

## Cottonwood CDDO Affiliate Meeting

4/28/2020 – 2pm  
via Zoom

Present; Bethesda Lutheran Communities, Calm, Rising Phoenix Community Living, Case Management Services, Inc., GoodLife Innovations, Cottonwood, Inc., GT Independence, Independence, Inc., Monaco & Associates, Mosaic, Serenity Case Management, The Arc of Douglas County, & TARC

### 1. System Updates

- a. The Kansas stay at home order expires on May 3<sup>rd</sup> and Governor Kelly is expected to issue guidance on April 30<sup>th</sup> regarding how to move forward. Any IDD service specific guidance from KDADS regarding moving forward would be expected on or after April 30<sup>th</sup>.

### 2. Provider Sharing

- a. Re-opening of Day services will likely be a gradual process for all
  - i. GoodLife is meeting internally on Thursday to begin planning for Day services re-opening and will take a gradual/conservative approach.
  - ii. Cottonwood is waiting on guidance from KDADS and will not open May 4<sup>th</sup> but will take a phased in approach starting with internal Residential consumers first.
  - iii. Bethesda will take a very conservative approach and has no formal plans at this time.
- b. Staffing shortages
  - i. Several providers were experiencing staffing shortages prior to the pandemic and that has continued or increased due to staff being out for childcare issues or self-isolating due to being in a high-risk category. Providers doing virtual job fairs, virtual or phone interviews, and remote training.
- c. Personal Protective Equipment
  - i. Bethesda and Mosaic are requiring staff and consumers to wear masks. Serenity has cloth masks for TCMs.
  - ii. Bethesda has been utilizing local distilleries for acquiring hand sanitizer and shared these on-line resources for obtaining PPE or alternatives –
    1. <https://getusppe.org/>
    2. <https://www.saraglove.com/>
    3. <https://www.industrialsafetygear.com/>
  - iii. Angela may have a lead on obtaining PPE and will share once confirmed \*
    1. Update - Douglas County will assist in acquisition of resources that agencies have been unable to source independently, but agencies will be expected to pay for items, as Douglas County has not been granted any funding for non-medical resources at this time. To submit a request fill out the attached form and email your request to [jjolicoeur@douglascountyks.org](mailto:jjolicoeur@douglascountyks.org)
- d. Technology
  - i. Several providers using Zoom <https://zoom.us/> or Google Hangouts <https://hangouts.google.com/> for meetings and keeping in touch with consumers and families.
  - ii. Serenity has been using DocuSign to get electronic signatures on documents and will likely continue to use this option <https://www.docusign.com/>
- e. Gaps
  - i. Angie Reinking stated there has been no guidance for the WORK program during the pandemic and that for HCBS services much of the focus for guidance, communication, and resources has been around agency directed services and not as much for self-directed services.
- f. Additional Resources
  - i. Angie Reinking shared that Just Food <https://justfoodks.org/> is offering food delivery and Harvesters <https://www.harvesters.org/> can help people apply for SNAP benefits.

### 3. The Consumer Marketing List can be requested by emailing Angela.

4. The next meeting will be July 28<sup>th</sup> at 2pm. Providers were asked for suggestions for guest speakers / topics for future meetings and the suggestions included KDADS, the Douglas County Health Department, KDHE/Medicaid, and ABLE accounts vs. Special Needs Trusts.

The meeting adjourned at 3pm

Minutes by Angela Drake

## Cottonwood CDDO Affiliate Meeting

7/28/2020 – 2pm

By Zoom

Present: A Step Above, Bethesda Lutheran Communities, Calm, Case Management Services, Inc., GoodLife Innovations, Cottonwood, Inc., Helper's Inc., Independence, Inc., Life Patterns, Monaco & Associates, Rosewood Support Services, Serenity Case Management, The Arc of Douglas County, and TARC

1. Guest Speaker –
  - a. Julie van Foeken, CTRS | Program Director - Kansas  
NeuroRestorative 4910 Corporate Centre Drive, Suite 120 Lawrence, KS 66047  
P 785-727-7614 | F 785-727-1905  
[Julie.VanFoeken@neurorestorative.com](mailto:Julie.VanFoeken@neurorestorative.com)
2. System Updates
  - a. COVID-19
    - i. Be sure to email Angela at [adrake@cwccdo.org](mailto:adrake@cwccdo.org) if you have a consumer or staff test positive for COVID-19
    - ii. Day and Residential providers be prepared if Governor Kelly and the Douglas County Health Department decide to go back to Phase 2 of the re-opening plan. Governor Kelly will issue a statement early next week if the number of cases in Kansas do not improve. Each county can decide whether to follow the Governor's recommendations or not, so we will need to see how the Douglas County Health Department responds. Phase 2 has the mass gathering limit at 15 people so Day service providers may need to make adjustments to space or scheduling and Residential providers need to be prepared in case Day service providers need to close again or make changes in scheduling.
    - iii. FMS providers request that TCMs keep them informed when consumers return back to Day services or Residential services that was being temporarily covered by additional PCS.
  - b. HCBS Final Rule
    - i. The deadline for HCBS settings to comply with the Final Rule has been delayed again until March 2023. KDADS stated that providers who have settings that need heightened scrutiny should have received letters already. Providers who have settings that need remediation should receive letters by September.
  - c. KDADS/CDDO workgroups
    - i. MFEI workgroup – The group is still meeting every other month with smaller groups meeting in between to work out policy, process, and functionality issues. The tool has been finalized so now there is a lot of discussion around documentation requirements. The documentation requirements for medical conditions, medications, and seizures will likely remain the same

as it is for BASIS. The documentation for behaviors may change since the behavior section is different on the MFEI. The behavior section on the MFEI gathers more information about staff response to behaviors rather than frequency. The workgroup is making recommendations to KDADS and KDADS will make the final decision for requirements. There is no implementation date set since KDADS still needs to decide whether the MFEI will determine Tier rates or if reimbursement rates will be set a different way for Day and Residential services.

- ii. Eligibility workgroup – The group is still working on revising the eligibility policy from 2004. Outdated language needs to be revised and there may be some changes in how IDD system eligibility is determined for children under age 5 who are not yet eligible to be assessed for the I/DD Waiver waiting list.
  - iii. Quality Assurance workgroup – The group has been working on updating the tool used for CDDO Peer Reviews. The reviews have been on hold since the start of the pandemic and no date set yet as to when they will resume. KDADS licensing staff have just started doing some very short in person licensing visits again. They will still primarily do paperwork reviews off site for now.
  - iv. CDDO Operations – This group continues to meet monthly on operational issues that arise or need clarification.
3. Capacity Assessment
- a. There are no updates at this time.
4. Provider Sharing
- a. Elizabeth Barkley from Serenity Case Management reported that she is participating on the workgroup that is updating the Statewide TCM Manual. If you have any suggestions for the manual or the workgroup please contact Elizabeth - [ebarkley.serenity@gmail.com](mailto:ebarkley.serenity@gmail.com)
5. Consumer Marketing List
- a. Email Angela if you would like a copy of the consumers on the IDD Waiver waiting list who have consented to have their information shared for marketing purposes.
6. The next meeting will be October 27<sup>th</sup> at 2pm by Zoom. Email Angela if you have any suggestions for guest speakers.

Meeting adjourned at 2:40pm

Minutes by Angela Drake

## Cottonwood CDDO Affiliate Meeting

10/27/2020 – 2pm

Present; Colleen Hunter, Caitlyn Hendershot, Stephanie Skedel, Pam Ludwick, Bill Burns, Duane Turnbull, Tina Ruecker, Victor Kariuki, Dawn Scott, Nancy Bullock, Susan Davis, Christen Buie, Rebecca Gurera, Crystal True, Chris Seal, Sarah Elliott, Lynette Goldizen, Josh Saunders, Jill Baker, Frankie Holloway, Mike Graves, Ranita Wilks, Angie Dougan, Lorraine Dold, Kara Walters, Amber Frost, Lana Grove, Mark Gonzales, Angie Reinking, and Angela Levy

1. Guest Speaker – KDADS LaTonia Wright, Russell Bowels, and Colin Rork on HCBS Final Rule compliance. See the Power Point presentation.
2. System Updates
  - a. Welcome to Sarah Elliott as the new CDDO Eligibility Coordinator and Susan Davis has shifted over full time as the CDDO Quality Assurance Coordinator. Susan will be completing the usual quality assurance visits, following up on any issues that arise and is available for team problem solving on any challenging situations.
  - b. COVID-19
    - i. Angie Reinking encouraged providers to assist consumers with accessing technology to stay connected during the pandemic and mentioned that the DD Council has a grant - <https://kcdd.org/resources/access-to-technology-project?fbclid=IwAR0OKbKEKh3baGy267D8Sio9C1wN-J-jxFdMRQjaCF7ofcdNebtOOZyfLOs>
    - ii. Jill Baker asked if any providers have started reaching out to their pharmacy for partnering on administering a vaccine once it is available. There is information on KDADS' website for the Pharmacy Partnership for Long Term Care – <https://www.kdads.ks.gov/covid-19/adult-care-home-covid-19-data/pharmacy-partnership-for-long-term-care-program>
    - iii. Josh Saunders asked about consumers coping with changes/day service closures due to the pandemic and how that impacts their rights and responsibilities. SACK has a training available for consumers and you can contact Jaclyn Anderson [janderson@thearcdcks.org](mailto:janderson@thearcdcks.org) or Stephanie Sanford [stephs@sackonline.org](mailto:stephs@sackonline.org) to schedule one.
  - c. IDD Waiver amendment by KDADS is available for review and public comment through November 30<sup>th</sup> - [https://kdads.ks.gov/commissions/home-community-based-services-\(hcbs\)/proposed-waiver-renewals](https://kdads.ks.gov/commissions/home-community-based-services-(hcbs)/proposed-waiver-renewals) and there are virtual meetings -
    - i. November 17 9:00 AM - 11:00 AM
    - ii. November 17 5:30 PM – 7:30 PM
    - iii. November 19 2:00 PM – 4:00 PM
    - iv. You can join from your computer or other devices by following this link and password: <http://bit.ly/KDADS2020> Password: 998853
    - v. You can join by phone at (346) 248-7799 and use meeting ID 978 0772 1891
  - d. MFEI workgroup – Software testing has been completed for the MFEI tool and the last workgroup meeting will be November 18<sup>th</sup> at 10am. There is no implementation date set since KDADS still needs to make a determination on whether tier rates will continue to be used for provider reimbursement for Day and Residential services or if they will change to a different type of reimbursement structure.

- e. KDADS/CDDO Operations workgroup – This group is trying to tackle many different issues and will be breaking out into subgroups to work on the various tasks and the next large group meeting will be January 12<sup>th</sup> at 9:30am.
  - f. KDADS/CDDO Eligibility workgroup – This group continues to work on updating policy and eligibility guidelines and is seeking out expertise in diagnoses for ID and DD for staff training. The next meeting will be December 7<sup>th</sup> at 2pm.
  - g. KDADS/CDDO Functional Assessment workgroup – This group is focusing on the current BASIS assessment and any updates needed for the manual such as current resources for medication classifications. The next meeting is December 9<sup>th</sup> at 1pm.
  - h. KDADS/CDDO Quality Assurance workgroup – This group has reviewed the CDDO Peer Review tool and made suggested revisions to KDADS. The next meeting will be January 12<sup>th</sup> at 1pm.
- 3. Capacity Assessment – KDADS hasn't developed a template for this year's reporting. The report is typically due by the end of March.
  - 4. Provider Sharing – Colleen reported that A Step Above is open for referrals.
  - 5. Consumer Marketing List – Since we are no longer meeting in person you can email Angela to request a copy of the current marketing list for consumers on the wait list for IDD Waiver services who have consented to share their information.
  - 6. The next meeting will be January 26<sup>th</sup> at 2pm. Please email Angela if you have any suggestions for a guest speaker.

Minutes by Angela Levy