assessments and 10 investigations. Intakes in Child Protective Services and Adult Protective Services are up. There have been 15 APS referrals, 12 intakes and 22 screenings.  
• Meetings continue with Frederick County regarding handling substance abuse related cases.  
• The Department continues to handle various Freedom Of Information Act requests.  
• The Family Services Team cross-trained with the Zoning department in an effort to |
Minutes
Winchester Department of Social Services
Advisory Board Meeting
Thursday, September 24, 2015

- Ms. Lineberg reported CPS has approximately thirty-seven open cases, and approximately twenty-five active safety plans.
- Ms. Lineberg also reported we now have thirty-seven children in foster care, and thirty-seven ongoing adoption subsidy cases. There has been a change in state policy which requires an adoption negotiator to be involved in negotiating ongoing adoption subsidy payments.
- Ms. Lineberg informed the Advisory Board that several trainings took place including a blood borne pathogens training.
- The summer intern from ODU has gone back to school.
- Ms. Cooper reported that the benefits team have been preparing for the new scanner program DMIS.
- Phase I of the Age, Blind and Disabled Medicaid is now functioning.
- 543 total benefit program applications were received August-September.
- The waitlist for daycare continues.
- Midway through cooling program with 220 applications so far.
- Ms. Valentine reported that during the month of August 1,174 individuals came into the office.
- The budget process for FY2017

- Benefits Team

- Self-Sufficiency Team

- Administrative/Finance Services
# Minutes

Winchester Department of Social Services  
Advisory Board Meeting  
Thursday, September 24, 2015

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<thead>
<tr>
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| • Social Services Vacancy Report | • McCrory Fund | • Public Relations  
  ○ Upcoming Awareness Months | • November 2015 is Adoption Awareness Month. Ms. Lineberg is planning a reception for November 12, 2015. Ms. Herbstrit expressed interest in helping.  
• Nominations being sought beginning November 1, 2015 for 2016 Community Partner Award. |
| | | • Community Partner Award Reception | • Ms. Coco presented information about the new Document Management Imaging System (DMIS). |
| | | • Eligibility Modernization: Document Management Imaging System | • The next Social Service Advisory Board meeting will be held Thursday, November 19, 2015, 4:00pm in the DSS Board Room  
• On Motion by Mr. Taylor, seconded by, Ms. Tagnesi, the motion was passed unanimously. The meeting was adjourned with the Community Partner Award Reception immediately following. |

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Signature:  
Date:  

/cpg  
Enclosure: Eligibility Modernization Presentation
ADVISORY BOARD
ATTACHMENTS
September 24, 2015
Document Management Imaging System

DMIS

What is it?

Document Imaging

- Will allow uploading documentation directly into Virginia Case Management System (VaCMS) that used to be put in a paper file
- Paper files are difficult to search, problematic to store
- Results in centralized location of information which makes documents easier to find
- Reduces the risk of misplaced documents
- Cost savings by reducing use of paper, ink, printers, etc.

Timeline for DMIS

- September 2015 - Migration Phase 1
  MA F&C, ABD/LTC & Child Care are in the VaCMS and required documents for those programs will be scanned into DMIS

- Migration Phase 2 - 2016
  SNAP, TANF, and LIHEAP will enter VaCMS and required documents for those programs in addition to the other programs mentioned will be scanned into DMIS

- TBD - Future considerations will be made to include additional documents and other services
Who will do the scanning

- 3 scanners are assigned to the Human Services Assistant-Admin at the front desk. They will scan documents given to them by our clients.
- 1 scanner is assigned to the Human Service Assistant-Benefits. He will scan documents that we receive by mail, fax or in the drop off box.
- Created office space for a centralized scanner for the use of Benefit Programs Specialists and Self-Sufficiency Specialists to use.

Scanning Procedure

- Document received and scanned
- Scan is reviewed for quality; delete and re-scan as needed
- Documents are automatically placed in “awaiting index” queue
- Indexing is automatic when a Barcode is used
- Indexes document according to document type
- If unable to determine index values, document is placed in “uncategorized” queue
- Returns original document to client
- Documents are electronically available within Case Worker Inbox for processing/review

DMIS allows users to upload documents in multiple ways

- Mail-in, drop-off, walk in with interview
  Documents can be scanned at front desk
- CommonHelp
  Customers can upload electronic documents via CommonHelp
- VaCMS
  Workers can upload an electronic document into the VaCMS (Files cannot exceed 1MB in size)
What can be scanned

- After Migration Phase 1, only certain documents will be uploaded to DMIS. However, as more programs are added to the VaCMS, the types of documents that will go into DMIS will expand.

What can be scanned for Medicaid

- Applications and Renewals
- Identification
- Permanent Verifications
- Authorization/Consent Forms

Additional Medicaid Scanning for ABD/LT Medicaid

- Resources
- Contract Verifications
- Life Insurance Verifications
- Trust Verifications
- Will Verifications
What Can Be Scanned for SNAP

- Applications, Interim Reports, and Renewals
- Identity
- Permanent Verifications
- Authorizations/Consent Forms
- Resources

What Can Be Scanned for TANF

- Applications and Renewals
- Identity
- Permanent Verifications
- Age & Relationship Documentation
- Court Orders
- Acknowledgement of Paternity

What Can Be Scanned for Child Care

- Applications and Renewals
- Identity
- Permanent Verifications
What Can be Scanned for Energy Assistance

- Application
- Authorization/Consent Forms
- Identification
- Permanent Verifications
- Disability Documentation

Training

- Ten WDSS staff were selected to attend upcoming training on Document Imaging/Scanning
- They will provide in-house training to our remaining staff
- Implementation date is September 28, 2015

To conquer fear is the beginning of wisdom” - Bertrand Russell