

Cottonwood CDDO Affiliate Meeting

**1/27/2015 – 2pm
N/S Conference Rooms**

Present: Angela Drake, Erin Hahs, Michael Tubbs, Susan Davis, Ben Layton, Carrie Koch, Jamea Kline, Mike Graves, Lois Reid, Kathleen Sylvester, Kevin Davis, Pam Ludwick, Amber Frost, Molly Kaldahl, Marion Babb, Caitlin Schmidt, Megan Poindexter, Samantha Boldra, William Harder

1. Guest Speakers – Erica Hunter and Chrisy Khatib with the DCF gave presentations on mandated reporting of suspected abuse/neglect/exploitation of both children and adults.
2. System Updates – Angela made copies available of recent KDADS policy changes regarding extraordinary funding and admission to a public or private ICF/IID. Also copies were available of KDADS summary of proposed changes to the I/DD Waiver awaiting CMS approval.
3. Capacity Assessment – One provider submitted data from last quarter regarding two requests for assistance / resources from the MCOs regarding some challenging situations that could not be resolved with already available I/DD Waiver supports. Results were mixed.
4. Provider Sharing – Angela asked providers to join the Transition Council for Douglas and Jefferson counties and had an informational flyer. Erin Hahs also encouraged providers to attend Lawrence Area Partners in Aging. Information about LAPA can be found on Facebook - https://www.facebook.com/pages/Lawrence-Area-Partners-in-Aging-LAPA/140782889412550?sk=info&tab=page_info Megan announced Trinity is having their Dancing through the Decades fundraiser on 2/20/15 at Abe & Jake's Landing starting at 7pm. Tickets are \$25 for a single ticket and \$40 for a couple. Decade themed attire is encouraged. Providers were invited to stay after the meeting to share best practices and brainstorm regarding difficulties with staff recruitment and retention. No providers chose to participate.
5. The Consumer Marketing List was made available to providers interested in contacting consumers on the waiting list.
6. The next meeting is scheduled for April 28th at 2pm.

Minutes recorded by Angela Drake

Cottonwood CDDO Affiliate Meeting

**4/28/2015 – 2pm
N/S Conference Rooms**

Present: Paula Pratt, Mike Glaves, Mary Phillips, Marion Babb, Erin Hahs, Jason Sheets, Dorothy Lind, Jamea Kline, Cassandra Drake, Amber Frost, Kara Walters, Pamela Ludwick, Molly Kaldahl, Dolores Cummings, Cari Blankingship, Dave Skinner, Phil Bentzinger, John Dunlap, Janet Fouche-Schack, Latoya Curry, and Angela Drake

1. Guest Speaker – Rocky Nichols from the Disability Rights Center gave a presentation on community employment for individuals with disabilities in Kansas compared to national trends.
2. System Updates
 - a. HCBS Provider calls with KDADS and the KanCare MCOs are on the 1st and 3rd Tuesdays at 10:00am each month. The call in number is 866-620-7326 and the participant code is 4283583031.
 - b. There will be an IDD Stakeholder call with KDADS and the KanCare MCOs on May 15th 1:00pm to 4:00pm. The call in number is 866-620-7326 and the participant code is 4283583031.
 - c. CDDO Contract negotiations with KDADS are scheduled for May 27 through June 2.
 - d. Angela is a member of the MFEI (Multi-Functional Eligibility Instrument) work group. This group will be looking at the current BASIS assessment and functional assessments used in other states to determine I/DD Waiver functional eligibility. The goal of the group is to make a recommendation to KDADS of an assessment instrument, which could be the current BASIS with or without adaptations or a different instrument with or without adaptations. The group is scheduled to work over the next 18 months. Angela handed out the work groups guiding principles for suggestions and the list of sub committees. The sub committees are 1) content and refinement, 2) policy, regulations, and procedures, 3) cultural competency, consumer choice, and self-determination, 4) technology, and 5) training. There will be opportunities for others to join in the work on sub committees so let Angela know if you are interested in a particular committee.
 - e. The CDDO Council of Community Members / Quality Oversight Committee needs new members for fiscal year 2016. Angela handed out nomination forms. We are looking for both consumer / family and service provider members. The group meets 4 times per year for one hour and each member completes a consumer quality oversight visit per quarter.
3. Capacity Assessment / Provider Sharing – Providers did not have any updates or information to share.
4. The Consumer Marketing List was made available to providers who attended.
5. The next Meeting is July 28th at 2pm. The guest speaker will be GaDuGi Safe Center.

Minutes recorded by Angela Drake

Cottonwood CDDO Affiliate Meeting

7/28/2015 – 2pm
N/S Conference Rooms

Present: Jani White, Erin Hahs, Mary Phillips, Marion Babb, Drew Diedel, Jason Sheets, John Dunlap, Pat Bittel, Janet Fouche-Schack, Dorothy Lind, Molly Kaldahl, Dolores Cummings, Pam Ludwick, & Angela Drake

1. Guest Speaker: Vanessa Hays from GaDuGi Safe Center discussed the services offered, which include training for staff on how to work with individuals who are victims of sexual trauma. You can request staff training by calling the center - <http://www.gadugisafecenter.org/>
2. System Updates
 - a. CDDO Contract: KDADS and CDDOs have reached agreement on a contract for Fiscal Year 2016. Changes in this year's contract include; a \$350,000 cut to State Aid (which comes to an \$8,000 cut for this CDDO area), elimination of Statewide Funding Committee and Statewide Quality Oversight Committee, CDDOs will have to report complaints received about service providers to KDADS quarterly, CDDO Reviews will be completed by KDADS staff only but if there are findings CDDOs may request a peer review, CDDO staff will have to do comprehensive options counseling at every BASIS meeting and upload the CDDO booklet receipt to KAMIS, and funding requests for priority situations such as children in custody, coming out of custody or at risk of custody and supported employment requests will have to document exhausting all other non-Waiver resources before requesting Waiver access. KDADS also expressed the need for BASIS assessments to be completed before the birth month so the Integrated Service Plan / Plan of Care is not delayed. BASIS assessments can be completed up to two months before the birth month. We are requiring that they **must** be completed before the birth month. Anyone who has not completed a BASIS before their birth month will be sent a BASIS declination / termination letter on the 1st day of their birth month.
 - b. KDADS Policy Changes: KDADS is getting ready to post several new policy changes and draft policies for comment on August 1st - [http://www.kdads.ks.gov/commissions/csp/home-community-based-services-\(hcbs\)/hcbs-policies](http://www.kdads.ks.gov/commissions/csp/home-community-based-services-(hcbs)/hcbs-policies) Angela reviewed handouts of the new Crisis and Exceptions Policy. In addition to documenting the exhaustion of other resources for funding requests, the CDDO staff will be completing a PUNS assessment when they do their on-

sight review of a funding request. Also, the new standardized ICF-IID policy was reviewed. Requests for a public or private ICF admission now have a two-step process. First, a pre-screen and referral form is completed and sent to KDADS by the CDDO. This pre-screen form must include all other options explored and exhausted before asking for ICF placement. Additional documentation needs to be attached that includes denials or unavailability letters or emails from the options explored. For example, if the service provider applied for extraordinary funding and the MCO denied the request, the denial letter from the MCO must be attached. If other service providers contacted did not have current openings or openings with the appropriate level of support needed, then letters or emails from those providers need to be attached. KDADS will determine if the referral is warranted and if so, will give permission for the CDDO to move forward with a gatekeeping meeting. At that meeting, the gatekeeping summary will be completed and then submitted to KDADS for final determination. If KDADS approves the request, they will send a list of available ICFs for the CDDO to review with the person. Admission is only approved for up to 6 months and people need to seek private ICF placement before KNI or Parsons.

- c. Other updates from KDADS HCBS training day: Angela was unable to attend the July 20th KDADS meeting but shared notes taken by another CDDO who was able to attend. Upcoming policy changes were discussed. KDADS will have providers use their system for KBI background checks at a reduced price of \$10. Reserve Capacity was written into the Waiver renewals to keep a person Waiver eligible if admitted to a medical facility for up to 90 days. Dependents of active military personnel will be an exception to the waiting list. PAS/SHC is being renamed PCS – Personal Care Services. Persons receiving PCS who live with a family member capable of assisting them with activities of daily living will not have those activities paid for by HCBS. Exceptions may be given for extraordinary care. Also, KDADS expects service providers to start using the Adverse Incident Reporting system. Here is the link to the power point presentations for that training day - [http://www.kdads.ks.gov/commissions/csp/home-community-based-services-\(hcbs\)/hcbs-educational-summits/hcbs-provider-updates-policy-training-july-2015](http://www.kdads.ks.gov/commissions/csp/home-community-based-services-(hcbs)/hcbs-educational-summits/hcbs-provider-updates-policy-training-july-2015)
- d. Waiting List letters – KDADS will start sending out letters to individuals on the IDD Waiver waiting list in August through December. They will be sent in batches of 500 at a time then

annually in birth month starting January. Data has shown 20% of individuals offered funding decline or have no response. If people want to remain on the waiting list, they will have to fill out the enclosed form and send it back to KDADS. Angela handed out a sample of the letter and form from a work group in July but has not seen the finalized version yet.

- e. MFEI work group; Angela is part of the work group looking at assessment tools to possibly replace the BASIS and shared a copy of the adult version of the Supports Intensity Scale (SIS). Next the group will be looking at the children's version of the SIS and also the ICAP, which is used in Wisconsin.
 - f. CDDO Council of Community Members: The CDDO is in need of volunteers from service providers, consumers, and families to join the Council. We meet for one hour just four times per year and members complete one consumer quality visit per quarter. If providers have a consumer and employee who want to team up and join together that would be great! Angela handed out the nomination forms.
3. The Consumer Marketing List was made available.
 4. The next meeting is October 27th at 2pm.

Minutes by Angela Drake