

## Cottonwood CDDO Affiliate Meeting

1/24/2017 – 2pm  
N/S Conference Rooms

Present: Mike Glaves, Dave Skinner, Allinayah Archer, LaDeena Allen, Susan Davis, Janet Fouche-Schack, Kara Walters, Amy Harmon, Drew Diedel, Judy Condra, Erin Hahs, Michelle Ayers, Marion Babb, Joni Hybsha, Steve Harris, Jill Baker, Pat Bittel, Jennifer Wagner, Cindy Kane, Pam Ludwick, Caitlin Schmidt, Megan Poindexter, Angela Drake

1. Guest Speaker – Colin Rork (KDADS) gave a presentation on Adverse Incident Reporting to KDADS. Starting February 1, 2017 all providers in the Cottonwood CDDO area are required to submit incident reports to KDADS through the Adverse Incident Reporting link on the KDADS website - <https://webapps.kdads.ks.gov/LSOBP18/f?p=199:15::::15>: and then upload a copy of the Adverse Incident Report to the consumer's case file in the Consumer Documents application of BCI. The document type in BCI is cddo. Adverse Incident Reports and you must hit "save and send" when uploading to send a notification email to the CDDO. If you don't remember your BCI password or have not signed up for a BCI account then please contact Angela. Uploading instructions for BCI were handed out and Angela will email to everyone.
2. System Updates
  - a. KanCare – Angela noted there have been several news reports recently regarding KanCare. KDHE requested a one year extension of KanCare that was denied by CMS. Also, Kansas was put on a corrective action plan for KanCare that is due to CMS by February 17, 2017.
  - b. MFEI – KU & KDADS are requesting 7 to 10 CDDOs volunteer to test out the new functional assessment tool. It will be a rolling test starting in March with two CDDO areas training and testing at a time over a two month period and finishing up with the last CDDOs in September. Cottonwood CDDO area was asked to be a testing site but declined.
  - c. KDADS/CDDO Business meeting recap
    - i. KDADS is hiring a new IDD Waiver Manager to replace Greg Wintle.
    - ii. KDADS created a funding request checklist to prevent the need for requesting additional information. A copy was handed out.
    - iii. HCBS Final Rule stakeholder calls are on the first and third Wednesdays at noon. Please send suggestions for meeting topics to KDADS HCBS Director [Cindy.Wichman@ks.gov](mailto:Cindy.Wichman@ks.gov)
    - iv. KDADS will begin reviewing non usage of Waiver services quarterly and will ask CDDOs to follow up on anyone who hasn't billed for I/DD Waiver services for more than 30 days to determine if their I/DD Waiver access should be terminated. The current I/DD Waiver approved by CMS states that the person must use their services every month.
    - v. The CDDO Review process has started again and Cottonwood CDDO had a review on January 10, 2017. We received some recommendations for minor wording changes on the CDDO Booklet Receipt, CDDO Policy headings, and CDDO job descriptions.
    - vi. The Governor's budget recommendation showed an increase of \$85 million for the I/DD Waiver but according to KDADS this is not new money but rather a reconciliation of KanCare accounts with KDHE.
    - vii. KDADS will be meeting with DCF to determine if there is still a need for an exception for more than 2 unrelated children in DCF custody living in the same foster home. The KMAP manual for the I/DD Waiver left this language out of the Supportive Home Care section but it is still in place for Children's Residential services (voluntary foster care).
    - viii. KDADS stated they will not advocate to the Legislature for provider rate increases in the next budget but will not oppose increases either.
3. Capacity Assessment – CDDOs are continuing to work with Wichita State University on developing a capacity report for KDADS for this year. Affiliates were sent a capacity survey and the results are being compiled for CDDOs to review.
4. Provider Sharing – Trinity In-Home Care is having their annual fundraiser Dancing through the Decades at Maceli's on March 3, 2017.
5. The consumer marketing list was made available to everyone at the meeting.
6. The next meeting is April 25<sup>th</sup> at 2pm. If you have ideas for a guest speaker, please email Angela.

Minutes by Angela Drake

## **Cottonwood CDDO Affiliate Meeting**

**4/25/2017 – 2pm  
North/South Conference Rooms**

Present: Dave Skinner, Erick Ogwangi, Kara Walters, Amber Frost, Lynette Goldizen, Janet Fouche-Schack, Jill Baker, Sean Swindler, Susan Davis, Barb Bishop, Yolanda Hargett, Pam Ludwick, Pat Bittel, Latoya Ladd, & Angela Drake

### 1. Guest Speakers

- a. Sean Swindler informed the group about free training opportunities through KU. The Kansas Center for Autism Research and Training not only provides training for Autism Specialists, but also provides basic behavioral support training for parents, care givers, and service providers. The Respite Support and Parent Support and Training Provider are free trainings available for community service provider staff. To register, go to - [http://kcart.ku.edu/~kcart/autism\\_training/index.shtml](http://kcart.ku.edu/~kcart/autism_training/index.shtml)
- b. Erick Ogwangi introduced his new Day / Residential services in Lawrence called Carpe Diem Community Living. Erick has completed licensing and affiliation for the Cottonwood CDDO area and is ready to accept referrals. Carpe Diem Community Living is listed as an option for Day Supports and Adult Residential Supports on the CDDO website and contact information is located there.
- c. Dana Lattin gave a presentation on KU's Transition to Postsecondary Education for Youth with Intellectual Disabilities program. This is a two year college program for adults age 18-25 with an intellectual disability for a Career Development Certificate. The student is enrolled at KU and is connected with all aspects of campus life such as housing, social activities, clubs, organizations, tutoring, health services, counseling services and must complete 24 credit hours of course work to earn the certificate.

### 2. System Updates

- a. KDADS / CDDO Business Meeting Recap – KDADS discussed the recent background check memos that were sent out. CMS does not allow providers to offer conditional terms of employment since HCBS money cannot be used to pay staff that have not passed background checks, but if providers would like to advocate for allowing that then contact Megan Buck at the regional CMS office. KDADS is hoping to roll out a new background check system in a couple of years called KanCheck. CDDOs and KDADS are extending the current contract for another year, so no changes.  
Kansas has been approved to receive technical assistance from National Association of State Directors of DD regarding the HCBS Final Rule compliance. NASDDD will do an environmental scan of Kansas. KDADS submitted the revised transition plan to CMS last week.  
There was discussion about the change to BASIS due dates to be in compliance with the IDD Waiver document. CMS has told KDADS they are not compliant with completing assessments annually within 365 days of the last assessment. KDADS will follow up as to whether the due date of the next assessment is based on the day the assessment was completed or the day it was entered into KAMIS. The day the new tier rate will go into effect is the 1<sup>st</sup> day of the month following the BASIS assessment. The online test for BASIS screeners is incorrect and not going to be corrected by KDADS. Therefore annual on-going training for screeners can be developed locally by the CDDO.  
The IDD waiting list is funded up to the request date of 12/10/2009.  
KDADS approved Wichita State University developing and collecting affiliate survey data for the CDDO Capacity Report, but did not approve including all of the financial data

points since there is data from the rate study. The deadline for the report was extended to June 30, 2017.

KDADS discussed CDDOs sending in 3161s for IDD Waiver termination.

Next meeting dates were set as 8/17, 10/19, 1/18, & 4/19

- b. Multi-Functional Eligibility Instrument (MFEI) project
  - i. The April meeting for the workgroup was cancelled. DPOK CDDO has gone through training and is now testing the MFEI assessment. Adjustments are being made to the tool throughout the testing period. This is a rolling testing period, with eight CDDOs testing the tool over a two to three month time frame and all the testing should be completed by the end of 2017.
3. Capacity Assessment
  - a. KDADS has approved using Wichita State University to develop and send out a capacity survey to community service providers. WSU will collect the data and send it to CDDOs to complete this year's capacity report. The deadline for the capacity report is June 30<sup>th</sup>.
4. Provider Sharing / Announcements
  - a. Barb shared with the group that there will be a Wings for All event on June 3<sup>rd</sup> for children under the age of 18 to practice air travel. She will send out a flyer.
  - b. Barb also shared that a directory is being created for attendant / respite workers and there will be workshops on June 12<sup>th</sup> and 13<sup>th</sup> for families and providers to see how to use and enter information into the database. One of the workshops is at the KU Edwards Campus and the other one will be in Topeka.
5. The consumer marketing list was made available to attendees.
6. The next meeting is July 25, 2017 at 2pm.

Minutes by Angela Drake

## **Cottonwood CDDO Affiliate Meeting**

**July 25, 2017 at 2:00pm  
North/South Conference Rooms**

Present: Tasha Foster, Mike Glaves, Dave Skinner, John Dunlap, Drew Diedel, Phil Bentzinger, Susan Davis, Amber Frost, Pat Bittel, Erin Hahs, and Angela Drake

1. Guest Speakers
  - a. Sarah Knutson with Assistive Technology of Kansas gave a presentation on the various services they provide – [www.atk.ku.edu](http://www.atk.ku.edu)
  - b. Andrew Collie and Lauren Ptomey discussed a new weight loss study being conducted by KU. Previously KU did a study on adults with I/DD and now they are recruiting for a study for youth with I/DD ages 13 to 21.
2. System Updates
  - a. MFEI workgroup – DPOK CDDO has completed their testing phase of the new assessment tool. Johnson County, Wyandotte, County, and Shawnee County are starting their testing. KU noted that additional testing will be needed for children because not enough children have been due for their annual assessment so far. It is unknown if this will push back the timeline again for implementation but it seems likely. Implementation of the new assessment tool is currently expected to be August 2018. Also, MCO staff will start training on completing the full assessment tool. Angela reminded the group that the CDDOs will complete a short version of the tool for initial and annual eligibility and the MCOs will complete the full tool for development of the Person Centered Integrated Service Plans.
  - b. HCBS Final Rule – calls with KDADS on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays have been cancelled for August but are expected to start up again in September.
  - c. KanCare 2.0 – the state is proposing a one year extension of the current KanCare program and will be submitting that request to CMS by August 31<sup>st</sup>. There were public comment meetings in June.
  - d. New KDADS/CDDO eligibility workgroup – Angela has been asked to co-chair a workgroup to update the eligibility policy and review and update the manual and tools CDDOs use for eligibility determinations.
  - e. Rate changes for FY 18 have been published in KMAP and took effect July 1<sup>st</sup>.
  - f. The next KDADS/CDDO business meeting date has changed from August 17<sup>th</sup> to August 24<sup>th</sup> at 9:30am. Providers may join the call here in the South Conference Room.
3. Capacity Assessment results – all CDDOs were required to complete a capacity report. Angela thanked the providers who completed the survey. The results were not surprising that providers have difficulty recruiting and retaining staff due to low reimbursement rates. Providers reported an average monthly turnover rate of nearly 32% and that they were not willing to expand into services they do not currently offer.
4. Provider Sharing – Yolanda shared that CLO is currently renovating their Day Supports location and will host an open house when renovations are completed. Also, they are looking into opening a new Residential Supports site and have one ICF opening. Phil shared that JobLink has a contract with Vocational Rehabilitation Services for the End Dependence Kansas initiative to target youth in their final year of school to find employment. The project is slated to last 5 years.
5. The consumer marketing list was made available to those who attended.
6. The next meeting will be October 24<sup>th</sup> at 2pm in the North/South Conference Rooms.

Minutes by Angela Drake

## **Cottonwood CDDO Affiliate Meeting**

**10/24/2017 – 2pm  
North/South Conference Rooms**

Present: Paula Pratt, Jill Baker, Kara Walters, Marion Babb, Erick Ogwangi, Mike Graves, Donna Bratten, Allison Nauretc, Barbara Bishop, Donna Holstein, Lynette Goldizen, Dolores Cummings, Dave Skinner, Heather Theis, Amy Harmon, Joni Hybsha, Amber Frost, Susan Davis, Janet Fouche-Schack, Sharon Spratt, Tracey Herman, Josh Saunders, Michael Tubbs, Pat Bittel, Colleen Hunter, Judy Condra, and Angela Drake

1. Guest Speaker – KDADS staff Janelle Carter and Latoya Ladd answered providers' questions about licensing requirements for TCM, Day Supports, and Residential Supports. They also reviewed the current background check requirements and where to find that information on KDADS' website - <http://www.kdads.ks.gov/commissions/survey-certification-and-credentialing-commission/health-occupations-credentialing>
  
2. System Updates
  - a. KDADS/CDDO Business Meeting on 10/19/17; KDADS will be developing regulations for shared living services. Providers are referred to the KS Board of Nursing as to whether LPNs can delegate med administration. KDADS is working on the draft conflict of interest policy to clarify guardian requirements. QMS staff are requesting provider org charts to show separation of TCM supervision from supervision of other services. TCM licenses shouldn't be cited for not performing non-billable activities. CDDOs need to continue completing the MR-1 form upon eligibility determination. KDADS is looking into the rights information that should be distributed to ICF residents. All CDDOs said they need offline functionality for the new MFEI tool. KDADS offered funding to 374 people to come off the wait list, which gets the system up to the 7/1/2010 request date for services.
  
  - b. MFEI workgroup meeting on 10/18/17; Implementation of the new functional assessment tool will most likely be pushed back to January 2019 due to the need for additional testing with children and the Tier 0 population. Implementation of the MCO / needs assessment version will be part of KanCare 2.0 MCO contracts. The workgroup discussed revisions needed to safety judgement questions, medical condition categories (should an "other" category be added), information needed to answer employment questions,

and whether or not to keep the below poverty level income question.

- c. KanCare 2.0 – Public forums are scheduled in the area on November 15, 16, and 20th. The 9/20/17 KMAP Bulletin on the forums was removed from the website, so unsure if information has changed. The RFP for KanCare 2.0 should be posted on November 1<sup>st</sup>.
  - d. HCBS Final Rule call on 10/18/17; KDADS discussed systemic assessment vs. systemic remediation. For assessment, KDADS has completed the regulatory crosswalk and will post the revision at the end of the month. They are in process of reviewing policies, contracts, and provider manuals to identify gaps, and need to develop training. For remediation, they have revised the statewide transition plan to include more detail. They are revising timelines, policies, contracts, regulations, and manuals as needed and maintaining stakeholder involvement including the possibility of forming workgroups for remediation issues.
3. Provider Sharing – Cottonwood is now accepting referrals for Day Supports for individuals ages 25 or older.
  4. The Consumer Marketing List was made available to everyone who attended.
  5. The next meeting will be January 23<sup>rd</sup> at 2:00pm. Send Angela suggestions for guest speakers.

The meeting adjourned at 4:00pm.

Minutes by Angela Drake