

COUNCIL OF COMMUNITY MEMBERS
DOUGLAS & JEFFERSON COUNTIES
MEETING MINUTES
August 28, 2008 at 3:45 PM

PRESENT:

Angela Drake
Pennie Dubisar-Cross
Sharon Spratt
Karen Lowder

Milissa Hicklin
Karrie Metzger
Sharon Branson
Eilene Filbert

1. Welcome, Sign-in sheet, Introductions - Angela Drake welcomed everyone to the meeting and handed around the sign-in sheet.
2. CDDO Liaison, Pennie Dubisar-Cross, CDDO Liaison Report - Drake noted that there is no CDDO Liaison Report today.
3. Contract Highlights - Sharon Spratt talked through highlights from the 2009 SRS/CDDO contract which include the Employment First Initiative; Task Force on Challenging Behaviors; changes in Money Follows the Person; an update of the Systems Transformation grant; and a 2% increase in Home and Community Based (HCBS) Medicaid Waiver rates.
4. Combine w/ QO Committee-Angela Drake spoke of the possibility of combining the Quality Oversight Committee with the Council of Community Members, since CCM attendance has declined in the last year. Drake has shared this concept with the Quality Oversight Committee and they are in agreement. There were no objections voiced by members present to combining both groups. Drake noted that the first meeting of combined Committees is set for Thursday, October 30th at 3 PM.
5. Policy Review - Sharon Spratt told the group that changes in CDDO policies are reviewed first by the Council of Community Members and then by a subcommittee of the Board of Trustees, before being recommended to the full Board. A public hearing is then set for input from the community. Angela Drake talked through each policy noting changes. Angela Drake asked for approval of the policies as presented and no objections were voiced.
6. Gaps in Service - Angela Drake asked the group if they were aware of any gaps in services that might need to be addressed, such as a reduction in the number of doctors or dentists that accept Medicaid patients or lack of transportation. Dubisar-Cross related that an individual expressed difficulty in finding an Asperger's support group. Drake also brought up the need for sex offender therapy. Discussion followed.
7. The next meeting is scheduled for October 30th at 3 PM at Cottonwood.

The meeting adjourned at 4:25 PM.

Minutes taken by Karen Lowder, Executive Assistant

Cottonwood CDDO
Council of Community Members / Quality Oversight Committee

Meeting Minutes
10/30/08 at 3pm

Present:

Angela Drake	Jill Baker	Becky Trapp-Marquez	Milissa Hicklin
Ben Layton	Laura Bittenbender	Cathy Brown	Hal Schultz
Yolanda Hargett	Barb Bishop		

1. Everyone was welcomed to our first joint meeting of the CCM/QO and introductions were made.
2. Data Reports were handed out and reviewed
 - a. Monthly CDDO Reports (Jul-Sept)
 - b. Statewide Performance Improvement Outcomes
3. Quality Oversight Visits
 - a. Review of Affiliate QO visits from last quarter – All Affiliate visits went well. We are occasionally still finding a few providers who are not completing /or keeping documentation of all 4 required background checks per SRS/CDDO policy and not following the KMAP manual requirements for billing documentation.
 - b. Assign Next Round of Random Sampling Consumer Visits – Discussion on revising the consumer visit forms to capture all service areas and additional data tracking requirements for the Statewide Quality Oversight Committee. The group reviewed a sample visit form and made suggested revisions. Angela will make changes and email to the group for final review before distributing for use by the Committee and Case Managers. Assignments were made for next quarter visits.
4. System Updates
 - a. Statewide BASIS Committee – The Committee met this morning and major topics of discussion included; requiring health care professional documentation and specialized training for staff to count the use of adapted spoons, plates, cups, etc... for question 6, and data tracking requirements for behavior frequency.
5. Gaps in Services – No gaps were identified at this time.
6. Schedule Next Meeting – January 29th at 3pm in the N/S Conference Room

Meeting Adjourned at 4pm

Minutes Recorded by Angela Drake