

West Virginia TBI Quality Improvement Advisory Council Meeting	November 7, 2012 10:00am-4:00pm Schoenbaum Family Enrichment Center Charleston, WV
Members Present:	
Brad Anderson, Don Ashworth, Lou Ellen Blake, Sally Burchfiel, Samuel Mullett, Stewart Phillips, Angela Vaught	
Members Not Present:	
Mark Fordyce, Clarice Hausch (sent substitute), Betsy Peterson	
Others Present:	
Barb Recknagel, Susan Given, Lori McGurty, Marcus Canaday, Brain Holstine, Amy Shriver	
Meeting Minutes from the 8/15/2012 QAI Council were approved as written.	

MINUTES

Agenda Item	Welcome/ Introductions/Old Business	Presenter	Barb Recknagel
Discussion and Conclusions:			
<p>Introductions were made and Housekeeping issues were discussed. The Council reviewed and accepted the minutes from the 08/15/12 meeting, which were provided in hard copy and email to Council members. There were no comments, corrections, or edits.</p> <ul style="list-style-type: none"> The amended QIA Council Procedures Handbook was discussed. The Council accepted the changes discussed during the 08/15/12 meeting and subsequently made to the handbook by APS Healthcare. No further edits were made to the Council Handbook. 			

Agenda Item	Election of Officers	Presenter	Barb Recknagel, Lori McGurty
Discussion and Conclusions:			
<ul style="list-style-type: none"> Barb Recknagel reviewed the responsibilities for the vacant positions of Council Chair and Vice-Chair, as outlined in the Council Handbook. Lori McGurty, Director of Waiver Programs for APS Healthcare, provided information regarding APS Healthcare's role with the IDD Waiver QIA Council. She noted that APS Healthcare provides the meeting agenda, handouts, and refreshments, and helps with facilitating the meeting, including locating a suitable facility for the meeting. Sally Burchfiel asked whether it is preferable for survivors to act as Officers; the response was that it is not necessarily a preference. Barb relayed that Mark Fordyce had expressed an interest in serving as Chair of the Council. A handout was provided to all attendees with Mark's biographical information. As Mark was not present at the meeting, it was decided that the election of Chair would be tabled pending his arrival, and/ or postponed until the 			

Agenda Item	Election of Officers	Presenter	Barb Recknagel, Lori McGurty
<p>next meeting.</p> <ul style="list-style-type: none"> Barb relayed that nominations for Vice-Chair were being accepted from the floor. No nominations were made. 			
Action Items	Person Responsible	Deadline	
Vote on Chair nominee, Mark Fordyce	All members	February 2013 meeting	
Secure nominations for vice chair positions	All members	ASAP	

Agenda Item	WV TBI Waiver Program Updates	Presenters	Susan Given, Sally Burchfiel, Barb Recknagel
Discussion and Conclusions:			
<p>Susan Given with the Bureau of Medical Services (BMS) provided an update regarding the TBI Waiver Program. She reported the following:</p> <ul style="list-style-type: none"> there are currently six enrolled members in the waiver program BMS is looking at revising eligibility criteria; specifically the criteria which states that an applicant must be inpatient at the time of referral BMS has crosschecked the IDD and A & D Waiver waiting lists to determine whether any of the applicants may meet eligibility criteria for the TBI Waiver. <p>Marcus Canaday provided an update regarding the Take Me Home WV Program. He reported the following:</p> <ul style="list-style-type: none"> An agreement has been finalized with Metro AAA Staff is being hired; he expects they will be fully staffed by late December Brian Holstine accepted the position of Assistant Program Manager They are currently looking for an Administrative Assistant and Housing Coordinator AAA is identifying Transition Navigators They hope to be ready to take referrals starting in January 2013 They plan to share information regarding the TBI Waiver program during trainings for Money Follows the Person <p>Sally Burchfiel provided an update from Public Partnerships Limited (PPL). She reported that:</p> <ul style="list-style-type: none"> PPL has received notification of seven Service Delivery Selection model forms PPL has trained resource consultants Communication with Barb at APS Healthcare has been very positive and helpful <p>Barb Recknagel with APS Healthcare provided an update including the following:</p> <ul style="list-style-type: none"> APS Healthcare has received 28 Medical Necessity Evaluation Requests (MNERs) since the waiver start date, 02/01/12. The Discovery & Remediation report was provided to attendees and reviewed by Barb. APS Healthcare is in 100% compliance. The outreach efforts made by APS Healthcare staff to date were discussed. Barb 			

Agenda Item	WV TBI Waiver Program Updates	Presenters	Susan Given, Sally Burchfiel, Barb Recknagel
-------------	-------------------------------	------------	--

reported that hospitals would be the focus for outreach during the months of November and December.

- A proposal has been submitted to the National Social Work conference liaison for a presentation to be made at the conference regarding the TBI Waiver program.
- APS Healthcare has scheduled Quarterly Trainings for February, May, August, and October 2013. Additional trainings will be offered. A copy of the training schedule was provided to attendees.

Discussion was held regarding the low number of enrolled members, as well as the low number of applications received since 02/01/12 (28 applications). APS Healthcare’s outreach efforts were discussed and ideas for additional outreach were shared:

- Council member Sam Mullett noted that males under forty years of age residing in nursing homes are likely to be survivors of TBI. He also mentioned the likelihood that nursing home administrators may confuse TBI symptoms with mental illness symptoms.
- Council member Brad Anderson asked about the possibility of APS Healthcare making a general press release to raise awareness of the program and to educate the public. Lori McGurty with APS Healthcare reported that any program promotion is usually made at the local office level; that corporate APS does not typically take on such endeavors.
- Council member Angela Vaught reported that the Centers for Excellence in Disabilities (CED) would like an additional supply of brochures to use in their outreach efforts.
- Marcus Canaday with BMS spoke to the anticipated period for a change to eligibility criteria in the Waiver program. He noted that because this would be a significant change to the application, there would likely be a public comment period before the draft was sent to the Center for Medicaid Services (CMS) for review. CMS then has 90 days to review the application. If the change is approved by CMS, BMS does a manual change and public posting for comment. Any changes made to Waiver programs are retroactive to the beginning of the Waiver year.
- Sam asked about the anticipated increase in referrals from the community if the inpatient eligibility criterion is amended. There was discussion regarding the issue. Low numbers of referrals from the community does not discourage Marcus, as the outreach efforts to date have focused on facilities based on current eligibility criteria.
- Brian Holstine with BMS recommended ongoing contact with facilities for outreach purposes, as turnover rate is high and incoming staff may not have adequate information about the program.
- Council member Brad Anderson recommended local TBI support Groups as an outreach avenue.
- Sally mentioned that her staff at Public Partnerships Limited (PPL) has found that some discharge planners at hospitals and nursing homes are not familiar with the

Agenda Item	WV TBI Waiver Program Updates	Presenters	Susan Given, Sally Burchfiel, Barb Recknagel
<p>program.</p> <ul style="list-style-type: none"> Angela pointed out that there is training available online for Economic Service Workers through Medicaid Division Training Unit. 			
Action Items	Person Responsible	Deadline	
Determine the status of the eligibility criteria revision proposal	Susan Given	To be determined	
Continue ongoing outreach efforts and add support groups to the facilities targeted for outreach	APS Healthcare staff	Ongoing	

Agenda Item	Identifying Goals for the Council Quality Plan	Presenters	Council Members
Discussion and Conclusions:			
<p>With regard to building Council capacity, discussion was held and it was determined that a training will be provided to Council members regarding the Rancho Los Amigos assessment tool used for evaluating applicants.</p> <p>Barb will place a link to the Council handbook on the APS Healthcare website.</p> <p>Discussion was held around developing goals for the Council Quality Management Plan, taking into account the Six Assurances for Home and Community Based Services (HCBS) Waiver programs:</p> <ul style="list-style-type: none"> Level of Care Service Plans Qualified Providers Health & Welfare Financial Accountability Administrative Authority A separate document is attached outlining the points covered as related to the Six Assurances. 			
Action Items	Person Responsible	Deadline	
Develop and provide training on the Rancho Los Amigos assessment tool	Barb Recknagel	TBD	
Develop a Quality Management Plan	All members	Ongoing	

Agenda Item	Wrap Up	Presenter	Barb Recknagel
Discussion and Conclusions:			
<p>Attendees discussed the date of the next scheduled meeting, February 20, 2013, as well as meeting times and locations. One recommendation was to hold the meeting in different cities based on the varied locations of the Council members. Angela indicated that the CED Charleston office may be available for meetings, and Sally noted that the PPL office in Morgantown might be another option.</p>			
Action Items	Person Responsible	Deadline	
Check on alternate meeting locations and	Angela Vaught	December 15, 2012	

report back to Barb Recknagel	Sally Burchfiel	
Schedule meeting and notify members of location	Barb Recknagel	December 15, 2012

Next Meeting of the WV TBI QIA Council Meeting

Date: February 20, 2013

Time: 10:00 am-2:30 pm

Location: CED- WVU - 4510 Pennsylvania Avenue, Suite B Charleston, WV 25302

Conference Call in will be arranged

Meeting Minutes Submitted by Amy Shriver on December 17, 2012
