

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

January 28, 2015 at 3pm

Present: Angela Drake, Cathy Brown, Ben Layton, Renae Johnson, Jill Baker, Milissa Hicklin, & Susan Davis

1. Annual Review of CDDO policies – Minor revisions were suggested to CDDO policies; replace BASIS with functional assessment and replace ICF/MR with ICF/IID to keep in line with changes in policy with the Kansas Department of Aging and Disability Services (KDADS), and reduced the percentage of annual QO visits by QO Committee members from 10% to 5%.
2. CDDO Management Reports – Angela reviewed with members the CDDO reports for the previous quarter.
3. System Issues / Capacity Assessment – Angela reported that an affiliated provider reported two occurrences of requesting assistance from one of the KanCare managed care organizations with mixed results.
4. Quality Oversight – Angela reviewed the previous quarter's data. The CDDO followed up on 12 quality issues identified and 3 complaints from consumers/families regarding community service providers. CDDO staff received 6 compliments in writing from consumers/families and affiliated service providers. No issues were identified during consumer quality oversight visits by Committee members and the next round of visits were assigned.
5. The group agreed to a set meeting schedule of the 4th Wednesday of April, July, October, and January. The meeting dates for the remainder of the year are April 22nd, July 22nd, and October 28th at 3pm in the Board Room.

The meeting adjourned at 4pm. Meeting minutes by Angela Drake.

Cottonwood CDDO
Council of Community Members / Quality Oversight Committee
July 22, 2015 at 3pm

Present: Angela Drake, Susan Davis, & Pat Bittel

1. Review of membership / recruitment of new members for FY 16
 - a. Reg. 30-64-31 sets term limits for members. The following members' terms were up June 30, 2015; Jill Baker, Barb Bishop, Laura Bittenbender, Cathy Brown, Judy Condra, Milissa Hicklin, Diane Bannerman-Juracek, & Hal Schultz. The group revised the nomination form to be clearer and to include the option for service provider staff nominations. Discussion ensued about potential consumers, family members, and providers who may be interested in joining. Angela will send out revised nomination form to all affiliated providers suggesting provider staff team up with a consumer to join together. Susan and Pat will start handing out the nomination forms at BASIS meetings again.
2. CDDO Management Reports
 - a. Tabled until later meeting.
3. System Issues / Updates / Gaps in Services
 - a. Changes to CDDO contract were reviewed and their possible impact on CDDO forms and processes. Revisions to identified forms were discussed as well as the possibility of changing quality data collected. CDDOs are waiting on confirmation from KDADS that current quality data collected is no longer needed due to termination of the Statewide Quality Oversight Committee.
4. Quality Oversight
 - a. Tabled until later meeting.
5. The next meeting is October 28, 2015 at 3:00pm.

Minutes by Angela Drake

**Cottonwood CDDO
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**Meeting Minutes
October 28, 2015 at 3pm**

Present: Angela Drake, Kara Walters, Lisa Boulton, Margert Hogan, Susan Davis, Jani White, Chris Kasparek, Joni Hybsha, Pat Bittel, Cathy Brown, Beth Brown, and Renae Johnson

1. New members were welcomed and signed the volunteer confidentiality agreement.
2. CDDO Management Reports
 - a. Monthly CDDO activity reports were reviewed for the past quarter and no unusual trends were noted.
3. System Issues / Updates / Gaps in Services
 - a. Angela shared with everyone the flyer for informational sessions on the proposed integrated waiver and described some of the work group efforts and recommendations. KDADS plans to end the 7 different HCBS Waivers and replace them with one global HCBS Waiver across all the disability populations. A lot is still unknown as KDADS is in the information and recommendation gathering phase.
4. Quality Oversight
 - a. It is no longer a requirement for CDDOs to report quarterly quality oversight data to KDADS. We now can collect what information, if any, we chose for local quality tracking purposes. The group reviewed the current data tool and made recommendations for changes. Angela will make updates and we will start using the revised tool in 2016.
5. The next CDDO Council of Community Members / Quality Oversight Committee meeting will be on January 27th at 3:00pm in the Cottonwood, Inc. Board Room.

Minutes by Angela Drake