

West Virginia I/DD Waiver Quality Improvement Advisory Council Meeting	October 18, 2017 10:00am-4:00 pm Bureau of Senior Services		
Voting Members Present:			
<input checked="" type="checkbox"/> Angie Breeden (vice chair)	<input checked="" type="checkbox"/> Dorothy Frazier	<input checked="" type="checkbox"/> Kristy Ellison	<input type="checkbox"/> Vacant (general stakeholder)
<input checked="" type="checkbox"/> Kelly Miller	<input checked="" type="checkbox"/> Chris Messenger	<input checked="" type="checkbox"/> Jason Jones	<input type="checkbox"/> Michele Mount (SFCPM)
<input checked="" type="checkbox"/> Jeannie Elkins	<input checked="" type="checkbox"/> Brian Breyer	<input checked="" type="checkbox"/> Amber Hinkle (Chair)	<input checked="" type="checkbox"/> Susan Given (DRWV)
<input checked="" type="checkbox"/> Marilyn Osborne	<input checked="" type="checkbox"/> Christine Dickson	<input checked="" type="checkbox"/> Jon Sassi	<input checked="" type="checkbox"/> Steve Wiseman (DC)
Ancillary Members Present:			
<input checked="" type="checkbox"/> Marilyn Nichols	<input type="checkbox"/> vacant	<input type="checkbox"/> Vacant	
Others Representatives Present:			
<input type="checkbox"/> Laura Barno (BCF)	<input type="checkbox"/> April Goebel (KEPRO)	<input checked="" type="checkbox"/> Taniua Hardy (BMS)	<input checked="" type="checkbox"/> Sissy Johnson (KEPRO)
<input checked="" type="checkbox"/> Randy Hill (PPL)	<input checked="" type="checkbox"/> Pat Nisbet (BMS)	<input checked="" type="checkbox"/> Leah Redden (KEPRO)	<input type="checkbox"/> Beth Morrison (BBHMF)
<input checked="" type="checkbox"/> Vanessa VanGilder (Olmstead)		<input checked="" type="checkbox"/> Rose Lowther-Berman (BMS)	
<input checked="" type="checkbox"/> Stephen Brady (BBHMF)	<input type="checkbox"/> Jim Cooper (OHFLAC)	<input checked="" type="checkbox"/> Lori McGurty (KEPRO)	
Public Present:			
Mary Lea Wilson, Liz Bragg, Janet Hopkins, Mary Ramsey, Doris Paul, Jenna Johnson, Janet Johnson, Thomas Basile			

MINUTES

Agenda Item	Welcome	Presenter	Amber Hinkle, Chairperson
<ul style="list-style-type: none"> Call to Order: The meeting called to order at 10:00 am by Amber Hinkle, Chairperson. Vice-chair, Angie Breeden, moved to approve minutes and Kelly Miller seconded. Minutes approved by majority. 			
Discussion and Conclusions:			
None			
Action Items		Person Responsible	Deadline
None			

Agenda Item	BMS Updates	Presenter	Pat Nisbet/Taniua Hardy, BMS
Discussions and Conclusions:			
<ul style="list-style-type: none"> Patricia Nisbet informed the group that BMS received a favorable decision in the federal class action lawsuit. <ul style="list-style-type: none"> The judge accepted the proposed budget methodology. It is anticipated that associated updates to the current I/DD Waiver policy manual will be available for public comment November 15-December 14, 2017. Informational sessions about the new budget methodology will take place next month: <ul style="list-style-type: none"> November 7, 2017—Charleston, WV at Coonskin Park November 9, 2017—Morgantown, WV location tbd Taniua Hardy discussed the 8 member deaths reported since July 2017. <ul style="list-style-type: none"> 3 natural deaths of individuals who lived in NF: <ul style="list-style-type: none"> Age 34 at home: End Stage Renal disease, Stage V; Chronic Anemia; Bipolar d/o Autism Age 35 in hospital: Seizure disorder 			

- Age 21 at home: Failure to thrive; Neuro-degenerative disorder
- 4 natural deaths of individuals who lived in ISS:
 - Age 66 in nursing home: Ischemic myopathy; Aortic arteriosclerosis; DM II
 - Age 58 in hospital: Pneumonia; Failure to thrive; Intellectual disability; Bipolar d/o
 - Age 71 in hospital: MR; Met. Bone disease of unknown primary, Bilateral pneumonia
 - Age 68 in hospital: Sepsis; Aspiration pneumonia; MR; Spastic palsy; Scoliosis; Microcephaly
- 1 unknown cause of death who lived in ISS:
 - Age 63 out-of-state: Unknown
- In response to Ms. Hardy's report, Steve Wiseman asked if there was more information concerning the death from aspiration pneumonia. Ms. Nisbet stated no, since it is labeled a natural death; however, the IPP can be evaluated to determine if there were any diet restrictions.
- Ms. Hinkle asked if there was progress on having a physician speak to the group. Ms. Nisbet responded the physician was currently traveling and that she will request his attendance at the next meeting.

Action Items	Person Responsible	Deadline
Invite physician to address asphyxiation and aspiration pneumonia in individuals with developmental disabilities	Patricia Nisbet	January 17, 2018

Agenda Item	KEPRO Updates	Presenter	Leah Redden, KEPRO
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- Discussion and Conclusions:**
- Teresa McCourt with WVU CED (not present), previously reported that there were discrepancies between CED's Positive Behavior Support Professional curriculum and KEPRO's BSP review tool. The council has requested follow-up on this matter. April Goebel will provide the information at the January meeting.

Action Items	Person Responsible	Deadline
Provide update on reported discrepancies between CED's PBSP curriculum and KEPRO's review tool	April Goebel	January 17, 2018

Agenda Item	PPL Updates	Presenter	Randy Hill, PPL
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- Discussion and Conclusions:**
- Randy Hill provided PPL's activity report, which shows a membership increase of 15 individuals since August.
 - In addition, a document that details the differences in responsibilities between PPL Resource Consultants and agency service coordinators was reviewed.
 - Participant-Directed Goods and Services (PDGS) is not addressed on this document. Mr. Hill reported that there continues to be confusion with this service and that training may be beneficial. Families do not seem to understand what can be approved as a PDGS.
 - Mr. Hill attended a national HCBS conference in August and reported that a good deal of useful information was provided. Specifically, there were many sessions on Electronic Voice Verification (EVV), which is growing across the country.
 - A discussion took place regarding the release of PDGS funds; Mr. Hill stated that PPL is looking into options other than releasing a check.

Action Items	Person Responsible	Deadline
None		

Agenda Item	WV Birth to Three Independent Service Coordination	Presenter	Pam Roush, WVBTT
Discussion and Conclusions:			
<ul style="list-style-type: none"> • Pam Roush, with WV Birth to Three (WVBTT), presented information about that program's use of Independent Service Coordination. The I/DD Waiver program intends to implement a similar structure with Service Coordination in the near future. • Transition plans from the WVBTT program to the school system was discussed, specifically since the BTT program has different eligibility requirements for services when compared to Special Education services offered by the school system. A child who receives services via BTT is not guaranteed eligible for Special Education. • Additionally, concerns regarding SC turnover were addressed. Ms. Roush reported that turnover is similar to that of any other similar program. • Ms. Nisbet mentioned that it might be beneficial for a WVBTT SC to attend a future council meeting to discuss the position. 			
Action Items	Person Responsible	Deadline	
Disseminate WVBTT Power-Point document	Leah Redden	November 21, 2017	
Invite WVBTT SC to attend and discuss the position	Pat Nisbet	January 17, 2017	

Agenda Item	Freedom of Choice Form	Presenter	Council Discussion
Discussion and Conclusions:			
<ul style="list-style-type: none"> • At a previous meeting, the council suggested that the Service Coordinator be excused during completion of the Freedom of Choice form that occurs at the annual functional assessment. Ms. Redden provided three questions to council members in order to facilitate resolution of this issue: <ul style="list-style-type: none"> ○ Should it be mandatory for the SC to leave the room while the FOC is being completed? Or should the member/legal representative choose whether they want to the SC to leave or remain in the room? ○ Who should act as a witness when the member has no legal guardian or the legal guardian is not present during completion of the FOC? • How will this rule apply to changes made outside the annual assessment. • Ms. Nisbet suggested that a change in the Freedom of Choice procedure occur at the same time that Independent Service Coordination is implemented. • At Ms. Hinkle's suggestion, the council agreed to table the issue until a later date. She further requested that the group return their answers to the above questions to Ms. Redden prior to the next meeting. 			
Action Items	Person Responsible	Deadline	
Forward answers to the above questions to Leah Redden	Council members	January 17, 2018	

Agenda Item	Public Comment	Presenter	Public
Public Comments/Concerns:			
<ul style="list-style-type: none"> • Several members of the public were in attendance. Public comment primarily focused on the approved new budget methodology. As the public comment period is an opportunity to express concerns related to the I/DD Waiver program, the concerns presented were not addressed during this time. <ul style="list-style-type: none"> ○ It seems that services and funding for the program continue to be cut. ○ The new methodology does not provide for extra services needed to keep children at home [rather than in institutions.] 			

- There should be more community-based education and involvement.
- If members are hospitalized several times per year, will this affect the budget and how? Will there be a way to appeal this if so?
- What are a person's legal rights in ensuring an I/DD Waiver member receives the services and funding he/she needs?
- The needs of program members are paramount and cannot be categorized.
- The state should not make decisions based on accounting but rather on the rights of I/DD Waiver members.
- Please consider a different budget methodology that is not as erroneous as the previous methodology.
- Members of the program are not able to advocate for themselves.
- Finding respite workers is very difficult.
- The focus and objectivity of the QIA council is impressive.

Action Items	Person Responsible	Deadline
None		

Agenda Item	ABLE Accounts	Presenter	Jeremiah Underhill, Disability Rights of WV
Discussion and Conclusions:			
<ul style="list-style-type: none"> ● Jeremiah Underhill, with Disability Rights of WV, provided information on ABLE Accounts, which are a new savings tool for some people with disabilities. ● Mary Lea Wilson asked if an oversight group monitored spending of funds. Mr. Underhill replied that while there is not a group that does so, there are certain account activities that may trigger investigation. 			
Action Items	Person Responsible	Deadline	
Disseminate ABLE Accounts Power-Point document	Leah Redden	November 21, 2017	

Agenda Item	IDDW New Budget Methodology and Service Authorization Process	Presenter	Pat Nisbet—BMS
Discussion and Conclusions:			
<ul style="list-style-type: none"> ● Implementation of the new method will take place starting with those who have July anchor dates. These individuals are typically assessed in March, so the new method will be applied around that time. Budgets will be based on the member's age, living setting, and information obtained from the ICAP. Budget letters will reflect a budget range with add-ons that are based on ICAP results. ● A "Stop-Gain/Stop-Loss" procedure will be used to ensure that budgets do not drastically increase or decrease. ● An exceptions process will replace the current 2nd Level Negotiation process. <ul style="list-style-type: none"> ○ Panel of three individuals from BMS and KEPRO, one of whom has medical training, will conduct clinical review ● Those who seek additional services via the exceptions process must demonstrate that services in excess of the assigned budget are necessary in order to avoid institutionalization ● Kelly Miller asked if the exceptions process will apply automatically or if the individual must request the exception. Ms. Nisbet replied that the exception must be requested. <ul style="list-style-type: none"> ● Chris Messenger asked if providers should develop IPP goals to correspond with the add-ons. Ms. Nisbet replied that deficits identified in the ICAP results must be addressed. 			

- Christine Dickson asked if a process will be established to review the methodology after implementation. Ms. Nisbet stated that annual reviews will occur and adjustments made as necessary based on those reviews.
- Kristy Ellison asked if the “Stop-Gain/Stop-Loss” will occur only during the first year of implementation. Ms. Nisbet stated that this procedure will undergo annual evaluation and will be used as long as needed to prevent drastic fluctuations.
- Jason Jones commented that, while he likes the overall methodology, the budget ranges do not cover most individuals served by his agency.
- Susan Given stated that the use of AMAPs to provide medications, instead of LPNs, can result in significant savings.

Action Items	Person Responsible	Deadline
None		

Agenda Item	Data Analysis Sets Subcommittee	Presenter	Dr. Rose Lowther-Berman, BMS
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Discussion and Conclusions:

- Dr. Rose Lowther-Berman presented a brief update on the state’s HCBS Integrated Settings rule transition plan.
- She indicated that BMS is on schedule to complete initial facility reviews by the end of 2017.
- Facilities that have an approved Plan of Compliance from BMS receive subsequent HCBS reviews as part of their annual on-site review conducted by KEPRO.

Action Items	Person Responsible	Deadline
None		

Agenda Item	Member Rights/Confidentiality Training Subcommittee	Presenter	Angie Breeden
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Discussion and Conclusions:

- Angie Breeden presented the training that is in development.
- Amber Hinkle invited other council members to join the subcommittee; volunteers Christine Dickson, Dorothy Frazier, and Susan Given will be contacted by Angie Breeden to establish meeting times.
- The subcommittee will present a final draft to the council at the January meeting. Ms. Dickson suggested that the training should include the member’s right to represent him- or herself.
- Jon Sassi requested that language be included about the member’s right to report abuse.

Action Items	Person Responsible	Deadline
Present final draft of Member Rights/Confidentiality training	Angie Breeden	January 17, 2018

Agenda Item	Service Coordination Conflict of Interest Training Subcommittee	Presenter	Susan Given
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Discussion and Conclusions:

- Susan Given indicated that she had received no feedback on the training, so the council agreed to review and provide input by the next meeting.
- The subcommittee will present a final draft at the January meeting. Kristy Ellison volunteered to serve on this subcommittee.

Action Items	Person Responsible	Deadline
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Contact Kristy Ellison with information regarding the next subcommittee meeting	Susan Given	Before next subcommittee meeting
Review current training draft and provide feedback.	All Council Members	December 30,2017
Present final draft of Service Coordination Conflict of Interest training	Susan Given	January 17, 2018

Agenda Item	Identification of Health Risks/Development of Physical Form Subcommittee	Presenter	Marilyn Osborne
Discussion and Conclusions:			
<ul style="list-style-type: none"> This subcommittee is scheduled to meet to finalize a draft of the physical form November 15. Amber Hinkle invited other council members to join the subcommittee; Christine Dickson volunteered and was provided with the contact information for the meeting. Ms. Nisbet stated that if the form is approved, it can be disseminated to providers for member use. Ms. Nisbet added that annual physical is a service covered by the Medicaid state plan. 			
Action Items	Person Responsible	Deadline	
Meeting to finalize draft of annual physical form	Marilyn Osborne	January 17, 2018	

Agenda Item	Nutritional Health of I/DD Waiver Participants	Presenter	Council Discussion
Discussion and Conclusions:			
<ul style="list-style-type: none"> Pat Nisbet requested that the QIA Council address nutritional needs of I/DD Waiver members, given the current obesity rate and associated health problems in the state. This request was made based on email communication with Lesley Cottrell with WVU CED, and other interested stakeholders. <ul style="list-style-type: none"> The council recommended adding nutritional guidelines to the new I/DD Waiver manual renewal in July 2020. Mr. Wiseman also suggested that the IPP be modified to include a section that addresses nutrition. Ms. Breeden stated she attended a conference that addressed dietary needs and issues for individuals with I/DD. She learned that many people avoid fresh fruits and vegetables due to dental issues, and that when these foods are prepared in a way that is easier to chew, residents responded favorably. Ms. Hinkle recommended that the Health Risks Subcommittee address these concerns. The group suggested that the original email exchange be forwarded to council members and that WVU CED be invited to join the Health Risks Subcommittee. 			
Action Items	Person Responsible	Deadline	
Distribute email exchange between Pat Nisbet and other stakeholders regarding nutritional concerns of I/DD Waiver members	Pat Nisbet	January 17, 2017	
Invite WVU CED to join the Health Risks Subcommittee	Leah Redden	January 17, 2017	

Agenda Item	Guardianship Fact Sheet Subcommittee	Presenter	Kelly Miller
Discussion and Conclusions:			
<ul style="list-style-type: none"> Ms. Miller reported that, due to scheduling conflicts, this subcommittee has been unable to meet. She will schedule a meeting with the other subcommittee members to take place before the January council meeting. KEPRO will provide a conference call number for this group to use. 			
Action Items	Person Responsible	Deadline	
Contact Leah Redden for conference call number and schedule subcommittee meeting	Kelly Miller	ASAP	
Develop draft Guardianship Fact Sheet	Guardianship Subcommittee	January 17, 2017	

Agenda Item	Membership Subcommittee	Presenter	Angie Breeden
Discussion and Conclusions:			
<ul style="list-style-type: none"> Ms. Breeden stated that the subcommittee requires clarification on whether Ancillary and General Stakeholders can be reimbursed for travel and council attendance. Ms. Redden clarified that parents/IDD Waiver members, regardless of type of council membership, can be reimbursed. Ms. Breeden also pointed out that, according to the council's handbook, voting on new members is to take place via email. The council agreed that voting should occur as described in the handbook. One new application has been submitted, which Ms. Redden will forward to voting members. Voting members will respond with their vote and Ms. Redden will compile the results to be presented at the next meeting. Vanessa VanGilder developed a new membership application draft that includes several basic questions as well as a request for references. Ms. Breeden reported that the subcommittee has updated the membership application to include the KEPRO address, is working to develop an orientation packet for new members, and updated the dismissal letter and roster. The subcommittee anticipates the orientation packet will be completed and ready for presentation at the January meeting. The council discussed requesting references as part of the membership application. Ms. Breeden indicated that a subcommittee member would check the references and report results to the group. Some council members expressed concerns with requesting references for individuals who serve as volunteers and that doing so may affect the council's ability to attract members. The council did not come to an agreement as to whether references will be included. The subcommittee will discuss further during future development meetings and include their recommendations when the new membership application draft is presented at the next meeting. Ms. Given suggested that the application include the address of the meetings and ask if the applicant is willing to travel. 			
Action Items	Person Responsible	Deadline	
Develop new membership application	Membership Subcommittee	January 17, 2018	
Complete orientation packet for new members	Membership Subcommittee	January 17, 2017	
Send P. Combs membership application via email for council vote.	Leah Redden	November 21, 2017	

Wrap-Up/Confirmation of Next Meeting

- 2018 Meetings:
 - January 17, 2018
 - April 18, 2018
 - July 18, 2018
 - October 17, 2018
- Unless otherwise specified, all council meetings will be held at the Charleston Town Center Mall, Bureau of Senior Services (BoSS) office located on the 3rd floor next to the food court.
- Meeting adjourned by Amber Hinkle, 3:47pm.