

# Long-Term Services and Supports (LTSS) Meeting Logistics

LTSS Subcommittee Meeting

February 1, 2024

Presented By: Jermayn Glover, OLTL, Director of the Division of  
Communications Management

# ListServ Changes

# What is a ListServ?

A ListServ, sometimes called a list, is a way to send information by email to subscribers.

The Office of Long-Term Living (OLTL) uses multiple ListServes to send information about our programs and activities to our stakeholders (public, providers, agencies, etc.).

ListServes are a one-way channel - messages go out from OLTL.

Stakeholders subscribe to OLTL ListServes to receive information.

# New LTSS Meeting Minutes ListServ

After the February 1, 2024, LTSS Subcommittee Meeting, the following Subcommittee Meeting information will be sent to subscribers through the LTSS Meeting Minutes Listserv:

- How to request an accommodation for the next scheduled meeting
- How to register for the next scheduled meeting
- The agenda for the next scheduled meeting
- Copies of presentations given during the meeting
- A transcript of the meeting
- Other LTSS Subcommittee Meeting-related items as needed

# Old MLTSS Meeting Minutes ListServ

OLTL previously sent information about the Managed Long-Term Services and Supports (MLTSS) Subcommittee Meetings on the [MLTSS Meeting Minutes ListServ](#) and the [Community HealthChoices \(CHC\) ListServ](#).

While the CHC ListServ is still active for CHC-related information, OLTL has discontinued use of the MLTSS Meeting Minutes ListServ.

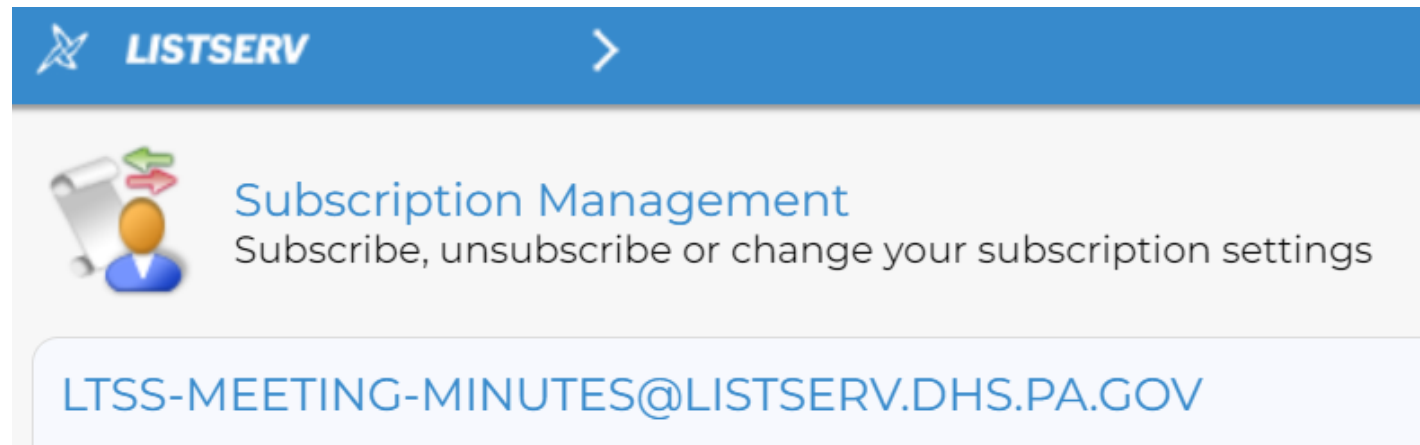
Archived MLTSS Subcommittee Meeting materials are still available on the [ListServ Archive](#).

Subscribers to the MLTSS Meeting Minutes ListServ were migrated to the LTSS Meeting Minutes ListServ, to reduce subscriber effort.

# Subscribing to LTSS Meeting Minutes ListServ

To receive LTSS Subcommittee Meeting materials in the future, please subscribe to the LTSS Meeting Minutes ListServ by following these steps:

- Click the link to the [LTSS Meeting Minutes Listserv](#), which will take you to the Subscription Management page for the ListServ.



# Subscribing to LTSS Meeting Minutes ListServ

- Enter your name in the “Name” field.
- In the “Email Address” field, enter the email address where you would like to receive LTSS Meeting Minutes emails.
- Click the radio button beside either “Regular” or “Digest (Traditional)” to choose the subscription type you’d like.

? Name:

? Email Address:

? Subscription Type:

Regular

Digest (Traditional)

Subscribe

Unsubscribe

Unsubscribe (All Lists)

# Subscribing to LTSS Meeting Minutes ListServ

## \*Subscription Type Differences

### Subscription Type



#### Regular

With a regular subscription, you receive individual postings immediately as they are processed by LISTSERV.

#### Digest (Traditional), Digest (MIME Format), Digest (HTML Format)

With a digest subscription, you receive larger messages (called digests) at regular intervals, usually once per day or once per week. These digests are collections of individual list postings. Some lists are so active that they produce several digests per day.

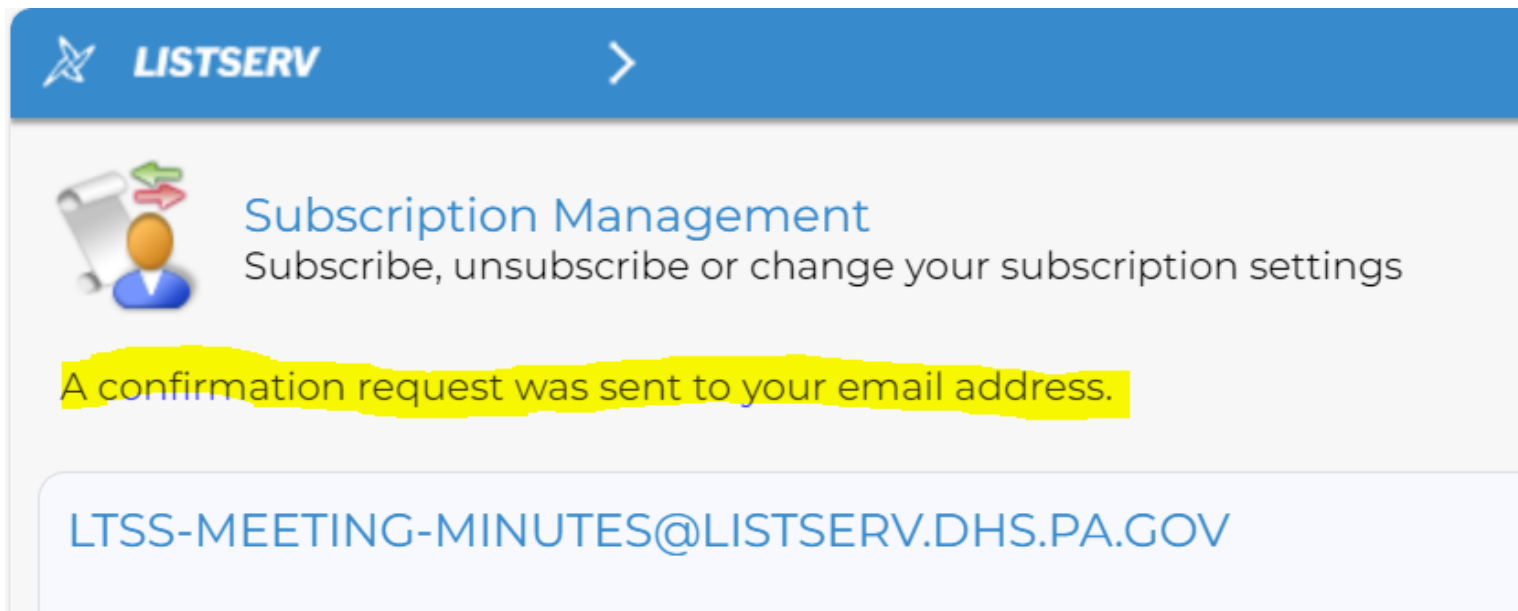
Digests are a good compromise between reading everything as it is posted and feeling like the list is clogging your mailbox with a large number of individual postings.

There are three digest formats: a traditional text-only format; a MIME format, which (with mail clients that understand MIME digests) "bursts" the individual messages out of the digest so that you can read them separately; and an HTML format.



# Subscribing to LTSS Meeting Minutes ListServ

- Click the “Subscribe” button.
- The webpage will refresh to let you know that a “confirmation request was sent to your email.”



# Subscribing to LTSS Meeting Minutes ListServ

- You will receive an email from the Pennsylvania Department of Human Services LISTSERV Server through the email address you submitted.
- The email will say that your request to subscribe requires confirmation. It will also say “To confirm that you want to subscribe, please click” on the link. Click the link to subscribe.
  - It could take several minutes before you receive the email. Please be patient.
  - The email also lets you know that if you don’t confirm your subscription within 48 hours, the request will be automatically canceled, and you would need to repeat the process to subscribe.

Confirm your subscription to the [LTSS-MEETING-MINUTES](#) list



Pennsylvania Department of Human Services LISTSERV Server (17.0)

# Subscribing to LTSS Meeting Minutes ListServ

- After you click the link, a webpage will open indicating that “you have been added to the LTSS-Meeting-Minutes list.”



# Subscribing to LTSS Meeting Minutes ListServ

- You'll also receive confirmation by email. This email contains additional information about unsubscribing.
- You're now set to begin receiving meeting-related emails.

You are now subscribed to the LTSS-MEETING-MINUTES list



Pennsylvania Department of Human Services LISTSERV Server (17.0) <LISTSERV@LISTSERV.DHS.PA.GOV>

You are now subscribed to the LTSS-MEETING-MINUTES list (Long-Term Services and Support Meeting Minutes).

You have been successfully added as a new subscriber.

## Links Referenced

**MLTSS Meeting Minutes ListServ** (<http://listserv.dhs.pa.gov/mltss-meeting-minutes.html>)

**MLTSS Meeting Minutes ListServ Archive**  
(<http://listserv.dhs.pa.gov/mltss-meeting-minutes.html>)

**CHC ListServ**  
(<http://listserv.dhs.pa.gov/Scripts/WA.exe?SUBED1=OLTL-COMMUNITY-HEALTHCHOICES&A=1>).

**LTSS Meeting Minutes Listserv**  
(<http://listserv.dhs.pa.gov/Scripts/WA.exe?SUBED1=ltss-meeting-minutes&A=1>)

# LTSS Subcommittee Meeting Webpage

# LTSS Subcommittee Webpage

The [LTSS Subcommittee Webpage](#) is where general Subcommittee information can be found online, including:

- Meeting dates for the calendar year
- Meeting time
- Meeting location
- Registration and call-in information
- Transcripts and recordings of previous meetings
- OLTL Staff Contact information
- Member information


[Department of Human Services](#) > [About](#) > [DHS Information](#) > Long Term Services Subcommittee

## Long-Term Services and Supports Subcommittee

**Location: Honors Suite, 1st Floor**  
**333 Market Street Tower**  
**Harrisburg, PA 17126**

**February 1, 2024**

**Time:** 10:00 am - 1:00 pm

**Register [Here](#)** 

**Attendee call-in number:** 1-(631)-992-3221

**Access Code:** 809-647-074#



# MLTSS Subcommittee Webpage

The [MLTSS Subcommittee Webpage](#) now contains only archived meeting information.

[Department of Human Services](#) > [About](#) > [DHS Information](#) > Managed Long Term Subcommittee

## Managed Long-Term Services and Supports Subcommittee

- [View previous year's presentations and transcripts](#)
- [View additional archived meeting documents](#)

## Links Referenced

### **LTSS Subcommittee Webpage**

(<https://www.dhs.pa.gov/about/DHS-Information/Pages/Stakeholders/Long-Term-Services-Subcommittee.aspx>)

### **MLTSS Subcommittee Webpage**

(<https://www.dhs.pa.gov/about/DHS-Information/Pages/Stakeholders/Managed-Long-Term-Subcommittee.aspx>)



# LTSS Subcommittee Meeting Resource Account

# What is a Resource Account?

A resource account, sometimes called an RA account, is a single email account that multiple identified people can monitor and send emails from.

OLTL resource accounts have names to show their purpose.

Resource accounts allow back and forth email communication between OLTL and stakeholders.

No subscription

# LTSS Subcommittee Meeting Resource Account

A new LTSS Subcommittee Meeting Resource Account is available at [RA-PWLTSSSUBMAAC@pa.gov](mailto:RA-PWLTSSSUBMAAC@pa.gov).

This resource account is monitored by staff in the OLTL Division of Communications Management.

This is a place to send emails about the LTSS Subcommittee Meeting.

Not a catch-all for questions about LTSS programs. Please continue to use pre-existing helplines, email addresses, etc., for best results.

# LTSS Subcommittee Meeting Captioning Link

## New Captioning Link

OLTL utilizes captioning through an outside agency to create a transcript of the LTSS Subcommittee Meeting.

The link for the LTSS Subcommittee Meeting is different from the link previously used for the MLTSS Subcommittee Meeting.

The new [captioning link](https://2020archive.1capapp.com/event/ltss/) (<https://2020archive.1capapp.com/event/ltss/>) for the LTSS Subcommittee Meeting will be the same every month.

# Questions?

