

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

January 25, 2023

North/South Conference Rooms

3:00pm

Present; Angela Levy, Susan Davis, Crystal Van Houtan, Kara Walters, Milissa Hicklin, Renae Johnson, Laura Bittenbender, Lisa Boulton, & Margert Hogan

1. The role of the Council of Community Members was reviewed -
 - a. Make suggestions to the Board of the CDDO
 - b. Review CDDO policies and procedures
 - c. Implement the dispute resolution process of the CDDO when necessary
 - d. Oversee the development, implementation, and progress reporting of local capacity building plans

2. The role of the Quality Oversight Committee was reviewed -
 - a. monitor the quality of DD services in Douglas and Jefferson Counties by ensuring
 1. Services that are paid for are delivered, and services delivered are paid for
 2. Services are provided according to state regulation requirements
 3. Persons served have basic health and safety needs met
 4. Persons served have opportunities to make informed choices about where they would like to live and work
 5. Persons served have the right to be treated with respect & are free of abuse / neglect

3. Membership
 - a. Joni has stepped down as a member and the need to recruit additional members was discussed.

4. System Updates
 - a. HCBS Settings Final Rule – The deadline is March 17, 2023 for providers to be in compliance with the Final Rule requirements. There are two Residential providers in the CDDO area who are still waiting for approval from CMS on their settings.
 - b. The CDDO's Capacity Report is due March 31st. Members walked through the report template and gave input on how to respond.
 - c. KDADS' draft policies on eligibility and ICF admission are available for public comment. Members reviewed the policies and gave feedback that Angela will submit before the public comment deadline.

5. CDDO Management Reports were reviewed. It was suggested that results of consumer quality assurance visits be included in the CDDO's monthly report. Angela will also follow up with an email to TCMs about resuming consumer visits as the Public Health Emergency ends.

6. Quality Oversight

a. Members will restart visits in the spring as the Public Health Emergency ends on May 11, 2023.

7. The next meeting will be April 26th at 3:00pm in the North/South conference room at Cottonwood, Inc.

Minutes by Angela Levy

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

April 26, 2023

North/South Conference Room @ Cottonwood

Present; Angela Levy, Milissa Hicklin, Renae Johnson, Susan Davis, Margert Hogan, Traci Burney, Lisa Boulton, Kara Walters, Crystal Van Houtan, & Angie Reinking

Angela called the meeting to order, and everyone did introductions.

1. Election of new members – Traci Burney and Angie Reinking were unanimously elected as new members. Welcome to the Council!
2. System Updates
 - a. Medicaid renewal applications – Now that the Public Health Emergency designation is ending, Kansas has re-started annual Medicaid eligibility reviews. It is very important for everyone to get their renewal application submitted on time so there is no gap in Medicaid coverage. Everyone should make sure their address is current with the KanCare Clearinghouse if they have moved during the last three years. There is a Facilitator Form that can be filled out to allow Targeted Case Managers to assist communicating to the KanCare Clearinghouse about an individual's Medicaid case status.
 - b. HCBS Final Rule & IDD Waiver renewal – CMS completed site visits in Kansas at the end of March regarding compliance with the HCBS Settings Final Rule. There were several areas of concern noted by CMS and KDADS plans to address many of these issues through the IDD Waiver renewal process. CMS noted issues with Person Centered Service Plans, community integration, residential services, and staff training. The first meeting regarding the IDD Waiver renewal took place this morning and KDADS will be forming several work groups to meet over the summer to develop the plan for the next version of the IDD Waiver. The workgroups will work on the following items: TCM/CDDO conflict of interest, day services definition, residential services definition, billing, supported employment, functional assessment, and assistive technology.
 - c. CDDO contracting – CDDOs are working on a proposal for a new distribution methodology for the additional CDDO Administration dollars that were added to the budget last year. Currently, the

funds are distributed based on each CDDO's I/DD eligible population from May 2012.

3. CDDO Management Reports – The previous quarter's data reports were reviewed with the Council members.
4. Quality Oversight – The consumer on-site visits will resume now that the Public Health Emergency is ending. A random selection of consumers to visit was presented and each team chose their visit sites to complete by the next meeting.

The next meeting will be July 26th at 3pm in the North/South Conference Room at Cottonwood.

Minutes by Angela Levy

Cottonwood CDDO
Council of Community Members / Quality Oversight Committee

October 25, 2023
3pm North/South Conference Room

Present: Angela Levy, Susan Davis, Kara Walters, Traci Burney, Ranita Wilks, Keri Cha, Angie Reinking, Lisa Barcus, Lisa Boulton, Laura Bittenbender, & Milissa Hicklin

1. Everyone welcomed new members Ranita Wilks and Keri Cha.
2. Annual Review of CDDO policies – the group continued review of CDDO policies through policy number 009 and made one grammatical recommendation. The remaining two policies will be reviewed at the next meeting.
3. System Updates
 - a. HCBS Final Rule / IDD Waiver renewal
 - i. The Waiver renewal workgroups have concluded their work. The new draft IDD Waiver will be out for public comment later this fall.
 - b. KDADS/CDDO Contract
 - i. KDADS & CDDOs agreed to extend the previous contract for another year. State Aid funding plans have been sent out for signature for this fiscal year. Cottonwood CDDO distributes our State Aid allocation annually to those consumers who were previously funded for adult Day and Residential through the State General Funds grant, so those individuals did not lose services when that grant ended.
 - ii. Capacity Assessment will be due 3/31/2024
 - iii. Workgroups
 1. CDDO Operations – the next meetings is 11/30 to discuss resuming CDDO Peer Reviews.
 2. Eligibility – implementation of the new I/DD eligibility policy is on hold due to CMS feedback.
 3. Functional Assessment – this group is on hold / awaiting potential MFEI implementation.
 4. Quality Assurance – the August meeting was canceled and has not been rescheduled.

4. CDDO Management Reports – the data reports from the previous quarter were reviewed.
5. Quality Oversight - Members reported out on the site visits conducted. No issues were noted for follow up. The next round of visits were assigned.
6. The next meeting will be on January 24th at 3pm.

Minutes by Angela Levy