

Cottonwood CDDO
Council of Community Members / Quality Oversight Committee

Meeting Agenda
January 15, 2014 at 3pm

Present: Angela Drake, Susan Davis, Ben Layton, Milissa Hicklin, Cole Browne, Diane Bannerman-Juracek, and Cathy Brown

1. CDDO Management Reports were reviewed for the previous quarter.
2. System Issues / Updates / Gaps in Services
 - a. KanCare implementation for I/DD Waiver services has been delayed. The Centers for Medicare and Medicaid (CMS) had several questions for the State of Kansas to answer before it would approve the change. One of the problems CMS noted was that Kansas has a waiting list for current Waiver recipients who have requested additional services. According to CMS, this is not allowed. Once a person begins receiving Waiver services, the State of Kansas is required to meet that person's needs as long as that person remains eligible for Waiver services. The State is working on developing a plan as to how they will address the underserved waiting list problem.
 - b. The BASIS assessment tool has been moved to an online format called KAMIS. There are currently a lot of problems with the KAMIS system. CDDOs are having difficulty entering BASIS assessments for existing Waiver recipients. The Kansas Department for Aging and Disability Services (KDADS) has not transferred all of the data for existing people from the old BASIS system to the new KAMIS system. Also, KDADS has not added the feature to put new people onto the waiting list for the I/DD Waiver yet and has not added the feature to allow CDDOs to bill for completing the BASIS assessment. CDDOs are also not currently being paid for completing all of the early BASIS assessments in preparation for KanCare as was promised by KDADS.
 - c. How the State of Kansas manages the waiting list for I/DD Waiver services is changing. Previously, people could request to be waiting for a specific service. Going forward, there is just a general I/DD Waiver waiting list. It is not broken down into any specific services being requested such as attendant care, day services, or residential services. Also, any person already receiving at least one Waiver service cannot request to be waiting for any additional services in the future.
3. Quality Oversight visits were reviewed and no issues were identified that needed further follow up. The next quarter's visits were assigned.
4. The next meeting is scheduled for April 9th at 3pm in CW Board Room.

Minutes recorded by Angela Drake

Cottonwood CDDO
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Meeting Agenda
April 23, 2014 at 3pm

Present: Angela Drake, Susan Davis, Laura Bittenbender, Ben Layton, Cole Browne, Cathy Brown, & Milissa Hicklin

Minutes recorded by Angela Drake

1. CDDO Management Reports – Reports were reviewed for the months of January, February, and March to review trends. Information tracked and reviewed included the number of eligibility determination requests, the qualifying eligible diagnoses and age distribution of newly eligible individuals, CDDO satisfaction surveys, the number of individuals on the waiting list for I/DD Waiver services with past due request dates, number of individuals offered funding, number of crisis requests reviewed, number of requests for extraordinary funding rates reviewed, number of people accessing I/DD Waiver services through CDDO contract exceptions, number of ICF/ID requests, number of cases ported or transferred in or out of the CDDO area, number service provider choices and provider transitions, number of new provider affiliation requests, quality oversight issues, and dispute resolution requests.

2. System Issues / Updates –
 - a. The Statewide Quality Oversight Committee met on 2/20/14 and is discussing possible changes to the questions / data gathered from the annual consumer on site visits.

 - b. The Statewide Funding Committee met 4/15/14 and is working through changes in processes and communication between CDDOs, KDADS, & MCOs. Angela Drake of Cottonwood CDDO was elected to be the CDDO co-chair for FY 2015. Greg Wintle is the KDADS co-chair.

 - c. The next KDADS / DD Stakeholder meeting is scheduled May 8th at 9:30am in Topeka or providers can listen in by phone at Cottonwood CDDO in the North/South Conference Room.

 - d. CDDO Contract negotiations with KDADS are scheduled May 28-30 & June 4-6. Providers can email Angela with any ideas or suggestions for the FY 2015 contract at adrake@cwood.org. Angela is anticipating there may be changes to the Supported Employment contract exception and the crisis funding process.

3. Quality Oversight – The last quarter consumer on-site visits were reviewed. All visits went well with consumers and families satisfied with current services. One visit required some follow up with a Day Supports provider and that issue was resolved. The next quarter's assignments were made for consumer on-site visits.
4. The next meeting is scheduled for July 23rd at 3pm in the Cottonwood Board Room.

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

**Meeting Agenda
July 23, 2014 at 3pm**

Present: Angela Drake, Jill Baker, Milissa Hicklin, Susan Davis, Laura Bittenbender, Ben Layton, Cole Browne, Barb Bishop, Hal Schultz, Renae Johnson

Minutes recorded by Angela Drake

1. Membership – Renae Johnson volunteered to join the Council and was elected unanimously.
2. CDDO Management Reports – Reports from the previous quarter were reviewed. CDDO data remains fairly steady from month to month, quarter to quarter, and no trends were identified that needed follow up.
3. System Issues / Updates –
 - a. CDDO Contract – KDADS and CDDOs have not come to agreement yet on the Fiscal Year 2015 contract. There are several proposed changes to CDDO responsibilities and CDDO Administration funds, including no longer providing funds for CDDO functions to non-Medicaid individuals.
 - b. The Statewide Quality Oversight Committee – Changes were made to the data CDDOs are required to collect and report to KDADS quarterly. The Council reviewed those changes and then made revisions to the local Consumer QO Visit Form.
 - c. The Statewide Funding Committee – No meeting has been scheduled yet for this Committee in Fiscal Year 2015.
 - d. KDADS/Stakeholder Meetings – Meeting dates for the next fiscal year are usually scheduled at the end of CDDO contract negotiations but dates have not yet been determined.
4. Quality Oversight – No concerns were noted from the previous quarter's Consumer QO visits. The next round of visits were assigned to members.
5. The next meeting is scheduled for October 22nd at 3pm in the Cottonwood Board Room.

Cottonwood CDDO
Council of Community Members / Quality Oversight Committee

Meeting Minutes
October 22, 2014 at 3pm

Present: Angela Drake, Cathy Brown, Hal Schultz, Ben Layton, Cole Browne, Coleen Hernandez, Sabrina Winston, Barb Bishop, Susan Davis, Laura Bittenbender, Milissa Hicklin, and Jill Baker

1. We welcomed our guests from Shawnee County CDDO who requested to attend to gather some ideas for their local Council / QO Committee. Everyone introduced themselves.

2. CDDO Management Reports – The group reviewed data from the first quarter of Fiscal Year 2015 and did not identify any unusual trends. The tracking of waiting list numbers was changed to reflect how the list works now; only unserved are tracked and there is no more waiting for specific services. Jill suggested adding an explanation of the changes to the September report.

3. System Issues / Updates / Gaps in Services
 - a. Capacity Assessment – Angela explained that Cottonwood CDDO has a requirement to submit a Capacity Assessment to KDADS by November 1st in our FY 15 contract. The CDDO met with affiliated providers on 10/21/14 to brainstorm regarding the three questions posed in the DDRA regarding Capacity Planning. The Council reviewed the results of the brainstorming session with affiliated providers and talked through the suggestions for goals during FY 15. The Council narrowed the suggestions down to the following key goals for Cottonwood CDDO area to focus on this year –
 1. Advertise grant opportunities on the CDDO website for providers to increase capacity
 2. Develop a staff training resource list (gathered by surveying providers) and post on the CDDO website
 3. Set time aside at the end of each Affiliate Meeting for interested providers to share ideas on staff recruitment & retention
 4. Develop tracking and report of outcomes of consumer / provider requests to MCOs for unique problem solving

outside of the traditionally available options (creative solutions beyond current Waiver services, EF)

5. Offer educational opportunities during the year for the community, consumers, families, and providers

4. Quality Oversight
 - a. Consumer QO visits were reviewed. All of the visits went well except two needed additional follow up due to the Person Centered Support Plan not being current at the service site. The next round of random visits was assigned to committee members.

 - b. Annual Affiliate QO visits were reviewed. CDDO staff identified 15 issues for follow up and correction, primarily with agency records.

 - c. Additional Issues – CDDO staff followed up on 3 reports of concern regarding; staff treatment of consumers, med error, and possible Medicaid fraud.

5. Other items – Cole and Hal shared that they are attending a leadership conference in Wichita later this week.

6. The next meeting is scheduled for January 28th at 3pm.

Minutes by Angela Drake