

Cottonwood CDDO Affiliate Meeting

1/25/11 – 2pm
N/S Conference Rooms

Present: Angela Drake, Janet Fouche-Schack, Pennie Dubisar-Cross, Cheryl Atkinson, Alyson Wingert, Ben Layton, Janette Corpstein, Mike Graves, Scott Hedrick, Vickie Rohrer, Linda Whitson, Jill Baker, Marion Babb, Erin Hahs, John Dunlap, & Lisa Reichuber

1. Guest Speakers –

- a. Joan Van Nice & Sgt. Steven Lewis gave a presentation on Project Lifesaver, a tracking device linked with the Douglas County Sheriff's department for individuals with Alzheimer's, Autism, or other disabilities who wander. www.projectlifesaver.org
- b. Carla Drescher gave a presentation on New Hope Heartland Psychiatric Residential Treatment Facility in Norwich, KS. They have been serving girls ages 12-21 but are opening a unit for dual diagnosis boys ages 12-21 in February. www.newhopetreatment.com

2. System Updates

a. Legislative –

- i. The Governor's budget recommendation eliminates the remaining \$3.5 million in State General Funds for community DD services. There are 20 people receiving Day Supports and 9 people receiving Residential Supports with this funding in the Cottonwood CDDO area.
- ii. A bill is being proposed for a DD Provider Assessment. Providers would be assessed 5.5% on DD HCBS Waiver services revenue; those funds would be used to draw down Federal matching dollars to increase rates on DD HCBS Waiver services. This would bring an estimated additional \$25-35 million in funds to the DD system and increase DD HCBS Waiver service rates by approximately 8%. Providers would not be assessed until after the rates have increased, and the bill will be written so the State cannot use the assessed funds for any other purpose. Increased rates will help providers build capacity for the community service system. Provider assessments are currently used by hospitals, nursing homes, and ICF/MRs to increase rates for Medicaid services. Even if the bill is passed by the Legislature, it would still require a rule change by the Centers for Medicare & Medicaid Services (CMS) to go into effect. It does appear that CMS is close to approving this as an option for DD HCBS Waiver services. Handouts were given for communicating with Legislators about the bill.

b. SRS –

- i. There were 3,391 on the waiting list for DD HCBS Waiver services with a past due request date as of 12/31/10.
- ii. The change from Payroll Management to Financial Management Services has been pushed back to July 1st. There are still several issues that need to be worked out by SRS and training for Case Managers, providers, and families needs to occur prior to implementation.

- iii. The KMAP billing system is not user friendly with Third Party Liability changes, send Greg or Margaret an email if you are having problems.
 - c. Statewide BASIS Committee – BASIS will no longer be completed annually for individuals Tier 1-5 who are **not** receiving any HCBS MR/DD Waiver services. CDDO staff will continue to contact those individuals annually to make sure contact and waiting list information is correct and to provide service options.
 - d. Statewide Quality Oversight Committee – Case Managers need to remember to complete and turn into the CDDO a Consumer QO Visit for each person on their caseload; only about 70% are being completed. We are going to begin reporting Employment 1st data with this quarter.
 - e. Statewide Funding Committee – The Committee continues to focus on the crisis criteria in the SRS/CDDO contract this year and interpretation of those criteria. Starting this month, a CDDO Specialist will complete an on site review of all crisis requests and present the case to the CDDO Prior Authorization Committee (just as they have been reviewing all Extraordinary Funding requests).
 - f. Other items –
 - i. Please email Critical Incident reports to Angela Drake (CDDO) & Janette Corpstein (SRS QMS) on the same email so we know the other person has received it also.
 - ii. CDDO Specialists Ben Layton and Susan Davis will be working more closely with Janette Corpstein (SRS QMS) this year on Quality Oversight issues and conducting some visits together.
 - iii. Janette Corpstein (SRS QMS) is required to visit each fully licensed provider once a month, so in the interest of time management she will be doing unscheduled drop in visits to providers whenever she is in the neighborhood and has some time between scheduled meetings / appointments.
3. Gaps in Services – no service gaps were identified at this time.
 4. Provider Announcements / Best Practice Sharing / Other Items – no one had items to share.
 5. The Consumer Marketing List was made available at the meeting.
 6. The next meeting will be April 26th at 2pm in the North/South Conference rooms at Cottonwood, Inc. That meeting will focus on Legislative & budget updates and preparation for SRS / CDDO contract negotiations.

Minutes recorded by Angela Drake

Cottonwood CDDO Affiliate Meeting

4/26/11 – 2pm

N/S Conference Rooms

Present: Angela Drake, Susan Davis, Ben Layton, Erin Hahs, Alyson Wingert, Pennie Dubisar-Cross, Marion Babb, Rachael Huffman, Janessa Lopez, Janet Fouche-Schack, Kara Walters, Jill Baker, John Dunlap, Judy Condra, Matt Enyart, Cheryl Atkinson, Lynette Grimes, Dorothy Lind, Travis Mitchell, Mike Graves, Vickie Rohrer, Joni Beard, Mickey Dick, Kelly Kibler, Lilly Wright-Smith, Danielle Rowley, Stephanie Thorne, Mike Smith, Mitzie Tyree, Barb Bishop, Eileen Doran

1. Guest Speakers

- a. Kansas Advocates for Better Care – Mitzi McFatrigh handed out a resource guide <http://www.kabc.org/pdfs/resources-for-best-long-term-care.pdf> they have developed and asked for feedback by completing a survey <http://www.kabc.org/survey.html>. KABC are advocates for Kansans who need long term care <http://www.kabc.org/index.html>.
- b. Community Living Opportunities – Danielle Rowley informed the group of CLO's foster care services <http://www.clokansas.org/pages/ChildrenFoster.html>.

2. System Updates

- a. Legislative / Administration Action
 - i. SB 210 DD Waiver Provider Assessment was signed by Governor Brownback last week. It still needs approval from the Centers of Medicare & Medicaid (CMS) to go into effect. This bill will allow, if approved by CMS, a 5.5% tax on DD Waiver revenue and those funds would be used to draw down additional Federal dollars to increase DD Waiver rates. This type of assessment is currently used by hospitals and nursing facilities to increase rates.
 - ii. Budget bills – Governor Brownback recommended cutting \$3.5 million in State General Funds for DD Residential Supports and Day Supports. This would terminate funding for a little over 300 Kansans with developmental disabilities currently receiving services. Most of these individuals do not qualify for DD Waiver funding.

HB2383 cuts \$2 million in State General Funds for DD Residential Supports and Day Supports & added \$2 million to bring individuals off of the waiting list for the DD Waiver.

SB 234 cuts \$3.5 million in State General Funds for DD Residential Supports and Day Supports & added \$2.8 million to bring individuals off of the waiting list for the DD Waiver.
 - iii. HB 2336 the Employment 1st bill passed the House with an amendment removing the oversight commission and it was referred to Senate.

- iv. A substitution for HB 2296 establishing a KNI closure committee passed the House and was referred to the Senate. This bill would keep most savings from closing KNI in the DD system.
 - v. HB 2281 for Autism Waiver waiting list funding is stalled.
- b. SRS/CDDO Contract
- i. Terminating payroll management for Self Directed services (Supportive Home Care, Personal Assistant, Overnight Respite, and Sleep Cycle Support) and switching to Financial Management Services has been delayed again and a new implementation date has not been announced. Affiliates were asked for input on items for this year's contract negotiations with SRS. It was noted that there is no allocation currently for Wellness Monitoring and the only way to access that service is by meeting the crisis criteria, which can be difficult since it is a preventative service. Also, there is continued interest in allowing PBS providers to have their own provider number for billing instead of being required to use the CDDO provider number.
 - ii. Janet Fouche-Schack and Barb Bishop updated the group on activity of the TCM workgroup developed from the SRS/CDDO contract. The revised TCM manual is nearly ready to be published on the SRS website. Also once the revised TCM test is posted on the Kansas Train website; all TCMs will have 90 days to complete the test to maintain compliance with licensing regulations.
- c. BASIS
- i. CDDO Specialist Susan Davis and Ben Layton reviewed guidelines for BASIS meetings. We ask that meetings are scheduled by the 15th of the consumer's birth month, all necessary documents are provided at the meeting, and all services are invited to participate. If meetings aren't scheduled by the 15th, the consumer / guardian will be sent a notice that they are declining the BASIS assessment and will be deleted from the DD system. BASIS questions #12 and #13 regarding behaviors, data tracking, and behavior support plans were reviewed.
- d. Quality Oversight (Review CDDO outcomes for enhanced quality)
- i. Angela reviewed the CDDO's goal for improving quality oversight systems. The CDDO will be asking providers to complete a corrective action if items are noted during the annual quality oversight visit or trends develop during the year that need improvement. The CDDO is tracking items for TCM providers that include timely scheduling of BASIS meetings, required documentation present at BASIS meetings, timely submission of Plans of Care, and completion of annual consumer QO visits.
 - ii. Critical Incidents – Angela will be flagging CI Reports if follow up is needed to address an issue or ensure a consumer's health / safety. Ben or Susan will be following up with Case Managers and providers.
 - iii. Transitions / Service Changes – Angela reminded everyone that Pennie is to be informed of anyone wishing to change licensed providers or services. She needs

to ensure that the individual was informed of all of their options and have them sign the Provider Choice Form. Also, the CDDO is looking at making changes to the transition process, developing a more detailed Transition Checklist and requiring a Transition Meeting to take place before a move occurs. Angela hopes to have the process complete for review and implementation at the July meeting.

- iv. Team problem solving – Angela reminded the group that CDDO Specialists are available for consultation if a support team is struggling with a challenging issue. Also, the CDDO/SRS collaboration process is available when a consumer or their family is in need of resources. This is a brainstorming session with CDDO Liaison Pennie Dubisar-Cross and SRS staff from all of the SRS units at the Lawrence office to determine what is available to assist a consumer or their family who is in need of financial assistance, child care, transportation, etc... The forms for this are located on the CDDO website and you send in the request for a staffing meeting to Pennie.

- e. Funding

- i. Waiting list money for FY 11 is still being distributed across the State. In the Cottonwood CDDO area, 16 individuals accepted DD Waiver funding this year and 4 declined.

- 3. Gaps in Services

- a. No gaps were identified in the community at this time. Joni Beard shared that the KNI dental clinic has openings for referrals.

- 4. Provider Announcements / Best Practice Sharing / Other Items

- a. Angela informed the group that Pedro Moreno, Assistant to the Deputy Secretary of SRS/DBHS Ray Dalton, is touring residential sites with Quality Program Manager Brian Bolen and regional Quality Management Specialist staff.
 - b. The Arc will have openings for PBS referrals this summer.
 - c. Trinity will be sponsoring the 4th Annual Community Breakfast Celebrating Older Americans on May 13th, 8:00am at Maceli's.

- 5. The Consumer Marketing was given to those interested.

- 6. Next Meeting will be July 26th at 2pm at Cottonwood CDDO.

Minutes recorded by Angela Drake

Cottonwood CDDO Affiliate Meeting

**7/26/11 – 2pm
N/S Conference Rooms
Cottonwood, Inc.**

Present: Angela Drake, Susan Davis, Ben Layton, Alyson Wingert, Janette Corpstein, Janet Fouche-Schack, Nan Perrin, Carrie Koch, Stacy Jones, Marion Babb, Ruth Wood, Cheryl Atkinson, Erin Hahs, Pennie Dubisar-Cross, Kara Walters, Dorothy Lind, Kari Mack, Deborah Pine, Lilly Wright-Smith, Danielle Rowley, Julie Cooper, Dawn Zabala, Stephanie Wilson, Lynne Shorter, Paula Pratt, Mike Graves, & Mike Smith

1. Guest Speakers

- a. Julie Cooper from Community Living Opportunities gave a presentation on their Home Health Agency services.

2. System Updates

a. Legislative / Governor's Administration Action

- i. There are news reports daily regarding the Lawrence SRS office closure. Please continue to follow reports to know if / when / where Medicaid cases will be transferred.

ii. Financial Management Services

1. The Centers for Medicare & Medicaid determined that Kansas can not have direct worker wages and payroll agent administrative fees come out of the same service rate. Kansas had to make a change in self directed services and chose to implement Financial Management Services (FMS). All payroll agents who want to stay in business must meet new requirements and sign a Service Agreement with SRS. Everyone receiving Supportive Home Care now, will be switched to Personal Attendant Services (PAS) and must choose an FMS provider. An FMS provider cannot provide services to any person living in their home so the 9 families who have affiliated directly with the CDDO to bill Supportive Home Care will have their CDDO affiliation terminated and they must choose an FMS provider. All current affiliated payroll agents are in the process of signing up to be FMS providers and are taking new referrals except for A Brighter Day. They are in the process of changing management and undergoing a name change to A Balance. *(The change to FMS was scheduled to start 9/1/11, however after this meeting took place SRS postponed the start date to 11/1/11)
2. SRS is also in the process of implementing an electronic timesheet system for self directed services. They are currently searching for vendors and have a target start date of 10/1/11. They are looking at systems that would clock workers in and out when they call in from the consumer's home phone.

b. SRS/CDDO Contract Issues

- i. There is a 90 Day Extension of FY 11 contract. *(August 4th had been set as a date to finish up negotiations for the FY 12 contract but that was cancelled and SRS is looking at other possible dates) There are still a few outstanding items to negotiate. CDDOs are requesting that individuals who are HCBS Waiver eligible

and were receiving State General Funds for their Day & Residential services be placed at the top of the HCBS waiting list. These are individuals who have been in services for many years and their funding was eliminated by the Legislature as of 7/1/11. Other outstanding issues include language on how SRS and CDDO's manage the DD Waiver allocation as a system and some formatting changes to the contract.

- ii. The next SRS/CDDO/Stakeholder meeting is 8/25/11 at 9:30am. Affiliates are welcome to listen in on the call at Cottonwood in the North/South Conference room.
- c. BASIS
 - i. The Statewide BASIS Committee was eliminated from the proposed FY 12 contract; this item was agreed to by both SRS and CDDOs.
- d. Quality Oversight
 - i. There is proposed contract language for the Statewide Quality Oversight Committee to review the definitions for the Critical Incident Reports and analyze quality data collected. The next Statewide QO Committee is 8/18/11 in Wichita.
 - ii. The next CDDO QO Committee / Council of Community Members meeting is 8/24/11 at 3pm.
- e. Funding
 - i. No date is set for next Statewide Funding Committee.

3. There were no gaps in services identified or provider announcements shared.

4. The Consumer Marketing list was made available to Affiliates.

5. Cottonwood CDDO TCM Training is August 4th at 1:00pm in the Board Room.

6. The next Affiliate Meeting is October 25th 2pm

Minutes recorded by
Angela Drake

Cottonwood CDDO Affiliate Meeting

**10/25/11 – 2pm
N/S Conference Rooms**

Present: Angela Drake, Cheryl Atkinson, Dolores Cumming, Cari Blankinship, Vickie Rohrer, John Dunlap, Scott Hedrick, Mike Graves, Ben Layton, Pennie Dubisar-Cross, Lisa Reichuber, Dorothy Lind, Lilly Wright-Smith, Melanie Hull, Mickey Dick, Eric Fitzmorris, Janet Fouche-Schack, Sophia Rylko, Kari Mack, Deborah Pine, Mike Smith, Amber Frost, & Joni Beard

1. Keith Tatum from the Kansas Council on Developmental Disabilities gave a presentation on Partners in Policymaking, a leadership training program for adults with disabilities or parents of children with disabilities. Participants attend instruction over 8 weeks, one weekend session each month and will become knowledgeable in the history of services, self-advocacy, inclusive education, effective meeting strategies and parliamentary procedure, preparing and delivering testimony for legislative hearings, supported employment and supported living, assistive technology, identifying critical disability issues at the local, state, and national levels, and designing strategies for effective systems and advocacy organizations. For more information email Keith at partnersinpolicy@kcdd.org

2. System Updates
 - a. SRS/CDDO/Stakeholder Meeting Thursday 9:30am. CDDO Specialist Susan Davis has our Conference Room reserved to call in for the meeting. A couple of agenda topics of interest include managed care for Medicaid services in Kansas and possible reorganization of government departments, including the possibility of moving HCBS Waiver services out of SRS and into the Department of Aging (to be renamed) and downsizing SRS to welfare and child protection services. Lt. Governor Colyer is charged with Medicaid reform in Kansas and the Administration is in the process of developing a managed care contract for Medicaid services.

 - b. Financial Management Services (FMS) is starting November 1st and SRS will be updating Plans of Care to close out Supportive Home Care (SHC) and start FMS and Personal Assistant Services (PAS) using the wild card number as the provider number. Continue to submit annual Plans of Care after the BASIS is completed. There was discussion on agency directed SHC as an option and the CDDO

is looking into provider requirements for that service to add as an affiliation option. Below is information from the FMS provider manual regarding the information and assistance service that FMS providers are to offer to individuals / families.

Information and Assistance has been incorporated into the definition and requirements of the FMS provider:

- Information and Assistance (I&A) is a service available to provide information, including independent resources, and assistance in the development of options to ensure beneficiaries understand the responsibilities involved with directing their services. Practical skills training is offered to enable self-directing beneficiaries, their families, and/or representatives to independently direct and manage waiver services. Examples of skills training include providing information on recruiting and hiring direct support workers, managing workers, effectively communicating, and problem-solving. The extent of the assistance furnished to the self-directing beneficiary will be determined by the self-directing beneficiary or beneficiary's representative.
- I&A services may provide assistance to the self-directed beneficiary or beneficiary's representative with: Defining goals, needs, and resources. Identifying and accessing services, supports, and resources as they pertain to self-directed activities. Learning practical management skills training (such as hiring, managing, and terminating workers; problem solving; conflict resolution). Recognizing and reporting critical events (such as fraudulent activities, abuse). Managing services and supports
- I&A services may provide information to the self-directing beneficiary or beneficiary's representative about: Individual-centered planning. Range and scope of beneficiary's choices and options. Grievance and appeals processes. Risks and responsibilities of self-direction. Individual rights. Importance of ensuring direct support worker's health and safety during the course of his or her duties to reduce potential injuries and workers compensation insurance claims.

Note: This may include participation in training as directed by the self-directing beneficiary. Reassessment and review schedules. Importance of keeping the FMS provider agency and case manager informed with current contact information and planned absences. Other subjects pertinent to the beneficiary and/or family in managing and directing services and living independently and safely in the community in the most integrated setting.

- The Kansas "Self-Direction Tool Kit" is recommended as a resource for I&A. The I&A services a beneficiary chooses to access must be outlined in a service agreement that identifies what support a self-directing beneficiary may want or need.

- c. A Supported Employment funding exception was added to the SRS / CDDO contract for FY 12. Individuals on the waiting list who obtain community employment and successfully close out their

Vocational Rehabilitation (VR) case can receive HCBS Waiver funding for Supported Employment services to help them maintain their community employment. Please inform the CDDO when someone opens a case with VR and when the case is closed.

3. No gaps in services were identified at this time.
4. Provider Announcements – Janet Fouche-Schack informed everyone that the TCM workgroup established by the SRS/CDDO FY 11 contract has completed its work and will recommend that the current TCM system does not change.
5. The Consumer Marketing List was made available.
6. The next meeting will be January 24, 2012 at 2pm.

Minutes recorded by Angela Drake