

West Virginia Quality Improvement Advisory Council Council Meeting	July 18, 2012 10:00am-4:00pm Schoenbaum Family Enrichment Center Charleston, WV
Members Present:	
Marilyn Nichols, Steve Wiseman, Susan Striar May, Sam Walker-Matthews, Christine Dickson, Jane Ketcham, Liz Bragg, Amber Hinkle, Linnie Simiryan (substitute for Clarice Hausch, WVA)	
Members Not Present:	
Russell Sickles, Kathy Yarbrough, Jane Lakes, Norma McKee, Libby Collins, Clarice Hausch (sent substitute)	
Others Present:	
Pat Nisbet, Beth Morrison, Pat Moss, Tina Maher, Lori McGurty, Tiffany Angel, Nora Oscanyan	
Meeting Minutes from the 4/18/2012 QAI Council were approved.	

MINUTES

Agenda Item	Introductions/Announcements/ Membership Status/Term Limits	Presenter	Jane Ketcham, April Goebel, All Members
Discussion and Conclusions:			
<ul style="list-style-type: none"> Attendees introduced themselves. There were no announcements. April researched term limits following last quarter's discussion. In the procedural handbook that was developed May 2011, it is indicated that members drew lots to determine length of terms; members were assigned one-, two- or three-year terms. 			

Agenda Item	BMS Updates	Presenter	Pat Nisbet
Discussion and Conclusions:			
<ul style="list-style-type: none"> Incident Management System Update: BMS continues to work with the new IMS system. A workgroup has approved the last prototype and they are awaiting Cindy Beane's sign-off. After it is built, all old data will be dumped into the new system. January 2013 is the tentative date for go-live. Pat has asked volunteers to test the system sometime in the fall. Seneca, Open Doors, and Global Access all volunteered. REM may also be interested; Pat will ask The ARC of the Three Rivers as well. Mediation: As CED's contract with BHHF for mediation has ended, this service is no longer available. Lori McGurty volunteered to contact WVU CED to see if they will continue to offer the service to WV I/DD Waiver members free-of-charge. There is a current CMS trend that they are not authorizing payment for 			

segregated settings, such as day programs and sheltered workshops. There needs to be some discussion as to what to do as a state to transition, though CMS has indicated they will give states time. The group agreed to further discuss this issue. There was a ruling in Oregon by the Department of Justice on this very issue, which April will send out for Council members to review. Jane expresses that getting authorizations for Supported Employment services can be tricky for providers, as it is a difficult service for teams to predict usage. Sam indicated that transitioning from DRS to I/DD Supported Employment can also be tricky.

Action Items	Person Responsible	Deadline
Contact WVU CED to discuss mediation contract termination with BHHF and determine if they are willing to provide mediation to I/DD members free-of-charge	Lori McGurty	October 17, 2012 (next meeting)
Send out Oregon Department of Justice Ruling	April Goebel	October 17, 2012 (next meeting)

Agenda Item	PPL Updates	Presenter	Pat Nisbet
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Discussion and Conclusions:			
<ul style="list-style-type: none"> • Randy Hill is not present but sent information to Pat to review. • Pat reviews information regarding PPL’s current enrollment: as of 7/16/12, there were 231 active members, 21 had withdrawn, 40 had been referred, and 11 were in the enrollment process. <ul style="list-style-type: none"> ○ One of the interested individuals changed their mind after the July 1, 2012 ruling that individuals employed by members who choose Personal-Options must also pass a WV Protective Service Record Check. • Pat explained that as of July 1, 2012, anyone, including those staff employed by members who choose the Personal-Options Service Delivery Model, must pass a WV Protective Services Record Check. Previously this was not required for those staff only and those who were already employed in that manner were “grandfathered” in. Jane asked if there was any way to determine how many people were affected by this “grandfathering” but Pat said there was no way to be sure. • Randy will do focus groups in October. PPL will be sending out a questionnaire regarding the enrollment process for Personal-Options to those individuals who participate in this Service Delivery Model. He may also be sending requests for information to Service Coordinators of those members who’ve chosen Personal-Options Service Delivery Model. He would then have the Council members review the information during the focus groups and provide feedback. • Final Ruling regarding taxes: PPL deducts state and federal taxes from staff pay. 			

When family members are employed by business owners, there is no requirement that the employer pay employer taxes for family member employees; this does apply to individuals who use Personal-Options Service Delivery Model, as they are employing family members at times. If their employees are non-family members then they must pay employer taxes. Christine Dickson asked how the IRS defines family for this purpose, but Pat was unsure. It is recommended that if there are questions regarding the tax law, that the IRS be contacted directly to ensure that first-hand information is received.

Agenda Item	OHFLAC Updates	Presenter	Pat Nisbet
Discussion and Conclusions:			
<ul style="list-style-type: none"> • Rose Lowther-Berman is on leave. In the meantime, Jim Cooper will be filling in. He will attend next quarter’s meeting. • Potential Providers Acquiring Licenses <ul style="list-style-type: none"> ○ Human Resource Development Fund has passed Health Care Authority and is currently with OHFLAC. ○ Diversified Assessment and Therapy have applied for a Behavioral Health License but did not pass facility survey with OHFLAC. • Providers with Licensing Restrictions: <ul style="list-style-type: none"> ○ Hancock County Sheltered Workshop has a 6-month provisional license. • No agencies currently have an admissions ban. 			

Agenda Item	TC/BSP	Presenter	Pat Nisbet
Discussion and Conclusions:			
<ul style="list-style-type: none"> • Pat indicates she is working on updates to the I/DD Waiver Manual, incorporating FAQs that have been answered since the new manual went into effect 10/1/11. The changes will go out for public comment once Pat presents them to BMS’ Policy Committee. The hope is that the changes will go into effect 10/1/12, with the public comment period from 8/15-9/15, though this may depend on availability and recommendations of Policy Committee. • Medicaid Fair Hearing for BSP has become a trend necessitating that the manual be reviewed and recommendations made to amend the policy for this particular service. <ul style="list-style-type: none"> ○ Some recommendations include: <ul style="list-style-type: none"> ▪ Initially BMS indicated via FAQ that it was okay for Therapeutic Consultants to write Behavior Support Plans as long as they adhered to APBS standards, however there were several questions from providers about this, including how one could be expected to meet standards of a curriculum on which they hadn’t been trained. As such this will change to indicate that all plans must be written by someone who has been fully trained in an approved curriculum. Whether or TC or BSP is billed (and authorized) will depend on whether the member’s identified 			

<p>maladaptive behavior needs meet the criteria for the BSP code.</p> <ul style="list-style-type: none"> ▪ Another recommendation included clarifying the criteria used for member qualification for the BSP code; Pat explained how the ICAP is used as part of, but the only piece, of the decision making process. <ul style="list-style-type: none"> • Jane asked if there was a way to report on the number of members who currently meet the ICAP criteria as defined in the recommendation. Lori volunteered to research. ○ Pat reviewed a handout with the group and asked for their feedback on the recommended changes within the week. ○ Sam recommended that some background information on the WV PBS Network may be helpful and volunteered to forward to April, which April will disseminate to the group. 		
Action Items	Person Responsible	Deadline
Review recommendations and respond to Pat Nisbet with questions/comments /concerns	All Members	July 25, 2012
Research members who meet proposed ICAP criteria	Lori McGurty	October 17, 2012 (next meeting)
Forward/Disseminate background info on WV PBS Network	Sam Walker-Matthews April Goebel	July 25, 2012

Agenda Item	College of Direct Supports	Presenter	Steve Wiseman
Discussion and Conclusions:			
<p>Steve provided some background to Council members. CDS is a vehicle through which people can get training for direct support personnel. This has been an issue with providers and direct support staff, as though they may go through the expense of the training, there is no guarantee that there will be raises in rates and if there are if providers actually pass those rate increases on to staff. Pat did get additional information when she was in Sacramento, which she will forward to April for dissemination to the group.</p>			
Action Items	Person Responsible	Deadline	
Forward/disseminate additional College of Direct Supports information.	Pat Nisbet April Goebel	October 17, 2012 (next meeting)	

Agenda Item	Disallowance Summary	Presenter	April Goebel
Discussion and Conclusions:			
<p>April presented disallowance summary for the first three years of FY 2012, to include the number of providers reviewed during each quarter, and the number of those providers who had disallowances. Issues identified during the review period, such as expired First Aid/CPR certification, were also presented. The group would like this to be a standing agenda item, with a breakdown of the number of agencies reviewed who had a particular issue (for example, if First Aid/CPR was an issue during the quarter, how many of the providers reviewed that quarter experienced that issue and had disallowances as a result?)</p>			
Action Items		Person Responsible	Deadline
Disallowance Summary to become standing agenda item		April Goebel	Each future meeting

Agenda Item	Development of Annual Quality Improvement Plan	Presenter	All
Discussion and Conclusions:			
<p>Goal 4 (group started with goal 4 as got through goal 3 last quarter): Continually enhance knowledge of QIA Council</p> <ul style="list-style-type: none"> • <u>Speakers for ongoing knowledge:</u> Jane suggested that, given the current CMS and Department of Justice issues surrounding supported employment, Tina do an Olmstead presentation at the next meeting. Tina agreed and will need 30 minutes on the agenda. • <u>Increase knowledge of new members:</u> Members decided to indicate this item as “completed” on the work-plan, as minutes from the last several meetings have been disseminated. The group has read those minutes and found them to be helpful. • <u>Sexual Exploitation of Members:</u> Jane asked group to clarify this goal: what does the group want to learn/what are the group’s expectations? Amber indicated that some education from Child Advocacy Centers may be helpful; she and Steve will arrange for a speaker at possibly the January 2013 meeting from a CAC who is willing. The group could start by learning basics: what is a CAC’s function/process for individuals with I/DD, are they willing to work with adults who have I/DD, what do their staff do? 			
<p>Goal 5: Increase Quality of Life for Members</p> <ul style="list-style-type: none"> • Following some discussion, the group determined that “quality of life” may not be the best terminology to use in defining what the group’s purpose is with this goal. As such, it was changed to focus on identifying how a member’s goals/dreams may be limited by program constraints and how the council can 			

- help
- To start with this new goal, Beth Morrison and Pat Nisbet will find the most recent information the state has on National Core Indicators and present to the group at the next meeting.
 - This goal and related discussion also resulted in the group identifying a new goal to add to the plan (see below, Goal 6).

Goal 6: Advocate for Creating/Acknowledging Career Ladder for Direct Service Workers

- As indicated above, Pat will forward information for dissemination regarding what she learned in Sacramento on College of Direct Supports.
- Sam will contact Rachel Freeman with the National Association for Positive Behavior Support to get additional information and to see if there is any tie-in to Direct Service Worker training for BSP
- Susan will contact Joseph MacBeth with the National Alliance of Direct Support Professionals for additional information regarding structuring
- Jane will contact Mentor Network agencies in other states for information on whether or not they use similar training/credentialing for their staff
- Tina to forward information to April for dissemination on workforce issues in WV that was developed by Vision Shared
- Steve will send DD Council’s work-plan on Direct Support Professionals to April for dissemination

Action Items	Person Responsible	Deadline
Tina to do 30-minute Olmstead Presentation at October meeting	Tina Maher	At October Meeting
Arrange for speaker from a Child Advocacy Center (CAC)	Amber Hinkle Steve Wiseman	Report by October 17, 2012 meeting; speaker tentatively at January 2013 meeting
Locate and disseminate most recent National Core Indicators information for the state	Pat Nisbet Beth Morrison	October 17, 2012 (next meeting)
Contact Rachel Freeman with National Association for Positive Behavior Support for information tying in to Direct Support Professionals training	Sam Walker-Matthews	October 17, 2012 (next meeting)
Contact Joseph MacBeth with National Alliance of Direct Support Professionals for information regarding structuring	Susan Striar May	October 17, 2012 (next meeting)
Contact Mentor Network agencies in other states for additional information regarding DSP credentialing practices	Jane Ketcham	October 17, 2012 (next meeting)
Forward information for dissemination on	Tina Maher	October 17, 2012

Vision Shared research on workforce issues in WV	April Goebel	(next meeting)	
Forward for dissemination DD Council's DSP work-plan	Steve Wiseman April Goebel	October 17, 2012 (next meeting)	
Agenda Item	Introduction to New Business	Presenter	All Members
Discussion and Conclusions:			
<ul style="list-style-type: none"> • In preparation for program renewal in 2015, BMS will begin doing state-wide forums Spring 2013 to research program successes and opportunities for improvement/change. • Vacancies were identified and new members will be voted on at October meeting. In the meantime, April will contact Russell Sickles and Kathy Yarbrough, per policy, to determine if they are interested in continuing on the Council, as they have both missed two consecutive meetings. • Pat will put together a summary of the recent disaster, including how agencies responded, what issues were experienced, etc, for the next meeting. • The group would also like a summary of how Unmet Needs funds were utilized over the last Fiscal Year. April to contact Beth and request that she put together a presentation for the next meeting. 			
Action Items	Person Responsible	Deadline	
Contact Russell Sickles and Kathy Yarbrough.	April Goebel	October 17, 2012 (next meeting)	
Pat to put together summary of response to June 29, 2012 storm and resulting issues	Pat Nisbet	October 17, 2012	
Contact Beth Morrison to request a presentation on use/authorization of Unmet Needs funding during the last FY	April Goebel	October 17, 2012 (next meeting)	

Agenda Item	Wrap-Up/Confirmation of Next Meeting	Presenter	Jane Ketcham
Discussion and Conclusions:			
<p>Meetings will continue to be held the 3rd Wednesday from 10:00am until 4:00 pm of the applicable month:</p> <ul style="list-style-type: none"> • January 18, 2012 • April 18, 2012 • July 18, 2012 • October 17, 2012 Schoenbaum Family Enrichment Center 			
Meeting Minutes Submitted by April Goebel April 30, 2012			