



# NYS ID/DD NURSES ASSOCIATION NEWSLETTER

Vol. 30, Number 2

Summer 2023

## President's Message

WOW these past few months have been quite the journey for me personally. My husband and I recently moved to a smaller home after almost a year of renovations that were delayed by a myriad of issues thanks to COVID. We were already on this complex downsizing journey before I received my diagnosis of breast cancer. Finally, we are in our new home with an HOA, so no snow removal or lawncare! I started my Chemotherapy journey in March and experienced a few glitches, which is somewhat to be expected with treatment. Over all I'm doing well. I'm so relieved that the exhaustion of this move is now behind me. I'm feeling positive!



The Association held our first fully in-person Board meeting since 2019 in Syracuse in April. It was a smaller group, but I'm so pleased we had some new faces offering different ideas and bringing renewed energy. A sub-committee was formed to further evaluate how we might promote the benefits of membership in this Association both to nurses and administrators in the field. If this interests you, reach out to Marty Gleeson at [mart4950@gmail.com](mailto:mart4950@gmail.com).

We are in the process of arranging an in-person one day Fall Board meeting in Syracuse in October. If you are a zone officer, look for those details to come in your email. If you are a Zone Representative, that role is intended to share local Zone accomplishments with the Board during these Board meetings and to bring information from the Board back to the Zone for further discussion and involvement. Any Zone officer can attend these meetings.

The recently revised Association Standing Rules and Bylaws should be posted on our website by the time you receive this Newsletter. There is a solid process in place to disperse Association funds to fiscally support any Zone educational events.

The Board approved the proposed 2024 contract with our Conference planner. Linda Dudman continues to provide valuable support around the conference plus a multitude of additional tasks that keep us afloat. Linda and Trish have made significant progress with technology. Annual Association membership can now easily be completed on-line through the website.

The Scholarship Committee selected this year's scholarship winner. We have also begun to evaluate the possibility of offering an annual RN to BSN scholarship, now that obtaining a BSN will be required.

Over the years that I have been involved with the Association, I have had the great pleasure of working with many exceptional and dedicated nurses. Please consider nominating one or more of these amazing nurses for this year's Joyce Binder Memorial Award.

In closing, I would like to share from an article that I recently read, which was very inspirational for me. The article talked about artists who see light, not just color, so they are able to beam that light to others. It advised not to over focus on the outcome, to actually appreciate the process and find joy in small incremental goals, to become comfortable with the uncomfortable, to step back and look with a broader view, as if visualizing from outer space, to recognize that perfection can be an enemy of progress and practice being imperfect, that ambiguity is reality being revealed and that we will all eventually get there. The article was longer and more eloquent than my brief "recap." It might be because of where I am in my journey that the above advice really encouraged me. May you also find this advice encouraging in your life work journey.

I am so grateful for the support and for all the hard work of our members, who step up, say yes, and ask what they can do to help. This is a great association for exposure to amazing professionalism and nursing comradery.

Thank you for your support! It's much appreciated. Have a wonderful summer everyone. I hope to see you at the Conference!

Mary Jean Keegan, RN, CDDN, President  
[mjkeegan74@gmail.com](mailto:mjkeegan74@gmail.com) or [mkeegan@wildwoodprograms.org](mailto:mkeegan@wildwoodprograms.org)

*The New York State Intellectual Disabilities/Developmental Disabilities Nurses Association (NYSIDDDNA) was founded to promote Intellectual and Developmental Disabilities Nursing as a specialty area of practice. The Association continues to support its members' activities in nursing law, education, research, and practice.*

## Nurse Recruitment & Retention Committee

The Nurse Recruitment and Retention Committee was tasked with the goal of collaborating to convey recommendations that encourage recruitment and retention of valuable nursing staff. These experienced nurses developed a list of resources offered by external agencies that can provide support for nurses as well as strategies within organizations that promote nurse satisfaction and retention.

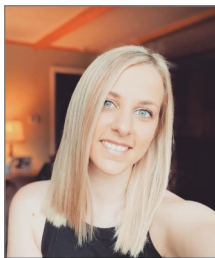
Some of the services which may be helpful include telehealth services (including behavioral health), nursing telephone triage services, platforms for electronic record keeping and/or tracking training, and equipment to provide in-home monitoring for people who are medically frail.

See pages 10 & 11 of this newsletter for “Strategies Used by Agencies - Prepared by the Nurse Recruitment and Retention Committee.”

We appreciate the hard work of Carol Krueger as Chair of the Committee, Trish Potocar, who edited the work product and ensured the notes were free from controversy or endorsement, and the other committee members, Terry Entler, Jennifer Payne, and Cathy Engel.

## NYSIDDDNA 2023 Scholarship Winner

Congratulations to Rebecca Chalupnicki, a full-time nursing student in Cayuga Community College’s ADN program. Rebecca was selected as the recipient of the 2023 NYSIDDDNA \$1,000 Scholarship.



In her application, Rebecca expressed a passion for working with the ID/DD patient population. Her goal is to work in a Residential Program setting where she can be an advocate for her patients. This summer, she will be volunteering as a nursing student for the NYS Summer Olympics. After graduating in May 2024, Rebecca plans to enroll in an online Bachelor of Nursing program to complete her NYS BSN license requirement.

Congratulations, Rebecca. We are thrilled to announce your selection as the recipient of this year’s scholarship.

*About This Scholarship Opportunity:* Each year, the NYS ID/DD Nurses Association awards a \$1,000 scholarship to encourage LPNs and other staff working in the ID/DD field to explore or remain in the field of ID/DD nursing. Each year, announcements about the scholarship are emailed in February with applications due by mid-April.

## Membership Committee

It’s that time of the year! Membership renewals are now due, and the new online membership application is now fully functional. The process is very quick and easy, and nurses may opt to pay by check or PayPal. Please remember that in order to take advantage of the membership benefit of a reduced conference rate, dues must be received by July 31<sup>st</sup>.

Due to this transition, we will not be including the numbers of members per Zone in this issue.

Please continue to encourage other nurse colleagues to join the Association and to consider attending the Annual Conference. The conference is a great opportunity for learning, networking, and finding ways to become more involved.

If you are planning to attend the conference, please stop by the Membership table – we would love to meet you! As always, thank you for your continued support and commitment!

*Cathy Engel, BSN, RN, CDDN*  
Membership Committee Chairperson  
engelcathy12@gmail.com

## DDNA Report

Members of the Developmental Disabilities Nurses Association (DDNA) are able to receive the “DD Nursing E-News.”

Most recent articles include:

- Psychiatric Med Minute: Serotonin Syndrome
- Guidebook – Meeting the MH Needs of People with ID
- Ableism at the Bedside: People with ID and Covid-19
- Constipation in Down Syndrome
- AHRQ Health Literacy Universal Precautions Toolkit
- Evidence of Neuroinflammation and Immunotherapy in Individuals with Down Syndrome Regression Disorder
- Talking About Healthy Sexuality

Please note that membership in DDNA is separate from membership in the NYSIDDDNA. For more information on DDNA membership, please visit the DDNA website at [ddna.org](http://ddna.org)

*Cathy Engel, BSN, RN, CDDN*  
Membership Committee Chairperson  
engelcathy12@gmail.com

## Renewing Your Membership

The 2023 membership year began on April 1. In mid-April, we launched our new online membership application. If you were a member in 2022, you will need to complete the online application to renew your membership for 2023. The new application form is quick and easy to fill out.

The last step in the online application process is to choose your method of payment. You will be able to pay by check (agency or personal) or through PayPal. If you choose to pay by check, the last screen will provide the address to mail the check. If you are paying through PayPal, you will make the payment as the last step in the process.

The annual membership fee is \$50. An associate membership (\$30) is available for full time nursing students and inactive nurses (unemployed or retired). Associate members are not permitted to vote in elections or on any motions. *Please Note:* If you are paying by PayPal, a small service fee will be added to your charge.

**To Renew Your Membership:** Complete the online membership application. The link to the online application is on the website under the “Join NYSIDDDNA” tab.

<https://form.jotform.com/230713034473044>

If you are paying by check, make the check payable to NYS ID/DD Nurses Association and mail it to NYSIDDDNA, Box 25832, Rochester, NY 14625. The online application system will ask you to send your check within a week. We realize it may take longer if the check is coming from your agency.

If you are paying by PayPal, the NYSIDDDNA Planning Manager will receive confirmation of your payment directly from PayPal. Your membership card will be mailed to you within 1-3 weeks.

**Encouraging Colleagues to Become Members:** If you have co-workers who are not currently members, please encourage them to become members. They will complete the same online membership application that you complete. Just like you, they will be able to pay by check or through PayPal.

**Benefits of Membership:** Members have the opportunity to ensure continued competency and to network with colleagues by participating in educational opportunities at zone meetings, our Annual Conference, and through virtual webinars. In addition, members receive the member rate when registering for the Annual Conference if they are members by July 31. This represents a savings of \$65 in the registration fee. Another benefit of membership is the opportunity to assume leadership roles at the zone and the state level.

## NYSIDDDNA Website

[www.nysiddna.org](http://www.nysiddna.org)

Rollout of the new online membership has begun. If you have not accessed it, please check it out. The whole process is streamlined to make it easier for members and easier for our planning manager to maintain and update records. All members must complete the online membership application to renew their membership for 2023.

The online application asks for your member number. This number is found on your membership card that is sent every year when you renew your membership. If you cannot find your number, you can just continue filling out the application. It will still work. Kudos to Jason Hendricks, our website manager. Jason and Linda Dudman, NYSIDDDNA Planning Manager, have worked very hard to make this system as user friendly as possible.

Check out the Annual Conference pages on the website. The pages were updated recently to include registration fees, the registration form, hotel information, the master schedule, and a full list of programs.

Next—We look forward to having an online registration system for our 2024 Annual Conference.

Facebook—Marty Gleeson is investigating how to reactivate our Facebook page.

New material can be added to the website by Trish Potocar [papotocar@thearcjslc.org](mailto:papotocar@thearcjslc.org) or Linda Dudman [information@nysiddna.org](mailto:information@nysiddna.org).

*Trish Potocar, RN, Website Chairperson*  
[papotocar@thearcjslc.org](mailto:papotocar@thearcjslc.org)

## NYSIDDDNA 2023 State Officers

- Mary Jean Keegan, President (Zone 4)
- Linda Cultrara, President Elect (Zone 8)
- Pat Ruckel, Recording Secretary (Zone 6)
- Cindy Pross, Corresponding Secretary (Zone 4)
- Karen Jarvis, Treasurer (Zone 1)

## For Information about NYSIDDDNA

- **Website:** [www.nysiddna.org](http://www.nysiddna.org)
- **Email:** [information@nysiddna.org](mailto:information@nysiddna.org)
- **Mail:** Box 25832, Rochester, NY 14625

## Seeking Nominations for Elections

### For NYSIDDDNA State Officer Positions

We are seeking nominations for the position of President Elect and Recording Secretary. The term for the President-elect is two years, followed by two years as President. The term for the Recording Secretary is two years. The term begins on January 1, 2024. The elected officers will serve as members of the Board of Directors for the Association.

If you would like to recommend someone for one or both of these positions, please send your recommendation and brief statement of support by email to [information@nysiddna.org](mailto:information@nysiddna.org) by **July 15**.

Self-nominations are welcome and encouraged. Your statement of support should include your name and your relationship to the person you are recommending, Providing information about the person's work experience and their NYSIDDDNA experience will be helpful to the nominating committee. Recommendations of nominees will be reviewed by the nominating committee, which includes a chair person and three members at large, who are appointed by the nominating committee chair person.

#### Descriptions of the Open Positions:

- *President-Elect:* The President-Elect will work closely with the president to learn the duties of the president. The president-elect will assume the office of president at the completion of the term or in the event the president is unable to complete their term of office.
- *Recording Secretary:* The Recording Secretary will record the minutes of all proceedings of the Executive Board, Annual Meeting, and special meetings called by the Executive Board. With the President, the Recording Secretary will sign all contracts for the Corporation approved by the Executive Board.

The election of new officers will take place in the early fall. To be eligible to vote in the election you must be a 2023 member as of July 1, 2023. *Note:* Associate members are not eligible to vote in elections.

*Meghan Miskinis, MSN, RN*  
Chairperson, Nominating Committee  
[miskinm@thearclexington.org](mailto:miskinm@thearclexington.org)

## About the Elections

You will receive the ballot and statements from the candidates six weeks prior to the election. You can submit your ballot by mail or email, or you can cast your vote at the Annual Conference. *Note:* You must be a 2023 member by July 1 to vote in the election.

## Joyce Binder Memorial Award

### It is time to nominate a colleague for the Joyce Binder Memorial Award for 2023.

Every year, a member of our Association is chosen to receive the Joyce Binder Memorial Award. This award is named in memory of Joyce Binder, one of our own who made outstanding contributions to the field of ID/DD and to the individuals she served throughout her career.

If you have a colleague you would like to recognize, consider nominating your colleague for the Joyce Binder Memorial Award. Every member has the opportunity to nominate an outstanding colleague.

This award that is given to an Association member who has made significant contributions to advancing the practice of supporting individuals with ID/DD through demonstrated attributes, such as:

- |              |              |
|--------------|--------------|
| • Caring     | • Leadership |
| • Compassion | • Dedication |
| • Advocacy   | • Education  |
| • Mentoring  | • Research   |

#### Nomination Deadline: July 15

*Note:* This deadline has been extended.

#### To Nominate a Candidate:

Use the nomination form that appeared in the Winter 2023 newsletter and is also posted in the Awards section of the website ([www.nysiddna.org](http://www.nysiddna.org)).

The nomination form asks you to:

- Describe how the nurse you are nominating has/will change the quality of life and has made a positive impact for the people he/she supports.
- Describe how your nominee has demonstrated attributes of caring, compassion, advocacy, mentoring, leadership, dedication, education, and/or research. (*in at least 150 words*).

All candidates must be members of NYSIDDDNA. If you are not sure if your candidate is a current member, email [information@nysiddna.org](mailto:information@nysiddna.org) to ask.

#### Send Your Nomination to:

##### By Mail:

NYS ID/DD Nurses Association  
Box 25832, Rochester, New York 14625

##### By Email:

[information@nysiddna.org](mailto:information@nysiddna.org)

## Getting Involved as a Zone Officer

### *Thinking of Getting More Involved?*

Zone officer positions are a great way to get to know how the Association functions. Zone officers commit for two years to support local meetings and state-wide functions of the NYS ID/DD Nurses Association.

### *Why should you consider volunteering your time?*

On a local level, you get to meet your professional peers, help keep them informed of the newest support options, as well make professional collaborative friendships that make facing the challenges of ID/DD nursing easier.

As an officer/Chair, you have the opportunity to attend and participate in the Executive Board meeting twice a year, usually in Syracuse. This offers you an opportunity to make your Zone's voice heard, an opportunity to shape the direction and education for nursing in this field, and further your professional contacts. The bonus is getting to know some amazing nurses in our field from across the state...and again offer support to each other in the challenging times ahead.

### *Not sure what each position entails? Keep reading...*

- The **Chairperson's** primary duty is to facilitate the group meetings. Chair ensures an agenda is set and bylaws are followed. Chair oversees any subcommittees, helping as needed. The Chair will set the zone's meeting schedule for the year.
- The **Secretary** maintains the Zones records including the membership list; distributes information to the membership regarding meeting dates and presentation; takes meeting minutes and attendance at each meeting and then distributes them to the membership after chair's approval. The secretary also sends out ballots and maintains voting records with the Chair.
- The **Zone Representative (s)** play a key role in ensuring information sharing between the nurse members and the statewide Executive Board. This role allows a member to get more involved, participate in subcommittees of interest and become more familiar with other zone and statewide officer roles.

### *How do you let others know you are interested?*

You should speak to the zone chair or email Linda Dudman at [information@nysiddna.org](mailto:information@nysiddna.org). She will connect you to others in your zone.

*Carol Krueger, Zone 4 Chair*  
[Kruegerc@springbrookny.org](mailto:Kruegerc@springbrookny.org)

*Cindy Pross, Zone 4 Secretary*  
[Cynthia.pross@justicecenter.ny.gov](mailto:Cynthia.pross@justicecenter.ny.gov)

## Zone Reports

### **ZONE 1: St. Lawrence, Franklin, Clinton and Essex**

A zone meeting was held April 28 with a presentation by Dr. Smith, DDS, on the importance of oral health. Discussions from the board meeting were reported. Members were reminded of submitting names for the Joyce Binder Award. Subsequent zone meetings are planned for August and November 2023. Please contact one of the officers below by phone (315-353-6618) or by email if you would like zone information or to suggest presenters and programs for our meetings.

Trish Potocar, Co-chair / [papotocar@thearcjslc.org](mailto:papotocar@thearcjslc.org)  
Joanne Carkner, Co-chair / [jmcarkner@thearcjslc.org](mailto:jmcarkner@thearcjslc.org)  
Karen Jarvis, Secretary / [kejarvis@thearcjslc.org](mailto:kejarvis@thearcjslc.org)

*Trish Potocar, Zone 1 Co-Chairperson*  
[papotocar@thearcjslc.org](mailto:papotocar@thearcjslc.org)

### **ZONE 2: Jefferson, Lewis, Oswego, Oneida, Onondaga, Madison, and Herkimer**

We are looking for members who are interested in educational programs in our area. If you are interested, please email me to discuss setting something up.

*Jacinta Ramczyk, Zone 2 Chairperson*  
[jacinta5576@gmail.com](mailto:jacinta5576@gmail.com)

### **ZONE 3: Hamilton, Fulton, Washington, Warren, and Saratoga**

Happy Spring!! Zone 3 has recently recruited two new members, Meghan Miskinis and Courtney Bacon from the Lexington ARC. Meghan has volunteered to be the zone representative, and Courtney has volunteered to be the zone secretary. In April, Meghan and Courtney attended the NYS board meeting. Courtney, Meghan, and Tara, Zone 3 Chair, plan to meet soon to set a date for a Zone 3 meeting. Zone 3 also plans to collaborate with Zone 4 on events and speakers! Zone 3 continues to recruit, so if you or any of your colleagues are interested in joining, please reach out to us!

*Meghan Miskinis, Zone 3 Secretary*  
[miskinm@thearclexington.org](mailto:miskinm@thearclexington.org)

### **ZONE 4: Albany, Montgomery, Schoharie, Greene, Schenectady, Otsego, Delaware, Rensselaer, and Columbia**

We met via Zoom for a presentation by NYSTEC in April this year, followed by our regular meeting. We discussed ongoing business and our upcoming educational program.

**June 14th, 11:30-2:00 pm:** We have PQI from the Justice Center speaking at Brooks Barbeque in Oneonta about tools they have developed to support and educate providers about preventing intestinal obstructions and managing medical emergencies. (*Cont'd. on following page.*)

## Zone Reports (cont'd)

We are opening up the June 14 session and lunch to neighboring zones; by this time the invitations will have been sent by email. We expect a strong attendance and a delicious lunch!

We typically have our fall meeting at the Annual Conference. Time to be determined.

*Cindy Pross, Zone 4 Secretary*  
Cynthia.pross@justicecenter.ny.gov

### **ZONE 5: Sullivan, Ulster, Dutchess, Orange, Putnam, Rockland, and Westchester**

*Joy Fojtlin, Secretary, joyann56@aol.com*

### **ZONE 6: Nassau and Suffolk**

It is always a beautiful and magical time here on Long Island as we transition from spring to summer, and we look forward to the warmer weather and the blooming of the plants and trees. The Zone has been active as we had our last meeting on 4-4-2023 with Valtoco as a dinner sponsor at Insignia Steak House. There were approximately 20 attendees and was enjoyed by all.

In April, co-chair Patricia Ruckel and Zone Rep Sheila Thurman attended the Spring Executive Board Meeting in Syracuse. They enjoyed seeing other Board members as well as meeting those new to the Board.

Our next meeting is scheduled for 6-21-2023 with Dr. Theoharakis from LISH presenting on Psychotropic medications. The meeting will be hosted by DDI at their Smithtown location with a light dinner provided. We look forward to hearing him speak.

We continue to encourage our members to advocate for this association and share with colleagues about upcoming events and plans.

Just a reminder: The NYSIDDDNA 2023 Annual Conference will be held Sept. 11-13 in Albany. If you have never attended this conference, this is a great opportunity for meeting new people and networking.

Happy summer to all.

*Pat Ruckel, Zone 6 Chairperson*  
pruckel@phpcare.org

### **ZONE 7: New York, Richmond, King & Queens**

Our NYC Zone 7 met remotely on March 7, and we did a review of the book "Clinical Pearls in IDD Healthcare" as well as a look back at other older IDD nursing reference books. We are hopeful to have an in-person meeting in June. Rob will be attending AADMD's One Voice Conference May 4-7 in Denver, Colorado. This conference focuses on improving the quality of healthcare for people with intellectual and developmental disabilities. He will share information with the zone.

We wish all NYSIDDDNA nurses a Happy Nursing Appreciation month of May and look forward to seeing everyone in Albany soon for our own great conference!

*Rob Peters, Zone 7 Chair*  
Robert.Peters@ahrcnyc.org

### **ZONE 8: Niagara, Orleans, Genesee, Wyoming, and Erie**

Hello nursing friends! Zone 8 had our first in person meeting in April. We held a dinner meeting sponsored by Jazz Pharma about EPIDIOLEX. The presentation was well attended, and we were delighted to once again connect with peers from all walks of our ID/DD nursing world. Currently, we are looking at our next meeting time and location for a new product for ADHD called AZSTARYS sponsored by Corium. If you are interested in being added to our invite or mailing list, please reach out to Linda Cultrara.

*Linda M. Cultrara, Zone 8 Secretary*  
Linda.m.cultrara.@opwdd.ny.gov

### **ZONE 9: Chautauqua, Cattaraugus, Steuben, and Allegany**

### **ZONE 11: Monroe, Wayne, Ontario, Yates, Cayuga, Seneca, and Livingston**

The webinars provided by the association and other organizations have helped to bridge the gap for decreased zone meetings. Many of our zone members attended the NYSIDDDNA Annual Conference this past fall.

We are currently looking for zone members who are interested in being an officer. Zone Chair and Zone Secretary are up for bid for anyone interested in more involvement. We are always looking for members to participate with zone meetings/suggestions for topics. Anyone interested, please contact Edie Smith at [edie.smith@cayuga-cc.edu](mailto:edie.smith@cayuga-cc.edu) or [Deb Hill at dhill@pathwaysforyou.org](mailto:Deb Hill at dhill@pathwaysforyou.org)

*Edie Smith, Zone 9 & 11 Secretary,*  
Edie.smith@cayuga-cc.edu

### **ZONE 10: Schuyler, Tompkins, Cortland, Tioga, Chenango, Broome, and Chemung**

Members in Zone 10 are always welcome to reach out to another zone to join them for educational presentations and networking opportunities.

### **ZONE 12: Members from Other States**

We welcome our colleagues from other states. Members in Zone 12 can reach out to other zones to join them for their educational presentations and networking opportunities.



## Conference Planning Committee

The 2023 conference track is on fire! The conference committee and members have stepped up to the plate and hit the ball out of the park this year. We have solidified our speakers and topics in what feels like is record time. Our master schedule has been created, and we are rounding the bases for registration.

Each year it seems the conference gets better and better. I could not be more proud or more grateful to the team I work alongside to bring this masterpiece together. Hope to see you there!

Linda M. Cultrara, Conference Planning Chair  
Linda.m.cultrara.@opwdd.ny.gov

## Conference At-A-Glance

The Conference Planning Committee has made excellent progress planning the NYSIDDDNA 2023 Annual Conference, which will be held September 11-13, 2023 at the Albany Marriott. The Master Schedule is posted on the website.

The conference will open on Monday, September 11 at 1:30 with time planned for attendees to visit the Exhibit Hall. The Keynote will begin at 2:15 p.m. and will be followed by one set of concurrent sessions. Note: The conference will begin after lunch on Monday.

Tuesday is a full day with breakfast, lunch, four sets of concurrent sessions, our Annual Meeting, and time to visit with the exhibitors. Dinner will be on your own on Monday and Tuesday evenings. Some exhibitors have expressed interest in sponsoring an educational dinner program. We will let you know about these dinner opportunities as they become available.

On Wednesday, we will have breakfast and two sets of concurrent sessions, followed by the capstone session with Susan Prendergast, Director of Nursing and Health Services, NYS OPWDD. The conference will end at 12:30. *Note:* Lunch is not included.

**Reserving Your Hotel Room:** The conference rate is \$139 (plus 14% tax) for a single or a double. This conference rate is available through Thursday, August 24.

Call **800-228-9290 or 518-458-8444** to reserve your room. Ask for the NYS ID/DD Nurses Association room block. If you prefer, you can reserve your room online. To find the link, click on the Conference Hotel page ([www.nysiddna.org/conference-hotel/](http://www.nysiddna.org/conference-hotel/)).

### Save the Date

**NYSIDDDNA 2023 Annual Conference**  
September 11-13, 2023 | Albany Marriott

## Annual Conference - About Registration

**Registration Fees:** The Member Rate is available for everyone who is a 2023 member of NYSIDDDNA by July 31, 2023. The Early Bird rate is available for members and non-members through July 31, 2023.

Full 3 Day Rate	Early Bird	Regular
<b>Sept. 11-13</b>	<i>By 7/31/23</i>	<i>After 7/31/23</i>
Member	\$325	\$350
Non-member	\$390	\$415
1 Day Rate	Early Bird	Regular
<b>Sept. 11, 12, or 13</b>	<i>By 7/31/23</i>	<i>After 7/31/23</i>
Member	\$180	\$200
Non-member	\$200	\$220

*Note:* DDNA membership does not qualify for the member rate.

The registration fee includes breakfast and lunch on Tuesday, breakfast on Wednesday, and morning and afternoon breaks each day. If registering for one day, the registration fee includes the meal(s) on that day.

When you register, you will be asked to indicate your first and second choice for each concurrent session. We will do our best to assign you your first choice. Assignments will be made on a first come, first served basis. Registering early is recommended to receive your first choice.

**To Register:** The registration form, with a full list of programs on the back, is inserted into this newsletter. A fillable version of the registration form is available on the Annual Conference page on the website at [www.nysiddna.org/annual-conference/](http://www.nysiddna.org/annual-conference/). You will also find a full list of programs with abstracts on this page.

**Paying Your Registration Fee:** If paying by check, please make the check payable to NYS ID/DD Nurses Association and mail your check to the address on the registration form.

If you prefer, you can pay your registration fee by PayPal. The links to the registration fees is on the Annual Conference page on the website. Be sure to email your registration form to [information@nysiddna.org](mailto:information@nysiddna.org). Please Note: When paying by PayPal, you will be assessed a service fee by PayPal to cover the cost of using their service.

If you have questions about registering, please email [information@nysiddna.org](mailto:information@nysiddna.org) for assistance. If you must cancel your registration, your fee will be refunded if you do so by Wednesday, August 30. We are unable to give refunds after this date; however, we can transfer registration to another person.

## Treasurer Funds Committee

New procedures have been implemented for requesting funds for Zone meetings. When deciding the process of requesting funds to support any financial needs when hosting a zone meeting, the committee decided to use one form for all requests related to requesting or refunding money.

Moving forward the Expenditure Disbursement and Request Form will be used for all monetary requests.

### The form can be used to request:

- Funds for zone meeting expenses.
- Reimbursement from costs incurred during zone meetings.
- Reimbursement from costs incurred due to Board meetings.
- Reimbursement from costs incurred due to the Annual Conference.

All requests are required to follow Association Bylaws.

## Important Dates to Remember

- |             |   |
|-------------|---|
| May 18      | Conference registration site opened.  |
| July 1      | Must be a member to vote in elections   |
| July 15     | Nominations for state officer positions due   |
| July 15     | Nominations for Joyce Binder Memorial Award for 2023 due                              |
| July 31     | Must be a member to register at member rate at the Annual Conference.                 |
| July 31     | Last day to receive Early Bird rate.  |
| Aug. 24     | Last day to receive conference hotel rate of \$139 (plus tax) for a single or double. |
| Aug. 30     | Last day to receive a refund if cancelling conference registration.                   |
| Sept. 11-13 | Annual Conference opens at 1:30 on Sept. 11 and ends at 12:30 on Sept. 13.            |

## Expenditure Disbursement & Request Form

### INSTRUCTIONS

**Criteria for Requesting Funds:** Financial support can be requested by association members for educational expenses within the Association's Bylaws and Standing Rules, with potential fees including:

- Venue
- Speaker
  - Honorarium
  - Travel (mileage, tolls, airfare, train) *Note: Mileage is at the current Federal Mileage Rate.*
  - Hotel
  - Food
- Educational materials related to meeting topic
- Light snacks or non-alcoholic beverages

**NOTE: Meals for attendees are not covered.**

**Requests for funds follow association Bylaws and Standing Rules and are to be reasonable expenditures related directly to NYSIDDDNA events.**

- All zones funding requests will be reviewed by the Treasurer of the Association.
- Appropriate funding requests will be processed by sending request for check processing to accountant.
- Zones officers will make every attempt to keep expenses low. Request for funding will not exceed \$500.
- Fund adjustment will be requested if Treasurer feels funds requested are in excess of a reasonable amount.

### Approval Process:

- Prior to the event submit the request form filled out in its entirety.
- Email form to the current Treasurer of the NYS ID/DD Nurses Association by sending email with required forms to [information@nysidddna.org](mailto:information@nysidddna.org).
- The Treasurer will respond on the status of the request and processing.

### Documents required:

- Expenditure Disbursement & Request Form.
- Detailed specifics are required to be included when the following is requested:
  - Tolls
  - Mileage (Miles x Federal rate = amount)
  - Travel by: Air, Train
  - Hotels
- Receipts for all expenses must be submitted to the Treasurer within 3 weeks after the meeting by emailing copy to [information@nysidddna.org](mailto:information@nysidddna.org)

### Processing Time for Requests:

- All members should plan accordingly for any funds that are required prior to Zone events.
- Minimum for 3 weeks prior to event to allow processing time.
- Upon request a speaker or venue can be paid directly.



# EXPENDITURE DISBURSEMENT AND REQUEST FORM

Name		Date of Event	
Email		# of Attendees	
Zone		Topic	

## PAYMENT REQUEST MANAGEMENT (WHO TO SEND CHECK TO)

Name	Amount	Address

## EXPENSES

Category	Dates	Details	Amount
Speaker			
Travel			
Lodging			
Food/Beverages			
Venue			
Other			
			Subtotal
			Approved Amount
			Total Amount Sent to Member

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer Signature

\_\_\_\_\_  
Date Completed

**PLEASE NOTE:** This form was designed as a fillable form. The fillable version of this form will be posted on the NYSIDDDNA website. You can request the fillable form by emailing [information@nysiddna.org](mailto:information@nysiddna.org).

## Strategies Used by Agencies — Prepared by the Recruitment/Retention Committee

PLEASE NOTE: The NYS ID/DD Nurses Association does not endorse any specific service provider. Discussions on the zone or state Level can help you find out what statewide agencies are doing. Our annual conference is an excellent way to network with other nurses.

### Contracted Services

STRATEGY	DESCRIPTION
Triage Services	<ul style="list-style-type: none"> <li>Meets the regulation related to an RN being available for triage.</li> <li>Positive impact of using this on-call service on RN applicant's interest in applying &amp; remaining with the agency.</li> <li>Protocols provided right at the beginning plus training of staff in what a triage service is, have limited the number of inappropriate referrals to ER.</li> <li>You can identify calls that should go elsewhere (e.g., managerial issues) and re-train staff about appropriate use of on-call service. Re-training has reduced # of calls from 180 to about 70/month.</li> <li>Initial reluctance of some nurses to use a triage service quickly becomes support.</li> <li>NOC-nurse on call-services-every day 4PM to 8AM plus weekends/holidays.</li> <li>Some use direct line calling and some use faxed information. Call back 15-30 minutes.</li> </ul>
Telehealth Services	<ul style="list-style-type: none"> <li>Physician service dedicated to individuals with I/DD and other vulnerable populations.</li> <li>Doctors are specially trained to address this population's complex health needs.</li> <li>They treat patients through their simple telemedicine platform.</li> <li>Saves everyone's time when it can save a trip to the doctor's office or the ER.</li> </ul>
Various EMR System-as help to track medical appts or help to cut down on written reports.	<ul style="list-style-type: none"> <li>Tracks appointments across entire agency.</li> <li>May help with billing needs as well as storage of all consult outcome forms for each individual.</li> <li>Tracking of certain reports (falls, ER/Hospitalization, etc.).</li> <li>Great tool for all RNs to remind us what needs to be checked each week when we are in our IRA's/school program house sites.</li> <li>Can request templates be added to meet specific needs.</li> <li>PONs, MARs on the site. RN can track DSP's med administration and ensure all new information is read and acknowledged.</li> <li>Some agencies working toward paperless.</li> <li>RN can acknowledge information posted by DSP's, reply as needed or use iPads to view (rash, etc.) remotely.</li> </ul>
Psychiatry Services	<ul style="list-style-type: none"> <li>Use local and out of state Adolescent Psychiatrists.</li> <li>Appointments involve the entire interdisciplinary teams, as well as the individual and their immediate family/legal guardian when warranted.</li> <li>Can collaborate with doctors and providers.</li> <li>Helpful for areas of the state that do not have many psych providers.</li> </ul>
Web-based site for tracking trainings	<ul style="list-style-type: none"> <li>Web based site for tracking all trainings (certification and recertification's, etc. Med Admin, Diabetes, Tubes, CPR, SCIP – R, etc.)</li> <li>Also tracks annual online trainings.</li> <li>Can use trainings from the site or submit your own</li> </ul>
Telehealth Equipment – may be purchased through grants or agency funds.	<ul style="list-style-type: none"> <li>Equipment has step by step directions</li> <li>When an individual needs to be seen but cannot come to the clinic, a partial physical exam can be completed (lung sounds, heart sounds, vital signs).</li> <li>There is a camera for picture purposes if needed.</li> <li>All data goes through a secure server system.</li> </ul>
Direct Pharmacy to site services	<ul style="list-style-type: none"> <li>Delivery of individual's medications through 24hr/7 days a week delivery system.</li> <li>Share all alert &amp; educational emails available to us when you put your email approval to receive these.</li> <li>Medications are ordered through their web-based site and print off new scripts when needed.</li> <li>AMAP's can call for refills after checking medication supplies.</li> </ul>
Medical care from a support organization	<ul style="list-style-type: none"> <li>Provides support to I/DD organizations, healthcare corporations, and physician practices with assessing, coordinating, and directing the right level of care to the right place at the right time.</li> <li>Dedicated 24/7/365 RN on-call service which employees skilled registered triage nurses who are also professionally trained and specialize in caring for the I/DD individual.</li> <li>NYS licensed RNs provided assessment, guidance, and disposition to the appropriate level of care. They collaborate closely with the team of RNs and providers to determine disposition for care.</li> <li>Appropriate levels of care may include home care instructions, an RN virtual visit, or a telemedicine visit with a provider. When medically necessary, an Urgent Care or Emergency Room visit may be required and when emergent, 911 is contacted for immediate response.</li> </ul>

Use of ILTs for Training or meetings	<ul style="list-style-type: none"> <li>• ILT's can be used for the lecture portion of trainings.</li> <li>• This means staff and instructors do not need to travel far or worry about travel conditions.</li> <li>• Works well for agencies with several locations.</li> <li>• Meetings can be online or hybrid with in person attendees and the option for online attendance</li> </ul>
<b>Strategies Employed Within the Agency</b>	
<b>STRATEGY</b>	<b>DESCRIPTION</b>
Options	<ul style="list-style-type: none"> <li>• Flexible Schedules offers better balance with work and outside life.</li> <li>• More autonomy.</li> <li>• Collaboration of Nursing Team – building comradery among nursing staff</li> <li>• Encourage sense of fulfillment – when you see results and know you helped.</li> <li>• Channels of communication</li> </ul>
Possible Supports	<ul style="list-style-type: none"> <li>• Interact with specialty teams (PT/OT/SLP – therapy department, as well as behavior specialist teams) that support work of the RNs.</li> <li>• Administrative Assistant for nursing and their teams to help with scheduling outside specialty appointments, f/ up appointments, etc.</li> <li>• Each RN receives a laptop and cell phone upon hire.</li> <li>• Adjust training on hire based on previous experience. Work alongside a senior RN until RN feels comfortable taking on a house site.</li> <li>• Hospital liaison among the nursing staff – Has improved the connection between the agency and the hospital.</li> <li>• Clear lines of contact.</li> </ul>
Salary and Benefits	<ul style="list-style-type: none"> <li>• Pay Parity Scale Review to compare their pay rates with others in the county/nearby area. Salary adjustment to be comparable to other settings.</li> <li>• Work for Benefit Package improvement.</li> <li>• Pay rates were reviewed and adjusted to be equal when two agencies merged.</li> <li>• Enhanced Salary / Stipend – Used by some agencies to recruit and retain nurses. Some agencies offer a stipend for nurses who will take on additional house(s).</li> </ul>
Ways to Address Staffing Concerns	<ul style="list-style-type: none"> <li>• Improved Communication – Nurse to nurse check-ins can help new staff</li> <li>• Create additional RN position(s) and even out case load based on the acuity of the individual being taken care of, as well as the numbers.</li> <li>• Create a “When to Call the RN” list to identify concerns that do not need a direct call to the RN (e.g., prn med for a headache) but the DSP notifies the nurse through an online log instead. RN can reply online to one person or to all staff involved with that person-for example, can use cream for dry skin. Result has been a reduction in unnecessary calls going to the RN.</li> <li>• The Nursing Supervisor/DON is part of the administrative team that meets regularly and gets to bring forth any issues. Has worked to resolve questions between staff groups before they escalate resulting in improved understanding of different functions and better relationships.</li> <li>• Nurses work out of hubs, not offices in residences, which helps nurses support all the people equally.</li> <li>• No longer have nurses who are only residential or only Day Hab – now the nurses follow people 24/7.</li> <li>• LPNs added to the staffing plan – Has helped RNs with the workload.</li> <li>• Use per diem nurses to cover on-call shifts – This strategy is used by a small agency with one FT nurse and one PT nurse and per diem nurses.</li> <li>• Build a positive relationship with Administration to help address issues that cross between Nursing and Administration. Nursing supervisors can advocate for the nurses and help nurses be heard as these issues arise.</li> </ul>
Partnerships / Good Relationships with Area Nursing Schools	<ul style="list-style-type: none"> <li>• Increases the number of RNs coming into the ID/DD field.</li> <li>• Provides new nurses to work at the agency upon graduation.</li> <li>• Tuition reimbursement programs support RNs who choose to continue their education.</li> <li>• Offering internships for nursing students provides them with exposure to ID/DD field and potential candidates for the agency.</li> </ul>
Relationship with area hospital	<ul style="list-style-type: none"> <li>• Provides opportunity to offer school-based clinic and adult clinic.</li> <li>• Agency RNs get to know providers from the hospital and are able to contact a provider quickly.</li> <li>• RNs might have access to the hospital's EMR system, which makes it much easier to get copies of scripts, talk to all providers with questions/concerns, and to quickly be able to obtain written orders.</li> </ul>

**NYS ID/DD Nurses Association**

PO BOX 25832

Rochester, NY 14625



## NYS ID/DD Nurses Association Summer 2023

We are pleased to provide you with this Summer 2023 Newsletter. This newsletter is filled with articles, updates, and announcements just for you! *Here is a quick peek at the some of the topics included in this issue:*

### Officer/Committee Reports

- President’s Message—Page 1
- Nurse Recruitment & Retention Committee—Page 2
- DDNA Update—Page 2
- Membership Committee – Page 2
- Renewing Your Membership—Page 3
- Website/Social Media—Page 3
- Conference Planning Committee—Page 7
- Treasurer Funds Committee—Page 8

### Seeking Nominations

- For State Officer Positions—Page 4
- For the Joyce Binder Award—Page 4

### Scholarship News

- 2023 Scholarship Recipient—Page 2

**Important Dates to Remember**—Page 7

### Zone News

- Getting Involved as a Zone Officer—Page 5
- Zone Reports—Pages 5 & 6

### NYSIDDDNA Annual Conference—Sept. 11-13 in Albany

- Conference At-A-Glance—Page 7
- Annual Conference—About Registration—Page 7
- Registration Form / List of programs—See Insert.

**— Save the Date for 2023 —**

### NYSIDDDNA 2023 Annual Conference

*Motivate. Educate. Network.*

September 11-13, 2023 | Albany Marriott

Registration is now open. Click on “Annual Conference & Webinars” tab on [www.nysidddna.org](http://www.nysidddna.org) for more info.