

IFSP State Council Meeting

June 27, 2025 from 12:00 to 2:15 p.m.

Registration link: <https://events.gcc.teams.microsoft.com/event/c79614a2-4762-437e-a15d-39b4e6987493@620ae5a9-4ec1-4fa0-8641-5d9f386c7309>

Attendees: Heather Hines (DBHDS); Rhonda Gaines (DBHDS); Lynne Fetter (DBHDS); Rhonda Taylor (Hamilton Relay); Rebecca Sticker (Western VCU CFI); Jennifer Reese (Northern VCU CFI); Lisa Richard (Southwestern VCU CFI); Renee Soniat (Central VCU CFI); Donna Robel (Eastern VCU CFI); Joan Brunner (Eastern VCU CFI); Monica Mann (Central); Sarah Horne (Central); Brandon Cassady (Northern); Anthony Almodovar (Northern); Daniel Soya (Northern); April Johnson (Southwestern); LaSherron Diaz (Southwestern); Anita Frazier (Eastern); Tammara Herbert (Eastern); Tia Webb (Western); Angela Hamilton (Western)

Hamilton Relay link: <https://www.streamtext.net/player?event=HamiltonRelayRCC-0627-VA4386>

I. Introductions and Agenda

- a. Staff introductions and welcome
- b. Icebreaker: What quirky habit or ritual makes you happy?
- c. Educational presentation: Michael Preston, DBHDS
- d. Council updates:
 - i. Self-advocate forum update
 - ii. Regional workplan updates
- e. Communications updates
- f. General IFSP updates
 - i. Council business updates
 - ii. The IFSP State Plan
 - iii. IFSP-Funding update
- g. Wrap-up and adjourn

II. Educational Presentation

- a. Michael “Mike” Preston is the Mobile Rehab Engineering (MRE) Team Manager at DBHDS.
- b. Mike gave an overview of the services the MRE team offers, and how to request services.
- c. Please see the attached PDF of Mike’s presentation following these minutes. Helpful links about MRE services are included.
- d. For urgent MRE requests, please email mreteam@dbhds.virginia.gov or text Mike

Preston at 757-695-6371. For other questions or issues related to durable medical equipment, please email communitynursing@dbhds.virginia.gov.

- e. Questions and comments:
- i. Rhonda: What is the approval process for customized equipment? Who determines whether the equipment is or is not approved?
 - Mike: Often times, a physical or occupational therapist will recommend the custom adaptation. The MRE team will FaceTime onsite with the MRE physical therapist, who makes the decision.
 - ii. Tia: Is the service only for waiver recipients? Or is it also for people on the Waitlist/without a waiver?
 - Mike: The service is for anyone with a waiver or on the Waitlist. It's for anyone who has been diagnosed with an intellectual or developmental disability.
 - iii. Rhonda: Is there any related cost for the service?
 - Mike: No.
 - iv. Anthony expressed appreciation for the MRE team's work and how it changes the quality of life for a lot of people.

III. Council Updates

- a. Self-advocate forum updates: Led by the IFSP Support Specialist
 - i. Two self-advocate forums were held on May 2 and May 9. Key insights for the IFSP included: providing self-advocates with opportunities for leadership; truly listening to self-advocates' feedback and putting it into action; making sure everyone can attend meetings and have their voices heard; and performing targeted outreach to self-advocates. Regarding Council recruitment, many found out about the IFSP Councils through friends or colleagues.
 - ii. LaSherron Diaz shared her experience participating in a forum discussion.
- b. Regional workplan reports and updates
 - i. Each Regional Council shared their Regional Council workplans, progress, and any updates made for implementation in July 2025.

IV. Communications Update: Led by the IFSP Communications & Program Coordinator

- a. The IFSP is preparing the 2026 annual mailer, which is sent each year to all individuals and families on the Waitlist. This mailer is sent by email and postal mail. The target for this mailing is early August 2026. This year, there will be a new one-pager about peer and family mentoring. The IFSP will also update and reorganize some information in the [IFSP: First Steps](#) guide.
- b. Part of this mailer includes the IFSP's Annual Satisfaction Survey. The upcoming survey will assess the FY25 fiscal year (July 2024 through June 2025). Councilmembers on the Waitlist were encouraged to take the survey. While the survey is open, all Councilmembers should share it on Facebook frequently and with other Waitlist individuals and families.
- c. 2026 Council recruitment will be open from August 1 through September 5, 2025. With Council feedback, the IFSP will be creating a video and a one-pager about the

Councils. The IFSP will also create targeted materials for self-advocates and people with intellectual and developmental disabilities. Councilmembers can help by filling out the interest survey, working with the IFSP to develop materials, sharing recruitment opportunities in their communities, and by participating in recruitment interviews with their RNCs.

- d. The IFSP emailed social media guidance to all State and Regional Councilmembers on April 25, 2025. Councils are reminded not to post political or fundraising content on their Regional Facebook pages. Councilmembers should discuss Facebook post ideas with each other and with their RNC. Questions and ideas for improving social media guidance for 2026 can be emailed to the IFSP directly at IFSPCommunity@dbhds.virginia.gov.
- e. Please send Digest or Facebook suggestions to IFSPCom@dbhds.virginia.gov.
- f. Questions and comments:
 - i. Brandon: How can Councilmembers let people know about elections if that information cannot be posted on the regional Facebook pages?
 - Rachel: Information about specific topics or candidates are better suited for sharing on personal social media accounts and other platforms.
 - Natasha suggested connecting with The Arc of Northern Virginia and the ALLY Alliance.
 - Heather: As a state agency, DBHDS social media policy does not permit content about specific candidates, events, and calls to legislative advocacy on our official platforms.
 - Rhonda: The public does not need this information from the IFSP. Councilmembers can share it as individuals or as part of other organizations.
 - ii. Brandon expressed concern that IFSP State Council meetings were held at the same time as another committee he serves. Sarah shared this concern.
 - Rhonda: The IFSP staff stated that meeting times are decided based on Councilmember survey questions on availability and preference. Attendance requirements are generous, and meetings are scheduled on regular days and times so everyone can plan to attend.
 - iii. Tia shared that personal TikTok pages with hashtags reach a lot of users' For You pages.
 - Rachel: TikTok hashtags are a good strategy for that platform. As a state agency, DBHDS cannot use TikTok, but Councilmembers are encouraged to use their personal social media to share information about the IFSP.

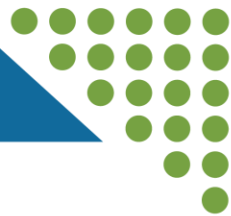
V. General IFSP Updates

- a. Council updates: Led by the IFSP Community Coordination Supervisor
 - i. If members' mailing addresses have changed, please send updated addresses to IFSPCommunity@dbhds.virginia.gov. Members will be receiving mail from the IFSP in the next month.

- ii. Most Council members have signed the new Charter. Members who have not should review the Charter that applies to their current appointment and provide their signature verification through the SurveyMonkey link. Please contact the Community Coordination Supervisor with any questions.
 - iii. Councilmembers should think about what a regional in-person activity would look like for 2026.
- b. The IFSP State Plan: Led by the IFSP Program Manager
 - i. Councilmembers received an overview of why the State Plan matters. Previously, the Council was asked to provide feedback about the State Plan through a survey. The IFSP shared insights from these responses, including what Councilmembers feel is working well and what Councilmembers feel needs improvement. Council feedback helped the IFSP to make revisions to each of the four goals in the State Plan. These revisions were discussed.
- c. IFSP Funding: Led by the IFSP Program Manager
 - i. The IFSP expects to accept applications in October 2025. An official announcement will be shared in the upcoming IFSP annual mailer to all individuals and families on the Waitlist.
 - ii. Changes to the IFSP-Funding application include:
 - New eligibility questions
 - Updates to the homepage
 - Revisions to instructions, prompts, and signature line
 - Revisions in language to prevent confusion
 - iii. The IFSP will hold trainings on funding.
 - iv. The IFSP is glad to explore other ways to get the word out about IFSP-Funding.
- d. The Council had no comments or questions about these items.

VI. Wrap-up and Adjourn

- a. Next Coordinated Regional Council meeting: Thursday, July 17th from 6 to 8:15 p.m. The topic is “Transportation Options, Resources, and Alternatives for People with Developmental Disabilities (DD)”.
- b. Next State Council Meeting: Friday, September 26th from 12 to 2:15 p.m.
- c. Meeting minutes will be distributed by email and posted to the My Life, My Community website at <https://mylifemycommunityvirginia.org/ifsp-state-council-minutes>. If Councilmembers have any questions, they may email the IFSP at IFSPCommunity@dbhds.virginia.gov.



The Mobile Rehab Engineering Team Services Overview: What You Need to Know

Developed and Presented by:
The Office of Integrated Health Supports Network at the
Virginia Department of Behavioral Health and Developmental
Services



What is The MRE Team

M - Mobile

R - Rehab


E - Engineering

The MRE Team is a gap service. Designed to fill most gaps where community based DME and Assistive Technology providers are unable to meet the need.

Funding from the General Assembly identified as part of the Commonwealth of Virginia's Settlement with the Department of Justice.



Mobile Rehab Team Mission

- To provide DME and AT consultation, technical assistance, maintenance, repair and custom modification services to **individuals with developmental disabilities**, who don't currently have these services available.
 - To reduce the need for supports in a more restrictive setting.
- 

Quick Overview of the Team

- There are 6 MRE Team members who serve all areas of the Commonwealth.
- The MRE Team vehicles vary in size and shape depending on the type and number of repairs and services scheduled for a particular day.
- MRE Team members are all Commonwealth of Virginia employees and have state-issued photo ID badges.
- The MRE team also has a Physical Therapist who can assist with equipment modifications.
- The OIH PT can also provide technical assistance with wound injuries, Care Team reviews, assistive technology, fall safety, and more.



Importance of Properly Functioning DME Lowers Risk of Injury

DME Failures

- Vehicular tie down Failure
- Wheelchair Brake failure
- Patient Lift failure
- Hospital bed rail failure
- Shower chair failure
- Positioning failure

Injury Risk

- Head injuries/Death
 - Bodily injuries
 - Fractures
 - Skin irritation/breakdown
 - Skin infection
 - Pressure ulcers
 - Aspiration
 - Skeletal deformity
- 

Properly Functioning DME Enables Access to...

Community services, goods and opportunities:

- School
- Day Program
- Healthcare Appointments
- Church
- Outings
- Recreational Activities
- Community Events

A Non-Functioning
Wheelchair



No Access to the
Community



For some individuals, no wheelchair results in no way to even sit up to eat, because they have no other positioning device which enables access to a table.

The MRE Team Provides All Repair Services On-Site

Anywhere in Virginia:

- Schools
- Colleges
- Work Sites
- Group Homes
- Day Programs
- Private Residences
- Apartments
- Condos
- Summer Camp
- & More!



The MRE Team Services:

Safety Assessments, Cleaning, Preventive Maintenance, Repair Services,
& Custom Adaptations for All Types DME



70% of all MRE Team services are on Wheelchairs

Additional types of repair:

- Hand Orthotics
- Hand Splints
- Ambulatory foot Orthotics
- Helmets



The MRE Team Can Repair or Replace

- Footrests
- Footplates
- Head Rest(s)
- Armrests
- Seat Backs
- Seat Slings
- Cushions & Covers
- Seat Belts
- Chest Harnesses
- Wheelchair Trays
- Laterals
- Hip Guides
- Tilt Mechanism
- Canes
- Frame
- Hand Grips
- Wheel Locks
- Wheels
- Casters
- Some Electronics

AND MUCH MORE!




The MRE Team Provides On-Site Cleaning / Pressure Washing of DME

- All washable DME. (Waterproof)
- DME Pressure Washing (March thru October).
- Weather dependent (no pressure washing in storms, high wind, extreme heat, etc.).
- Only washable DME.
- Site needs to have an outside water spigot.
- A level area to set up equipment.
- Hot water only—no detergents.
- The MRE Team voluntarily complies with Virginia's Clean Water Act.



What is a Customized Adaptation?

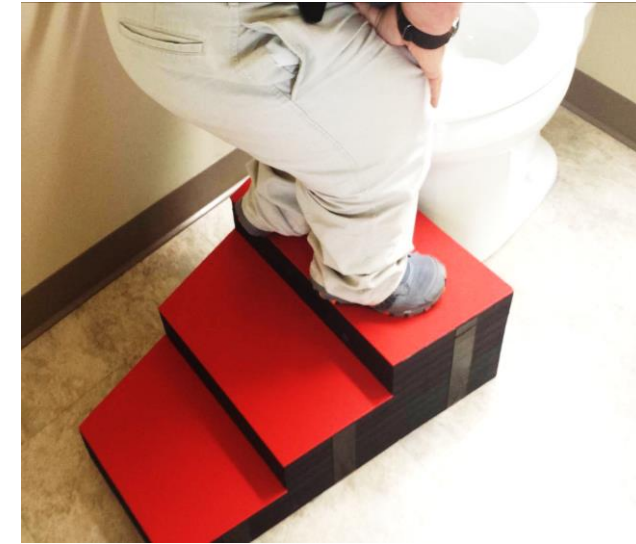
- An individualized tailor-made, one-of-a-kind adaptation to meet an individual's needs when a standard piece of equipment cannot or does not.
 - A customized adaptation might be indicated if the individual is experiencing, or has experienced, any of the following:
 - Discomfort.
 - Skin Breakdown.
 - Poor positioning.
 - Pain.
 - An injury/fall related to their DME.
 - Poor fit.
 - Needs not currently being met.
- 



This customized pivot board was fabricated to help an individual safely transition from their wheelchair to a commode.



This calf panel was designed to help an individual keep their feet safely on the wheelchair footrests which lowers their risk of injury.

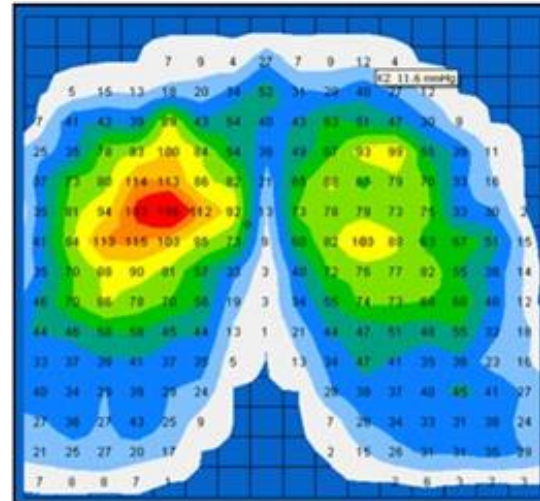
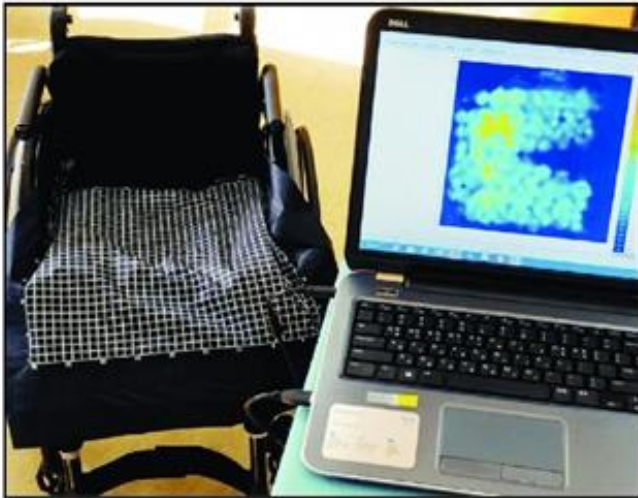


This Lightweight portable set of steps was designed to assist and enable a very short-statured individual to safely wash their hands at the sink.



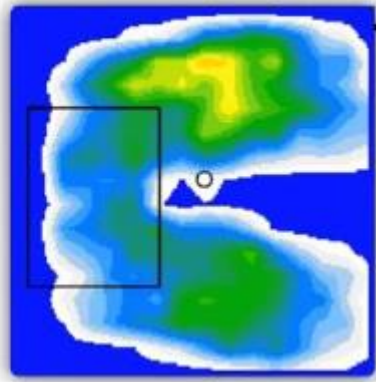
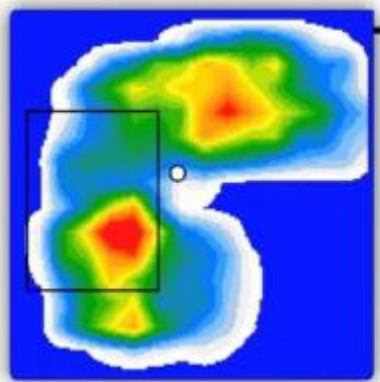
The MRE Team Also Provides Pressure Mapping

- Pressure mapping is another specialized service offered by the MRE team.
- Pressure Mapping is an advanced technology which measures the amount of pressure an individual is experiencing from a surface.
- Recommended for anyone who is at high risk for pressure injury or has a history of pressure injury.



Red coloring indicates areas of highest pressure

Poor Positioning Can Cause an Increase in Pressure



Check out this video on pressure mapping:
<https://www.youtube.com/watch?v=bVyPZJu4Go4>

The Xsensor website has webinars on pressure mapping.
<https://www.xsensor.com/webinar/finding-the-balance-in-seating-design-part-1>

The MRE Team does not...

- Do assessments for new Durable Medical Equipment.
- Replace power wheelchair motors, wheels, joysticks, batteries or seating systems.
- Replace patient lift batteries, chargers or slings.
- Repair wheelchair ramps, or wheelchair elevators.
- Install wheelchair tie-downs and/or do repairs on wheelchair accessible vehicles or vehicle lift systems.
- Do assessments for new adaptive communication devices, adaptive software for computers, home environmental controls, hearing devices or vision devices.

**We have resources for the above –
Contact us for more information!**




Who Can Submit a Request for Services?






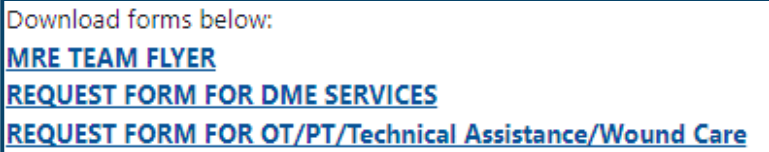
- Support Coordinators
- Direct Caregivers
- Nurses
- Program Managers
- Parents
- Neighbors
- Friends
- Siblings
- Guardians
- Self Referral

Anyone!

It is helpful to notify the individual's support coordinator so they can be aware of:

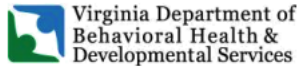
- Any issues with DME equipment.
 - The need for a referral to a specialist.
 - The need for physician orders/protocols.
- 

How to Request MRE Services

- You know or care for an individual and you notice a repair or other service need.
- Go to OIH-HSN webpage: <https://dbhds.virginia.gov/office-of-integrated-health/>
- Click on  
- Click on  
 - [Community Nursing and Interdisciplinary Team](#)
 - [Dental](#)
 - [Mobile Rehab Engineering](#)
- Click on Request Form for DME Services.  

Download forms below:
[MRE TEAM FLYER](#)
[REQUEST FORM FOR DME SERVICES](#)
[REQUEST FORM FOR OT/PT/Technical Assistance/Wound Care](#)
- Download Form #101.
- Fill in Form #101 and save to your computer.
- Send the completed Form #101 to: mreteam@dbhds.virginia.gov
- Have an urgent DME repair need? Text Mike Preston at: (757) 695-6371.





Request for Durable Medical Equipment Services

Form Instructions: This is a fillable PDF form and can be filled out electronically utilizing Adobe Reader/Acrobat.

This form must be filled out completely. Incomplete forms may be returned to the Requester.

Return this form to MRTeam@dbhds.virginia.gov.

Forms will ONLY be accepted by email unless prior arrangements have been made with MRE Management.

Date of Request:	Date of Birth:
Individual or Facility Name:	Preferred Name:

This individual has an intellectual or developmental disability as defined by the VA Code?

Yes No

Does the individual have Medicaid? Yes No

Medicaid Number:

Does the individual have a waiver? Yes No

Waiver Type:

Have you contacted your local DME for your request? Yes No

Company Name:

What were the barriers that hindered the DME Company from assisting you?

Indicate individual's type of residence: Family Home Group Home ICF

Name of Group Home/ICF (if applicable):	
Street Address:	Apt/Suite:
City/Town:	Zip Code:
Group Home Street Address (if different from above):	Apt/Suite:

DAY SUPPORT INFORMATION

Does the individual attend a Day Program? Yes No

Day Program Name:	
Street Address:	
City/Town:	Zip Code:
Days and Hours of Attendance:	

To request individual or agency-wide Durable Medical Equipment (DME) services, please download and complete Form #101. Services include:

- DME repairs
- DME safety assessments
- DME pressure washing/cleaning
- Custom Adaptations (Each individual receives an individualized, person-centered assessment.)

Please send completed forms to: mrteam@dbhds.virginia.gov

Work may be completed at the individual's residence or Day Support facility to ensure timely and convenient service delivery.

PLEASE SELECT PREFERRED LOCATION OF SERVICE

Family Home Group Home ICF Day Support

REQUESTOR INFORMATION

Community Service Board:	
Community Service Board Representative:	
Phone Number:	Email:

SCHEDULING CONTACT INFORMATION

Contact Name:	
Phone Number:	Email:

Service Type *(Please select all that apply)*

Repair Safety Assessment Pressure Washing Custom Adaptation
For Pressure Washing Requests Only: Do you have an outdoor spigot to accommodate? Yes No

List Equipment in need of service below.

Equipment Type:	
Make/Brand Name:	Model:
Description of Problem/Consult Needs:	

Equipment Type:	
Make/Brand Name:	Model:
Description of Problem/Consult Needs:	

For Multiple Individuals, please fill out the following information *(Please select all that apply)*

Pressure Washing Clinic Safety Assessment/Repair Clinic
For Pressure Washing Requests Only: Do you have an outdoor spigot to accommodate? Yes No

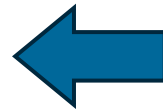
Approximate Number of Pieces of Equipment: _____ (Example: 25-30)

If interested in a Safety Assessment Clinic or Pressure Washing Clinic, please email MRETeam@dbhds.virginia.gov.

Page 2 of 2

Form 101 - 5.2023

To ensure timely repairs, please complete page 2 with as much detail as possible.



When submitting a request for multiple individuals, please ensure you complete the last block on page 2. Also, provide a list of names and their corresponding equipment within the body of your email.

What should you expect next?

- An MRE Team member will contact the person listed in the “scheduling contact information section” on page 2 of (Form #101) within 1 week to 10 days.
- Urgent Request, email: mreteam@dbhds.virginia.gov or text Mike Preston at: (757) 695-6371
- A convenient appointment time will be agreed upon for all appointments.



Any Questions?



If you think of something later or have other questions about DME – Related Issues:

Contact an OIH RNCC who can provide technical assistance at: communitynursing@dbhds.virginia.gov



