

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

Item	Discussion	Action
<p style="text-align: center;">Call to Order/Approval of Minutes</p>	<ul style="list-style-type: none"> • The meeting was called to order at 4:05 pm by Tricia Stiles, Board Chair 	<ul style="list-style-type: none"> • <i>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.</i>
<p>Announcements</p>	<ul style="list-style-type: none"> • None. 	<ul style="list-style-type: none"> • <i>No action required.</i>
<p>Staff Reports</p>	<ul style="list-style-type: none"> • Management Team Report <ul style="list-style-type: none"> ○ Child Protective Services/Adult Protective Services ○ Family Services 	<ul style="list-style-type: none"> • <i>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.</i> • <i>Meetings continue with Frederick County regarding handling substance abuse related cases.</i> • <i>The Department continues to handle various Freedom Of Information Act requests.</i> • <i>The Family Services Team cross-trained with the Zoning department in an effort to</i>

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	<ul style="list-style-type: none"> • Social Services Vacancy Report • McCrory Fund 	<ul style="list-style-type: none"> • <i>starts in October.</i> • <i>Currently we have two vacancies; Family Services Specialist IV and Benefits IV.</i> • <i>The current balance is \$198,567.50. This can only be accessed by Advisory Board approval.</i>
<p>Board Activities</p> <p>Old Business</p>	<ul style="list-style-type: none"> • Public Relations <ul style="list-style-type: none"> ○ Upcoming Awareness Months • Community Partner Award Reception 	<ul style="list-style-type: none"> • November 2015 is Adoption Awareness Month. Ms. Lineberg is planning a reception for November 12, 2015. Ms. Herbstritt expressed interest in helping. • Nominations being sought beginning November 1, 2015 for 2016 Community Partner Award.
<p>New Business</p>	<ul style="list-style-type: none"> • Eligibility Modernization: Document Management Imaging System 	<ul style="list-style-type: none"> • Ms. Coco presented information about the new Document Management Imaging System (DMIS).
<p>Date and Location of Next Meeting/Adjournment</p>	<ul style="list-style-type: none"> • The next Social Service Advisory Board meeting will be held Thursday, November 19, 2015, 4:00pm in the DSS Board Room 	<ul style="list-style-type: none"> • 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.



 Signature

11-19-2015

 Date

/cpg
 Enclosure: Eligibility Modernization Presentation

ADVISORY BOARD

ATTACHMENTS

September 24, 2015

HSA-Admin

Scans documents handed directly to them

If not known, search for worker. Scan to client ID and send to uncategorized box

For QA purposes, will keep documents for 3 workings days then will shred

Ask client if info is due that day.

HSA-Benefits

Will receive documents in Uncategorized box and in mailbox.

Uncategorized box - complete QA, index to assigned worker

Mailbox info - search for worker, sort, scan to client id, QA, index and send to assigned worker.

If unable to locate client, refer to Benefit Program Supervisor

BP/Self-Sufficiency Specialist

Scan documents handed directly to them or by email

Scan to client id, QA and index

Check and process uncategorized box minimum 3 times day

Check and process Inbox minimum 3 times a day

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" que
- 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

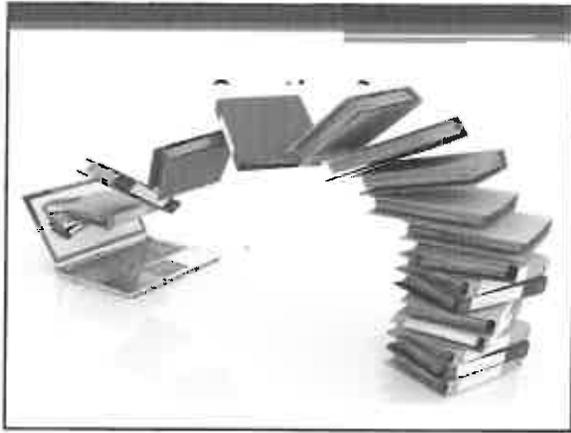
Training

- Ten WDSS staff were selected to attend upcoming training on Document Imaging/Scanning
- The 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



A cartoon illustration showing a man in a suit standing at a computer workstation. He is looking at the screen and has a speech bubble that says "IT'S HERE AND YOU GOTTA HAVE IT". The man is standing next to another man who is looking at him. The cartoon is signed "R.W." in the bottom left corner.





CERTIFICATE of RECOGNITION

By virtue of the authority vested by the Constitution of Virginia in the Governor of the Commonwealth of Virginia, there is hereby officially recognized:

ADOPTION AWARENESS MONTH

WHEREAS, the health and safety of all Virginians is important to the happiness, prosperity and well-being of our Commonwealth's families and communities; and

WHEREAS, every child in Virginia, regardless of physical, medical or emotional challenges, age or race, needs love, support, security and a place to call home; and

WHEREAS, there are more than 4,700 children in Virginia's foster care program and more than 800 children have the goal of adoption and are available for placement in an adoptive home; and

WHEREAS, these children can thrive, reach their full potential, and spread their wings when given the loving and firm foundation of a family with a desire to parent a child who would otherwise not have permanency in life; and

WHEREAS, in addition to adoption from foster care, it is appropriate to recognize those who have chosen other adoption options to build a family. It is important for every child who cannot be raised by a birth parent to find a permanent home. Children have better outcomes when they are raised in families; and

WHEREAS, Virginia Heart Galleries is the Commonwealth's resource that provides much needed exposure for children waiting to be adopted; and

WHEREAS, the collaboration of both public and private adoption agencies along with community agencies, religious organizations, businesses, Virginia's Adoption Champion Deborah J. Johnston, and others should be recognized for their commitment to the needs of the children throughout the Commonwealth;

NOW, THEREFORE, I, Terence R. McAuliffe, do hereby recognize November 2015 as **ADOPTION AWARENESS MONTH** in our **COMMONWEALTH OF VIRGINIA**, and I call this observance to the attention of all our citizens.



Handwritten signature of Terence R. McAuliffe in black ink.

Governor

Handwritten signature of Terence R. McAuliffe in black ink.

Secretary of the Commonwealth



NEWS RELEASE

November is National Adoption Awareness Month

WINCHESTER, VA – November is National Adoption Month. More than 100,000 children and youth in the U.S. foster care system are awaiting permanent families. National Adoption Month is a time to raise awareness about the adoption of children and youth from foster care. The Winchester Department of Social Services will be hosting a Celebrate Adoption Awareness Event on Thursday, November 12, 2015 from 5-7pm in the Eagle Board Room on the Our Health Campus at 329 N. Cameron Street Winchester VA 22601.



The Winchester Department of Social Services, in partnership with the Virginia Department of Social Services are focusing on the "Celebration of Adoption" and "Promoting and Supporting Sibling Connections" which highlights the importance of sibling bonds for children's development and emotional well-being. The purpose of Adoption Services is to help children who have been permanently and legally separated from their birth parents become permanent members of a new family. If a foster child cannot be returned to his or her parents or placed with relatives, the planning goal becomes adoption. Adoption is a social and legal process that establishes the relationship of parent and child

between people who do not have this relationship by birth. It provides the same rights and obligations that exist between children and their biological parents.

[Click here](#) for resources and to view the 209 children across the commonwealth who are available for adoption through Virginia Department of Social Services. Winchester Department of Social Services currently has three children (two of the children are a sibling set) in foster care available for adoption. For more information about National Adoption Month, local programs or children available for adoption now, contact Jaimi Lineberg at the Winchester Department of Social Services: 540-686-4823 or Jaimi.lineberg@dss.virginia.gov.



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Winchester Social Services Advisory Board Outstanding Community Partner Award Nomination Form

The Outstanding Community Partner Award is the Winchester Department of Social Services Advisory Board's yearly recognition of an individual, group, organization or agency for their community service and collaboration with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester.

Name of Nominee (Individual, Organization, or Agency):

Nominee's Address:

Nominated by: _____ Date: _____

Specific Examples of ways this Nominee has collaborated with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester:

Nominations should be delivered to Amber Dopkowski by December 31st.

"To provide a safe, vibrant, sustainable community while striving to constantly improve the quality of life for our citizens and economic partners."