

Cottonwood CDDO
Council of Community Members / Quality Oversight Committee

Meeting Agenda
January 29, 2009 at 3pm

Present:

Angela Drake	Eileen Filbert	Carol Koppes
Karrie Metzger	Ben Layton	Barbara Bishop
Jill Baker	Sharon Branson	Hal Schultz
Milissa Hicklin	Becky Trapp-Marquez	Rebecca Lister
Rebecca Merz	Judy Condra	Cathy Brown

1. Everyone was welcomed and completed self introductions. We welcomed new members to the joint Committee who were previously part of the Council of Community Members – Carol Koppes, Eileen Filbert, and Sharon Branson.
2. Data Reports
 - a. Monthly CDDO Reports for October through December were reviewed. The year 2008 ended with a total of 605 individuals in BASIS and 21 more crisis requests than in 2007. The increase in crisis requests may be attributed to the low number of waiting list slots funded in 2008 (only 3 for Cottonwood CDDO area).
 - b. Statewide Performance Improvement Outcomes for October through December were reviewed. Percentages were high for current Person Centered Plans reviewed and satisfaction with Residential, Day, and TCM supports. We did fall short of the state's target percentage of providers completing all 4 required background checks on new hires. This has been identified as an issue statewide and we will continue to monitor and follow up with affiliated providers on this requirement.
3. Quality Oversight Visits
 - a. Review of QO visits from last quarter – All visits went well, 4 issues were identified as needing follow up with the consumer's support team.
 - b. Assign Next Round of Random Sampling Consumer – The next round of consumer visits were assigned, with pairing up new members with existing members to train on completing consumer visits.
4. System Updates

- a. BASIS Committee – There will be a change to the definition of Running and Wandering Away in Question #12 of the Assessment Section. Wording will be added to the current definition that it requires staff support to ensure health and safety.
 - b. Statewide QO Committee – The prerequisites for the Owner/Operator of Licensed Day & Residential Supports providers to pass licensing have been approved by the Statewide Quality Oversight Committee and are working through the process to be included in licensing requirements. Most of the requirements added are already part of Cottonwood CDDO's current affiliation requirements for Licensed Day & Residential Supports providers. Also, Brian Bolen the SRS co-chair of the statewide committee remarked at the last meeting that he was very pleased with the number of consumers visited per quarter and the committee is now starting to put together graphs with the data collected to monitor trends.
 - c. SRS Stakeholder meetings – Last week there was the SRS / Stakeholder's conference call and Secretary Jordan's Stakeholder's conference call. Updates were made to the wording of the Extraordinary Funding and Voluntary ICF/MR Closure policies. Results of the Self Directed surveys and findings, as part of the Systems Transformation Grant, are available on the SRS website. SRS will be transitioning individuals out of custody at age 18. Please review the SRS website under Workgroups to view the meeting minutes.
<http://www.srskansas.org/hcp/css/Workgroup.htm>
5. Gaps in Services – No gaps in services were identified at this time.
 6. Other items
 - a. Children transitioning from PRTFs – Angela wanted the group to be aware that the CDDO has been working recently on a couple transitions out of PRTFs and there are couple other children currently in PRTFs who will eventually transition back into community services. The CDDO is reviewing ways to improve the transitioning process and Angela handed out a Transition Planning Checklist at the Affiliate meeting yesterday.
 7. The next meeting is scheduled for April 30th at 3pm

Minutes Recorded by Angela Drake

Cottonwood CDDO
Council of Community Members / Quality Oversight Committee

Meeting Minutes April 30, 2009
N/S Conference Room at 3pm

Present: Angela Drake	Ben Layton	Barb Bishop
Jill Baker	Diane Bannerman-Juracek	Judy Condra
Melissa Hicklin	Sharon Branson	Becky Trapp-Marquez
Karrie Metzger	Rebecca Merz	Anthony Schwager

1. Everyone was welcomed and completed introductions. The group gave a special welcome to Diane Bannerman-Juracek as the new representative from CLO and to Anthony Schwager who came to see if he was interested in joining as a consumer representative. Anthony later decided that he did not want to join the Council / Committee.
2. Data Reports
 - a. Monthly CDDO Reports from January, February, and March were reviewed regarding eligibility determinations made, number of individuals on the waiting list for funding with past due request dates, number of crisis determinations, number of services chosen and service transfers.
 - b. Statewide Performance Improvement Outcomes data was reviewed for the 3 quarters of the current fiscal year. The Council / Committee will continue to track trends for quality issues in the CDDO area. There was noted improvement in current Person Centered Support Plans, individuals with Personal Assistance Services having emergency back up plans in place, and affiliated providers completing all required background checks on new employees hired. Angela remarked that the statewide data does not track number of deaths, but we do keep that data for our CDDO area and there were 4 deaths in the 3rd quarter, all due to natural causes.
3. Quality Oversight Visits
 - a. Review of QO visits from last quarter – all visits went well and no concerns were noted.
 - b. Assign Next Round of Random Sampling Consumer – visits were assigned to members to be completed by 8/13/09.
 - c. Special Reviews / Reported Concerns – the CDDO did not receive any reported concerns or requests for special reviews this quarter.

4. System Updates

- a. Statewide QO Committee – a draft of the licensing prerequisites will be posted soon on the SRS website for public comment, the statewide performance improvement data is looking good, and Families Together gave a presentation about the education system and the Individuals with Disabilities Education Act.
- b. Statewide Funding Committee – the MR/DD Waiver is projected to end this fiscal year \$8 million over budget, there is no waiting list for Extraordinary Funding and even when there has been a waiting list the average wait has only been 2 months.
- c. Statewide BASIS Committee – An updated list of medical conditions was drafted by a sub committee and discussed. There was debate about Diabetes not counting anymore as a Genito-urinary condition since it is really an endocrine condition and those conditions currently are not captured, like hypothyroidism. The discussion was tabled until further review of conditions in question could be conducted.

5. Gaps in Services – No gaps were identified at this time.

6. Other items – Diane handed out brochures for CLO's Autism Camp at their new Midnight Farm location.

7. Next Meeting will be August 13th at 3pm

Minutes Recorded by
Angela Drake

**Cottonwood CDDO
Council of Community Members / Quality Oversight Committee**

**Meeting Minutes
August 13, 2009 at 3pm**

Present: Angela Drake, Ben Layton, Judy Condra, Carole Koppes, Kimberly Anderson, Diane Bannerman-Juracek, Laura Bittenbender, Eileen Filbert, Milissa Hicklin, Jill Baker, Susan Davis, Barb Bishop, & Hal Schultz

Absent: Rebecca Merz, Karrie Metzger, & Cathy Brown

1. Everyone was welcomed & completed introductions.
2. Election of new members for FY10 – Kimberly Anderson (parent) was nominated to join and was elected unanimously. Angela just received a nomination for another parent to join and will contact that parent to attend the next meeting in November.
3. Confidentiality Agreement – All members present reviewed and signed the volunteer confidentiality agreement. Angela will follow up with absent members to obtain signatures.
4. Dispute Resolution Form – The Dispute Resolution process was reviewed and a form for individuals to request dispute resolution from the Council was reviewed and approved for posting on the CDDO Website. It was suggested that we have one or two professional mediators designated to contact if needed. Angela will follow up with Carol Nalbandian.
5. Training Requirements for CDDO Liaison – Formal training requirements for the CDDO Liaison position (responsible for determining DD service eligibility) were reviewed and approved.
6. Annual Review of CDDO policies – The CDDO area policies were reviewed with no recommendations for changes. The page number needs to be corrected on the first page of the Gatekeeping policy #8 and a capitalization correction needs to be made on the Council of Community Members policy #10 so that Council is consistently capitalized. Angela will make those corrections and Ben will post them on the CDDO website.
7. Data Reports
 - a. Monthly CDDO Report – Reports for the months of May, June, & July were reviewed. It was recommended that reporting of the number of individuals on the waiting list with past due request dates be broken out into the category of service they are waiting for (Day, Residential, & Supportive Home Care).

- b. Statewide Performance Improvement Outcomes – Angela developed graphs from the FY 09 data for members to review and determine how we want to capture this data and track trends. Everyone agreed to the presented formats.
8. Quality Oversight Visits
- a. Review of QO visits from last quarter – All consumer visits from the past quarter went well. Angela followed up with one service provider after a guardian reported a decrease in satisfaction in Day Supports and TCM services over the past year.
 - b. Assign Next Round of 10% Random Sampling – Assignments were made for consumer visits due by November 2009.
 - c. Special Reviews / Reported Concerns – No concerns were reported to the CDDO this quarter that would require special reviews by the Committee.
9. System Updates
- a. Statewide QO Committee - No updates at this time, the next meeting will be September 3rd in Topeka.
 - b. Statewide Funding Committee - No updates at this time, the next meeting will be September 23rd in Salina.
 - c. Statewide BASIS Committee – The BASIS Committee met by phone on August 6th and reviewed the updated list of medical conditions BASIS screeners use as a guide to determine what medical conditions may fall into the categories listed in BASIS. The Committee agreed to now count all Endocrine conditions (including Thyroid conditions) under Genito-Urinary since Diabetes has always been captured in that category. The next meeting will be October 29th by phone.
10. Gaps in Services – No gaps in community services were identified at this time.
11. Other items – Barb Bishop reported that KBI is now going to web access only for the non fingerprint background checks and will do national fingerprint background checks, for a higher fee.
12. The next meeting is scheduled for November 12th at 2pm in the North/South Conference Room at Cottonwood, Inc.

The meeting adjourned at 4pm.

Minutes Recorded by
Angela Drake
Director of CDDO Administration

Cottonwood CDDO
Council of Community Members / Quality Oversight Committee

Meeting Agenda
November 12, 2009 at 2pm

Present: Angela Drake, Susan Davis, Kimberly Anderson, Hal Schultz, Barb Bishop, Jill Baker, Milissa Hicklin, Ben Layton, Judy Condra, Diane Bannerman-Juracek

1. Everyone was welcomed and completed self introductions.
2. We received 2 parent nominations for members, both said they were interested when Angela followed up but neither attended today.
3. Data Reports
 - a. Monthly CDDO Report – The number of individuals waiting for services with past due request dates is now broken down into what type of service they are waiting for as suggested last meeting. Everyone liked the new format. There were a higher number of crisis requests during August and September than usual.
 - b. Statewide Performance Improvement Outcomes – Data looked good, Angela will begin graphing when we have more than 1 quarter’s worth of data. We are still finding providers who have not completed all 4 required background checks on new staff.
4. Quality Oversight Visits
 - a. Review of QO visits from last quarter – All visits went well and individuals reported satisfaction with services. One commented on difficulty finding Supportive Home Care workers in a rural area and Angela followed up with a provider who did not have a current Person Centered Support Plan on file.
 - b. Assignments were made for next quarter’s visits from a random selection of individuals in BASIS.
 - c. Special Reviews / Reported Concerns – Angela shared with the Committee recent reported concerns that CDDO staff are following up on involving availability of staff for Residential Supports and access to social opportunities and mental health supports.
5. System Updates
 - a. KNI & Parsons – The group discussed recent media reports of the Commission’s recommendation to close KNI state hospital and

downsize Parsons state hospital. In the event the Governor follows this recommendation about 15 individuals who reside in the two hospitals have Douglas or Jefferson Counties listed as their home county and may wish to seek community services here. The group discussed capacity issues and what needs individuals may have that are not currently available in the area (behavior consultants for adults, accessible housing, primary physicians who accept Medicaid and are taking referrals). Resources to keep in mind include the KU Applied Behavioral Sciences department and Tenants to Homeowners (will do accessible renovations for consumers purchasing homes).

- b. Statewide QO Committee – The next meeting is 12/1/09.
 - c. Statewide Funding Committee – The next meeting is 11/17/09 and we will be discussing portability of State General Funds. This year's budget cuts have proven problematic in determining how to port these funds since some CDDO areas have decreased their rates or mixed portable and non-portable funding streams to cover the cost of services.
 - d. Statewide BASIS Committee – The Committee met on 10/29/09 and discussed inconsistency of scoring inedible objects (toothpaste, soap, & fingernails), reviewed medical conditions, and discussed behavior tracking forms for non English speaking individuals / families.
6. Gaps in Services – Previous discussion noted the lack of behavior consultants available for adults in Lawrence. CDDO staff sent a survey to area professionals and researched on-line for behavior resources and the results are listed on the CDDO website.
7. Licensing – Providers be aware that the new SRS staff completing licensing for this area is stating that monthly fire drills are needed in Day Supports in addition to monthly fire drills in Residential Supports and other emergency drills providers conduct (i.e. tornado).
8. The next meeting will be Thursday February 11th at 3pm.

Minutes Recorded by
Angela Drake