

Affiliate Meeting Minutes
Wednesday January 23, 2008
9:30am

Present:	Susan Davis	Tammy Rystrom
Angela Drake	John Dunlap	Rebecca Lister
Teresa Galutia	Amberlee Dawson	Paula Pratt
Terry McCarthy	Jeff Janney	Joni Beard
Dorothy Lind	Elizabeth Miller	Cyndi Valentine
Barb Bishop	Alyson Wingert	Sophia Rylko
Ben Layton	Inez Crawford	
Rebecca Merz	Tanya Dorf Brunner	
Amy Yeager		

- 1. Presenter** – Janice Storey from Bert Nash gave a presentation on the changes in Medicaid in 2007 and how they have affected Bert Nash Mental Health Center (handout attached).
- 2. Waiting List Names** - Angela reminded providers that the CDDO has a list of consumers on the waiting list that have agreed to have their name shared with affiliate providers for marketing. Contact Angela if you wish to access the list.
- 3. Updated Transfer Case Record form** – Pennie has a form for providers to use for transferring of consumer records whenever a consumer changes providers. She updated the form to include number of billable units left in the year for TCM. Suggestion was made to add Needs Assessment (form attached)
- 4. Critical Incident report form** – Angela wanted to be sure everyone had the new Critical Incident report form that needs to be sent to the CDDO and to Teresa Galutia whenever there is an incident involving a consumer in your services that falls into any of listed categories (form attached).
- 5. Updated HCBS manual will be ready March 1st** - Teresa reviewed with everyone the provider requirements for Day Services billing and overall the expectation of sufficient documentation of billable activities for all MR/DD services. If your billing documentation does not meet the requirements in the manual then auditors will recoup your payments. If you provide Day Services, Residential Services, or Supportive Home Care be sure to review the HCBS manual for documentation requirements (draft manual attached).
- 6. BASIS 7.0 update** – There is still no start date for the new BASIS or the updated BASIS manual.
- 7. Statewide Needs Assessment & new Plan of Care guidelines** – The new Statewide Needs Assessment for Supportive Home Care should be finalized by January 31st. Angela will train all case managers on February 6th at 9:30am at Cottonwood, Inc. in the conference room. Everyone receiving Supportive Home Care services will need to be reassessed with this new tool between February and possibly the beginning of May (Angela will know for sure after the work group meeting on 1/31). No

Plans of Care will be changed based on the new assessments until after the new fiscal year. Each CDDO will gather data from the new assessments and compare them to current Plans of Care to determine if recommended changes will be cost neutral across the CDDO area. Angela handed out the new Needs Assessment Guidelines and reviewed each one with the group (form attached). ***After the meeting it was discovered that a SRS conference call is scheduled for February 6th 9:30am – 10:30am to discuss the new changes with ACIL and the TA Waiver. The Needs Assessment training will take place at 10:30am and case managers are welcome to come at 9:30am for the conference call.**

8. **Personal Assistant service start date postponed** – The new start date for Personal Assistant is now March 15th.
9. **Gaps in services-** No gaps were mentioned at this time that need to be addressed. Joni Beard informed the group that Lawrence Dental Center now has an anesthesiologist for consumers who need to be sedated for dental work. There were many questions about ACIL being moved into the TA Waiver July 1st (see attached memo regarding upcoming conference call).

10. **Helpful Resources – SRS Community Supports & Services website**
<http://www.srskansas.org/hcp/cssindex.htm>

Cottonwood CDDO website - <http://www.cddo.cwood.org/>

Kansas Health Solutions website -
http://www.kansashealthsolutions.org/web_docs/ProviderDirectory/KHSPProviderDirectory10-14-07.pdf

11. **Next Meeting – April 23rd at 2pm**

Minutes recorded by
Angela Drake

Cottonwood CDDO Affiliate Meeting

Wednesday April 23, 2008 @ 2pm

1. **Everyone was welcomed and introductions were completed.**
2. **Presenters –**
 - a. **Michelle Swain** – Michelle informed everyone that Medicaid will issue plastic cards starting 9/1/08 (handout attached).
 - b. **Kameron Labahn (Foster Care)** – Kameron gave a presentation about the Foster Care System in Kansas (handouts attached)
3. **Family Grant-** Pennie updated everyone on the Spring Family Grant cycle.
4. **Notice of Change form for BASIS-** Ben designed a notice of change form for Case Managers to complete whenever there needs to be an update to the consumer's Information and Services sections of BASIS (handout attached). Remember the CDDO needs to be notified if the Case Manager changes for a consumer.
5. **Contract negotiations scheduled for May** – No providers had any issues they wanted discussed.
6. **Gaps in services** – no gaps were identified at this time.
7. **Other items** - Angela requested to be added to the Statewide Needs Assessment work group and asked case managers for feedback on the assessment tool. The second ½ of the assessments are due by June 16th.
8. **Next Meeting – July 23rd at 2pm**

Minutes recorded by
Angela Drake

Cottonwood CDDO Affiliate Meeting

Wednesday July 23, 2008 @ 2pm

1. **Everyone was welcomed and introductions were made.**
2. **Presenters** – No speakers today, Angela will try to get KU Speech Clinic for October meeting. Other suggestions were the Lawrence Housing Authority, Laura Dickinson from the Kansas Guardianship Program, and the Assistive Technology department from Independence, Inc.
3. **Handouts** – SACK conference registration, SRS letter regarding fire safety (attached), website info (attached) complete the form to add your organizations information to the CDDO website, and copies of the FY 09 SRS/CDDO Contract were available.
4. **Family Grant-** Pennie reminded everyone that consumers must use up all Respite hours each grant cycle before applying for the next grant and the BASIS Services section will be updated each grant cycle to close out consumers who do not re-apply for the next grant.
5. **Council of Community Members / Quality Oversight Committee** – Angela discussed some CDDO's have found it successful to combine their Council of Community Members and Quality Oversight Committee and wanted provider input if it would be worth trying in this area. All agreed, we will have 1 more separate meeting each in August and then begin combining the two groups at the end of the year.
6. **Communication between providers & billing documentation** – <https://www.kmap-state-ks.us/public/providermanuals.asp> All providers please review the Medicaid provider manuals on the above website for billing requirements for each of the services your organization provides. Auditors will recoup any billing that does not meet all of the documentation requirements stated in the manual, even something as small as leaving AM or PM off of the time of day for an entry will be recouped if the manual states AM or PM must be documented for the time of day. Also, providers must communicate regularly and effectively with each other when two or more providers are serving one consumer. Successful service provision depends on all support team members being involved and well informed.
7. **BASIS** – Angela and Ben will be attending the first Statewide BASIS Assessment Committee meeting next week and asked if anyone had any BASIS questions for the Committee. The Committee will meet quarterly but questions can be submitted any time throughout the year to CDDO Specialist Ben Layton blayton@cwood.org and he will submit them each quarter for the meeting agenda. * Questions that were answered by the Committee on 7/30/08 – 1. There will be no additions to the medical conditions section of the assessment or changes in the interpretations. If you are aware of a medical condition and are unsure if it falls into an existing category, contact Ben. 2. Behavior data must show frequency of the behavior, and be documented by the observer of the behavior. If an

- adult consumer lives alone and receives TCM services only, the consumer can verbally report behavior frequency at the BASIS assessment meeting. Secondary anecdotal information (i.e. TCM contact notes) is not an acceptable form of documentation.
- 8. Gaps in services-** Discussion about the lack of Autism services for adults.
 - 9. Other items-** Affiliates are asked to inform the CDDO if your organization has a computer available for consumers to use. The CDDO will keep a list on our website. Consumers can set up email accounts through Sackonline.org. Sack also has online training materials for consumers and is working on getting video conferencing capabilities. Contact Craig Knutson or Barb Bishop at The ARC for questions.
 - 10. New TCM training** – Providers who have hired new case managers; there will be a CDDO / TCM training on August 20th at 3pm in the Cottonwood Board Room.
 - 11. Next Meeting – October 22nd at 2pm.** Discussion about changing the regular meeting day / time since it conflicts with the CDDO / Foster Care System meetings. The 2009 affiliate meeting schedule will be January 27, April 28, July 28, and October 27 at 2pm.

Minutes Recorded by
Angela Drake

Cottonwood CDDO Affiliate Meeting

**10/22/08 – 2pm
N/S Conference Rooms**

Present:

Pennie Dubisar-Cross	Anne Cousin	Janet Fouche-Schack	Mike Smith
Ben Layton	Stacy Jones	Judy Condra	
Alyson Wingert	Mary Lou Vaughn	Susie Decker	
Sophia Rylko	Vickie Rohrer	Paula Pratt	
Kallie Bennet	Rachel Facer	Scott Hedrick	
Mandi Bunnell	Daniel Brown	Dorothy Lind	
Jim McCrary	Marion Babb	Joni Beard	

1. Everyone was welcomed & introductions were made
2. Guest Speakers
 - a. Daniel Brown & Jim McCrary - Independence, Inc
 - b. Janet Fouche-Shack - Cottonwood, Inc.
3. System Updates
 - a. BASIS – Ben asked for questions to take to the next Statewide BASIS Committee meeting
 - b. TCMs & Service Providers be sure to work together on transition planning for new consumers coming into services or switching between providers (identify staff supports needs, medical issues, behavioral issues, if trial visit needed)
 - c. Quality Oversight visits will need to be conducted annually for all consumers receiving TCM services. The Quality Oversight Committee will look at coming up with a new visit form that will replace the current Licensed Service and Supportive Home Care forms and can be used for all visits – TCM, SHC, PAS, Day or Residential. Once form is distributed to TCMs, it must be completed annually for each consumer on caseload.
 - d. Remember to give CDDO Specialist Ben Layton annual Supportive Home Care forms for tracking – the Training Waiver, Payroll Management Certification, and SHC Guidelines
4. Gaps in Services – there is currently only 1 community employment service provider option in Jefferson County
5. Family Grant applications will be accepted until October 31, 2008.
6. Next Meeting is January 27th at 2pm – Speakers will be CLO & TARC