

## Cottonwood CDDO Affiliate Meeting

**1/27/09 – 2pm**  
**N/S Conference Rooms**

Present at the meeting:

Angela Drake	Paula Pratt	Janet Fouche-Schack
Pennie Dubisar-Cross	Cathy Baer	Jill Baker
Erin Hahs	Jenny Shaw	Alyson Wingert
Barb Bishop	Ben Layton	Stacy Jones
Susan Davis	Kallie Bennet	Anne Cousin
Vickie Rohrer	Becky Trapp-Marquez	Dolores Cummings
John Dunlap	Joni Beard	Mitzie Tyree
Stephanie Wilson	Phil Perez	Linda Whitson

1. Everyone was welcomed and self introductions were made
2. Helper's Inc., Community Living Opportunities, and TARC Self Determination presented on their services and application processes.
3. System Updates / Reminders
  - a. BASIS - Please remember that BASIS assessment meetings must be **completed** by the 15<sup>th</sup> of the consumer's birth month. The next Statewide BASIS Assessment Committee will be on January 29<sup>th</sup>, providers expressed concern with how to capture frequency of behaviors if no staff supports or reliable parental supports are in place.

This was discussed at the July committee meeting –

"Someone said their case manager's have asked who is responsible for documenting behavior data for those who get case management only. Most said they have their case manager's document what they see and count self reported documentation if they have it but all agreed most under those circumstances will not have significant behaviors to begin with."

Data tracking requirements were also discussed at the October committee meeting –

"The group combined discussion of items 7 & 8

### **7. Question 12 Guidelines for Assessment Section:**

**a. Mandatory Behavior Tracking Data:** Could daily behavior tracking be considered as "mandatory" for individuals who receive a paid support in a licensed setting? As such, daily behavior tracking could be *encouraged* but not *required* for the following individuals: (1) someone receiving a paid support in a non-licensed setting; (2) those who receive case management only; and, (3) those who do not receive any form of a paid service (on waiting list with no TCM.)

**b. Absence of Behavior Tracking Data:** What guidelines are assessors to follow in the absence of daily behavior tracking data? For example, at the annual re-evaluation an individual does not have a calendar with checkmarks for each behavior tracked per question 12. What latitude, if any, does the assessor have when scoring question 12? Are there other acceptable forms of documentation/tracking data that could be used? Should there be a BASIS guideline that provides examples as to the type of alternative reports/data that the assessor may accept? For example, may an assessor “use their best judgment” and/or derive behavioral frequency for question 12 based on information in the PSCP, IEP and/or behavior plan? Are there any circumstances when self-reported behavior should be considered and counted at the annual re-evaluation?

**8. Question 12 regarding accounting for missing data:**

How to account for missing behavior frequency data when screening for item #12 on the BASIS Assessment (e.g. individual changes provider and previous provider doesn't share data).

There was lengthy discussion regarding who should be required to present data for the assessment and how to count frequency. Some CDDOs supported requiring only licensed providers to submit data and others have already implemented requiring all consumers in BASIS regardless of services to submit data. The current guidelines for Section 2: Assessment Information # 12 state – *“Documentation regarding behaviors is required and must be reviewed except for the initial evaluation. Inform individuals at the initial evaluation that documentation the frequency of behaviors will be required at the next assessment. Simple data collection systems that do not require a large amount of family time or staff time are acceptable. For example, a calendar may be used marking Yes or No if a behavior occurred that day.”* Greg stated all questions are to be answered based upon the last 12 months of person’s life and many agreed that there should not be a differentiation between the types of supports (licensed and non-licensed). There was clarification that if no documentation exists for annual assessments, then the score is 1 = Not this year. If there was an appeal and documentation was produced after the assessment was completed, screeners would be asked at the hearing if documentation was submitted at the time of the assessment. Due to time constraints there was a roll call vote: Should there be further discussion on this topic yes or no (current guidelines should be followed)? Results: 9 yes 17 no 1 abstain

Regarding how to score frequency if there was a change in service providers and previous provider did not submit data – there was group consensus that the screener would look at the previous year’s BASIS answers and the current provider’s data and make a determination. Data can be gathered from a variety of sources, such as Incident Reports.

There was further lengthy discussion on how to count the frequency of behaviors. Some CDDOs only count behaviors that require staff support to address. Greg stated it is documentation for frequency that is needed, not documentation for only behaviors that require staff support to address. Shawnee County read off behavior tracking requirements from previous Roundtable notes they had – behaviors need to be beyond social acceptable, require support, for a health or safety issue – but could not reference the specific date / meeting minutes where this is documented. The current guidelines state *“If the person does not have a behavior intervention program or procedure which specifically defines a maladaptive behavior, use the following definitions when interviewing caregivers. Questions to ask regarding behaviors may include, „does the behavior require staff support“ and „is there risk involved“.* Behavior that is not acceptable by the norms of society, for the particular setting, are considered to be socially unacceptable.” There was also discussion that different behaviors occur in different settings, data should be collected from all settings. If a behavior occurs daily at home but not at work, then it should be marked as occurring daily. Greg stated the use of sampling data is covered in the January 2007 meeting minutes – *“Can time studies, tally sheets, goals and support plans be used to record behaviors? YES”*

Data tracking is also on the agenda for the 1/29/09 meeting – “How should behaviors be tracked for individuals that live alone and have only minimal staff support or if the behavior was not observed by staff or family, but a roommate (consumer) reports that a behavior occurred over a weekend?”

- b. Consumer QO Visit Form – When TCM’s complete their annual consumer quality oversight visit, please only check the service you are visiting at the top of the form. This allows the CDDO to sort the form by service visited and know which service to follow up with if there is a quality concern.

Service:  TCM  SHC  PAS  Day Supports  Residential Supports

- c. Consumer Transition Planning (checklist handout) / MFP website <http://www.srskansas.org/hcp/css/MoneyFollowsPerson.htm> - The CDDO has created a transition planning form as a guide to TCMs when working with a consumer to transition into HCBS services or between providers. This form is now on the CDDO website under Forms. Also, Angela handed out a case study of an individual transitioning out of an ICF/MR through the Money Follows the Person grant as a guide to TCMs to understand the process. Please review the link above to the Money Follows the Person program. Billing is different under this program for the first 365 days the consumer is in the community, they are coded MFP instead of HCBS, an additional number is added to the TCM billing code, and the TCM must work with Angie Reinking at the SRS Central Office in Topeka for funding requests (not through the CDDO). For MFP, the CDDO re-determines eligibility, gives out the CDDO Booklet, and makes the TCM referral and MFP referral.
- d. SRS Collaboration referrals – things are going well with this program and we are ready to open it up for accepting referrals at any time of the year, not just during the birth month. The consumer must have TCM services but no HCBS Waiver services. Contact Pennie if you have a referral.
- e. Remember to check the SRS website under workgroups to keep up to date on system changes  
<http://www.srskansas.org/hcp/css/Workgroup.htm>

4. Gaps in Services – No gaps in services were identified at this time.

5. Other Items – Visit <http://www.invisiblekansans.org/> and write your legislators to vote against the across the board budget cuts!
  
6. Next Meeting is April 28<sup>th</sup> at 2pm

Minutes Recorded by  
Angela Drake

## Cottonwood CDDO Affiliate Meeting

4/28/09 – 2pm  
N/S Conference Rooms

Present:

Angela Drake	Elizabeth Miller	Kallie Bennet	Kelly Evans	Usman Hong
Janet Fouche-Schack	Dorothy Lind	Alyson Wingert	Matt Enyart	James Barfield
John Dunlap	Marion Babb	Sophia Rylko	Vickie Rohrer	Paula Pratt
Pennie Dubisar-Cross	Linda Whitson	Marvin Branch	Terry McCarthy	Ben Layton
Lilly Wright-Smith	Rachel Facer	Cheryl Atkinson	Mike Smith	Becky Trapp-Marquez

1. Everyone was welcomed and completed introductions
2. Guest Speakers
  - a. Jane Wegner - Schiefelbusch Speech-Language-Hearing Clinic (information attached)
  - b. Deb Foster - Provider Training (information attached)
  - c. Michelle Swain – call Michelle if you need information about HCBS adult dental coverage. The 3<sup>rd</sup> party liability edits were turned on 1-12-09 in the Medicaid billing system so make sure private health insurance information is up to date in the system. The phone number for a HIPS referral is 1-800-967-4660, the state may determine it is more cost effective to pay the private health insurance premium. If individuals have Medicare C (Medicare replacement plan) it interferes with Medicaid and advise them it may be better to switch to traditional Medicare. Diabetic supplies are covered under Medicare B and prescriptions covered under Medicare D. Medicaid will pay for the first hearing aid but needs prior authorization for replacements. Medicaid will pay for children’s diapers (if over the age of 5) with prior authorization. Pharmacies are not filing claims correctly for Medicaid to pay the Medicare D co-pays, follow up with Michelle if you are having problems. The consumer can switch Medicare D plans at any time if they have both Medicare and Medicaid, to ensure medications are covered.
3. System Updates - <http://www.srskansas.org/hcp/css/Workgroup.htm>
  - a. Statewide BASIS Committee
    - i. Questions for next meeting - None
    - ii. The committee has formed a Medical conditions work group & Children’s Assessment work group to review and refine those sections
    - iii. Running / wandering away – now requires staff support to ensure health & safety to count it
    - iv. One-on-one supervision required – should be documented and presented to the screeners to count it
    - v. Physical intervention – currently being debated about any documentation requirement
  - b. Statewide Quality Oversight Committee
    - i. Pending changes to licensing regulations currently being drafted and reviewed by the SRS legal department – Limited License will be specific to the consumer, not the agency. There will be prerequisites for the owner/operator of a licensed provider that include a written business plan, bachelor’s degree or equivalent work experience, management experience or 5 years direct care experience, and 3 letters of reference for full license and experience / special knowledge of consumer, human services work experience, and completion of College of Direct Supports for limited license. Full license providers who are CARF accredited will receive a 2 year license.
  - c. Statewide Funding Committee
    - i. MR/DD Waiver projected to be \$8 million over budget due to increased crisis and exceptions – no home modifications / assistive services this year.

- ii. No EF waiting list currently and even when there has been a waiting list, no one has waiting more than 2 months to receive the EF rate.
  - iii. Contract recommendations – TA Waiver individuals will only be allowed back to DD Waiver if there is a reduction or termination of TA Waiver. Definition of Family suggested to include guardian as family for purpose of Supportive Home Care living arrangement, currently requires an exception from Greg for approval. Porting of Family Subsidy suggested that current year commitment of funds be ported to new CDDO area but following year funds remain with the old CDDO, very close debate on this topic currently.
- d. SRS/CDDO Contract
- i. Provider issues for contract negotiations this year –
    - 1. Attempting to get PBS billing directly through the provider rather than the CDDO.
    - 2. SHC Needs Assessment still seems too cumbersome. SRS wouldn't allocate the money to implement the changes in hours recommended by the assessments.
4. Reminders
- a. Plan of Care Cover Sheet – make sure to check all boxes that apply.
  - b. Share information with all involved Service Providers – all licensed providers need to have updated information on file to pass licensing (Person Centered Plans, Behavior Plans, Plans of Care, BASIS, & Health Assessments), also if a consumer transfers to another provider the new provider needs the records and history on the individual.
  - c. EF paperwork needs to be submitted before the POC can be approved.
  - d. The BASIS Notice of Change form must be completed any time there is a change to the Information or Services section of BASIS.
  - e. TCMs must notify the CDDO when you stop providing services to an individual (i.e. consumer/family moves away) so the BASIS can be closed.
5. Gaps in Services – None identified at this meeting
6. Best Practice Sharing – No one had anything to share
7. Consumer Marketing List – Copies were made available to providers interested in marketing to individuals on the waiting list
8. Next Meeting will be July 28<sup>th</sup> at 2pm, suggestions for guest speakers included Heartland Pharmacy, a Representative Payee service from Topeka, and Lifeline.

Minutes recorded by  
Angela Drake

## Cottonwood CDDO Affiliate Meeting

**7/28/09 – 2pm**  
**N/S Conference Rooms**

Present: Angela Drake	Marion Babb	Pennie Dubisar-Cross
Alyson Wingert	Joni Beard	Mary Lou Vaughn
Stacy Jones	Susan Davis	Erin Hahs
Kassandra Rowley	Paula Pratt	Amberlee Dawson
Mike Swalm	Ben Layton	Ariel Heath
Janet Fouche-Schack	John Dunlap	Vickie Rohrer
Mike Smith	Lilly Wright Smith	Barb Bishop
Kelly Evans		

1. Everyone was welcomed and completed self introductions.
2. Guest Speaker – Deputy Debbie Seifert from the Jefferson County Sherriff's Department gave an informative training on the Drug Endangered Child.
3. System Updates
  - a. SRS/CDDO Contract Issues – The FY 10 contract is not finalized yet, but we will be talking with SRS later in the week regarding the State General Funds allocation. At this point it looks like Cottonwood CDDO will be able to manage our share of the budget cut through refinancing eligible individuals to HCBS or individuals transferring to the WORK program. Updated Affiliate Agreements were mailed out last week, please remember to submit annual required documentation such as proof of insurance coverage, audits, updated list of Board Members, etc...
  - b. Statewide BASIS Committee – Susan Davis is the new CDDO representative on the Committee this year, email Susan with any BASIS questions for the Committee to discuss. The next meeting is 8/6/09 at 9am by teleconference.
  - c. Statewide Quality Oversight Committee – FY 09 statewide data has been collected and the results are available on the SRS website [http://www.srskansas.org/hcp/css/pdf/FY\\_09\\_Final\\_Charts.pdf](http://www.srskansas.org/hcp/css/pdf/FY_09_Final_Charts.pdf). Our CDDO area data continues to show high consumer satisfaction with services, a high percentage of current Person Centered Support Plans and Emergency Back Up Plans for Personal Assistant Services, a decrease in Critical Incidents over the year, and



improvement in the number of Affiliates completing all 4 required background checks on staff hired. The next meeting is 9/3/09 at 10am in Wichita.

- d. Statewide Funding Committee – Will look at new methodology for allocating Supportive Home Care for FY11 since the daily rate is going away. The current methodology is based on the daily rate for the tier level multiplied by an 87% attendance factor. The next meeting is 9/23/09 at 10am in Salina.
4. Reminders – Be timely with scheduling BASIS meetings, and submitting annual Plans of Care and EF requests.
5. Gaps in Services – No gaps in the CDDO area were identified at this time.
6. Provider Announcements / Best Practice Sharing / Other Items – Stacy Jones of Helper's Inc. informed everyone that they have 43 trained Supportive Home Care workers in the Lawrence area that are looking for work. Kelly Evans of Trinity In-Home Care updated everyone on the progress of their new drop in child care center and social skills center for individuals with disabilities. Barb Bishop of The ARC of Douglas County reminded everyone of the SACK Conference coming up in October and that individuals have the option of only attending for a day if they are not interested in an overnight stay.
7. Consumer Marketing List – Copies were made available to Affiliates.
8. The next Meeting will be Tuesday October 27<sup>th</sup> at 2pm. Joan Van Nice of the Pilot Club will be giving a presentation on Project Lifesaver – a GPS tracking device for individuals who wander due to Alzheimer's, Autism, or other disorders.

Meeting Minutes Recorded by  
Angela Drake

**Cottonwood CDDO Affiliate Meeting**  
**10/27/09 – 2pm**  
**N/S Conference Rooms**

Present: Angela Drake, Pennie Dubisar-Cross, Susan Davis, Ben Layton, Erin Hahs, Cheryl Atkinson, Amberlee Dawson, Sophia Rylko, Alyson Wingert, Jane Taul, Shelli Barrett, Dorothy Lind, Lilly Wright Smith, Tina Williams, Kayleigh Nichols, Kelly Evans, Nan Perrin, Kristine Abad, Dolores Cummings, Mitzie Tyree, Marion Babb, Matt Enyart, Rachael Huffman, Cassandra Rowley, Yolanda Hargett, Kara Walters, & Jill Baker

1. Guest Speakers

- a. Yolanda Hargett from CLO gave a presentation on services offered at Midnight Farm. They will be open for a tour on 11/13 at 3pm. The address is 2084 N 600 Rd Baldwin City, KS 66006.
- b. Kelly Evans from Trinity informed everyone about their new social program for teens and adults. It is for individuals using Supportive Home Care through Trinity and will be located above their new drop in daycare center.

2. System Updates

- a. SRS – Both FY 11 budget proposals included no waiting list money. Keep in contact with local Legislators to advocate for funding and educate parents / families / guardians on the Legislative process for determining the budget. Contact information for local Legislators can be found on the CDDO website under Resources. The LJW reported today that KNI was recommended for closure and Parsons State Hospital was recommended for downsizing. About 15 individuals residing in those facilities have Douglas or Jefferson as their home county.
- b. Statewide BASIS Committee – The next meeting is 10/29/09, and some affiliates have submitted questions to Susan for the Committee to review, such as if soap and toothpaste can be counted as inedible objects.
- c. Statewide Quality Oversight Committee – There will be a public hearing on 12/17/09 for Article 63 licensing changes and the next Committee meeting will be 12/1/09.
- d. Statewide Funding Committee – The DD system is already projected to be \$4 million over budget in FY10 and SRS was able to access Federal stimulus money to get us through this fiscal year. A

workgroup is continuing to work on revising the portability policy and the next Committee meeting is 11/17/09.

3. Reminders
  - a. All involved service providers need current information on consumers served
    - i. Payroll Agents need current Plans of Care & SHC / PAS worker schedules
    - ii. Licensed Day & Residential need current Plans of Care, BASIS, Person Centered Plans, Behavior Plans, & Medical information
  - b. Be timely with scheduling BASIS & submitting POCs / EF requests
  - c. Keep all involved providers informed of key staff changes (i.e. a change in Case Manager)
  - d. Case Managers need to submit annual Consumer QO visit reports
  - e. Call or email Angela to place an adult on the SGF waiting list
4. Gaps in Services – none were identified at this time
5. Provider Announcements / Best Practice Sharing / Other Items – Rachael Huffman was introduced as a new TCM at The ARC.
6. The Consumer Marketing List was made available.
7. Cottonwood CDDO local protocols have been updated and are on the CDDO website. Please review and contact Angela with any comments or suggestions.
8. The next meeting will be January 26<sup>th</sup> at 2pm. The Transition Council has requested to give a presentation at that meeting.

Minutes recorded by  
Angela Drake