

West Virginia TBI Waiver Quality Improvement Advisory Council Meeting Minutes	DATE: November 12, 2015 TIME: 10:00 am - 2:30 pm Center for Excellence in Disabilities 4510 Pennsylvania Ave Charleston, WV 25302
Members Present:	
Mark Fordyce (Chair), Angela Morales, Tracy Wine, Latonia Morrison(Co-Chair), Betsy Peterson, Brad Anderson	
Members Not Present:	
Don Ashworth	
Others Present:	
Teresa McDonough - BMS, Brian Holstein-BMS-TMH Sally Burchfiel-PPL, Katharine Randall-PPL (by phone), Barb Recknagel - APS Healthcare	

MINUTES

Agenda Item	Welcome/ Introductions/Old Business /New Business	Presenter	Mark Fordyce, Chair
Discussion and Conclusions:			
<p>Roundtable introductions made by meeting attendees and housekeeping issues discussed. Council members reviewed minutes and 4th quarter work plan and acted on a membership application.</p> <p><u>Old Business:</u> The minutes from the August 13, 2015 TBI Waiver QIA Council meeting were reviewed and approved. Motion to Approve: Brad Anderson Motion to Second: Betsy Peterson</p> <p><u>New Business:</u> TBI Waiver QIA Council Membership application for Carolyn Lecco as a Family Member of a program recipient was reviewed and approved. Motion to Approve: Latonia Morrison Motion to Second: Betsy Peterson</p>			
Action Items	Person Responsible	Deadline	
1. Inform Carolyn Lecco of appointment, term and 2016 meeting dates 2. Provide Council Materials and offer an orientation training prior to next meeting	Barb Recknagel	Prior to next meeting-2/11/2016	

Agenda Item	Council Membership vacancies and terms/Procedure Handbook	Presenter	Mark Fordyce, Chair Latonia Morrison, Co-Chair Barb Recknagel, APS
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Discussion and Conclusions:

Discussion was held regarding the following actionable items:

1. Expanding the current voting council members' terms
2. Expanded membership due to expanded age group and vacancies
3. Changes Council Handbook

Item # 1

The following term expired in 2015

Voting Member- Stakeholder- Betsy Peterson

The following terms were established

Voting Member -Provider Term: 2020- Latonia Morrison, Co-Chair, assumes Chair position in 2017

Voting Member -Provider Term: 2020-Tracy Wine

Voting Member- Family Term: 2020- Carolyn Lecco

The following terms were extended

Voting Member -Provider Term: 2016-Mark Fordyce, Chair

Voting Member- TBI Survivor- Term: 2017- Brad Anderson

Voting Member- TBI Survivor- Term: 2017- Don Ashworth

Voting Member- Stakeholder- Term: 2017-Angela Morales

Current Vacancies

2 Stakeholder

Motion to Approve Item # 1 : Angela Morales

Motion to Second: Betsy Peterson

The motion carried.

The Council expressed their thanks to Betsy Peterson for her time served on the Council and wished her the best in her upcoming retirement.

Item # 2

Discussion was held to expand the Council Membership to include a family member and either provider or stakeholder representing the child population.

Motion to Approve Item # 2 : Latonia Morrison

Motion to Second: Brad Anderson

The motion carried.

A discussion was held after the motion regarding possible resources to contact for the expanded membership. Several council members agreed to forward contact information to APS Healthcare.

Item # 3

APS Healthcare led the Council in a review of the Council’s Procedures Handbook. Suggested changes to the following sections: Voting Council Members, Membership Appointments, Staggering of Membership terms and Officers was made. APS Healthcare will make the required edits and send the Procedures Handbook to the Council membership.

Action Items	Person Responsible	Deadline
1.Update Council Procedures Handbook	Barb Recknagel	Prior to next meeting-2/11/2016

Agenda Item	Program Updates	Presenter	Teresa McDonough-BMS, Brian Holstein, TMH Sally Burchfiel-PPL, Barb Recknagel-APS Healthcare
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Discussion and Conclusions:

BMS Updates: Teresa shared with the Council that the TBI Waiver Policy Manual, Chapter 512 went into effective October 1, 2015. Trainings were offered in September and November for Providers regarding the policy manual, revised forms and working with children with TBI. Three of the four scheduled September trainings for Providers and Stakeholders were held. One session was cancelled due to no registrants.

Teresa explained to the Council effective with the new policy manual, the process of establishing financial eligibility-pre medical eligibility is now in place. She explained that the RAPIDS System would be sending daily status reports to BMS regarding TBI Waiver applicant’s financial eligibility status; BMS will forward the RAPIDS reports to APS Healthcare. Any applicant that is determined financially ineligible will not be scheduled for a medical eligibility assessment.

Teresa stated that the effective date for the Aged and Disabled (AD) Waiver policy manual is 12/01/2015 and the expected date for the IDD Waiver policy manual is 12/01/2015.

She also discussed outreach efforts with the Birth to 3 Advisory Council and is slated in 2016 to speak during a Lunch and Learn conference call with the community based program staff.

Take Me Home/MFP Updates: Brian Holstein provided the Council an update on the transitions made since the program began through today’s date. There have been 126 transitions since the program onset with 36 taking place in 2015. Of the 126 transitions, five (5) were TBI Waiver program participants. Three (3) of those individuals were determined to be successful transitions (365 days in the community without re-admittance to SNF), one (1) individual was determined no longer medically eligible at redetermination and one (1) individual is active.

He reported that CCIL and the Metro Area on Aging are the two statewide providers of Transition Navigators, allowing for selection/choice of providers for the participants. CCIL is fully staffed and the Metro Area on Aging has a position open in the Panhandle area. Brian shared that Centers for Medicare & Medicaid Services (CMS) scheduled site visit at

BMS is December 2nd, 3rd and 4th.

CMS visit every state that has received Money Follows the Person (MFP) grant funding. Brian reminded the Council that MFP is a demonstration grant with the purpose of identifying needed transition services. The following types of services-Home Modifications and Goods/Services have been the most utilized services since the start of the grant.

Extended direct care services, originally thought to be one of the major unmet needs for a successful transition from SNF to community is not being supported due to limited if any extended direct care services utilization.

Brian reminded the Council that the last transition under the MFP would occur in 2017. He states that after 2017 the program has to be cost neutral so the plan can change on many levels. The financial status will determine the plan.

Teresa informed the council an "Amendment to Waivers" that includes Transition Services for ADW and TBI would occur.

Council member, Brad Anderson inquired about transitions from one state to another and was there any consideration to streamlining the transitions. Brian acknowledged that state-to-state transitions could be complicated and require a case-by-case approach.

PPL Updates: Sally Burchfiel reported to Council that they have 27 active enrolled program participants self-directing their TBIW services.

Sally reported that the TBIW program staff have attended trainings offered by CED and PPL will be supporting four (4) of their staff through the Certified Brain Injury Specialist (CBIS) process. Sally reported that staff are working on the training elements for the Personal Attendant Professional based on the revised policy. Sally listed a number of Goods and Services currently purchased under Participant Directed Goods and Services (PDGS): dental services, talking cell phones, ramp, lift chairs, car ramps and glasses.

Angela Morales (CED) reminded the Council that the FUNDS for YOU program could cover some if not all of the cost for those similar items.

Sally reported that the APS Healthcare review would finish this week with the scheduled Exit interview on November 13th.

APS Healthcare Updates: Barb Recknagel presented the first quarter Discovery & Remediation (D&R) Report to the Council. The Council did not have any questions about the report findings. One Council member requested that names of provider agencies be removed from the report prior to being released to the Council. APS Healthcare agreed to do so. The TBIW Program Activity Report was presented to the Council. The Council was informed that any MNER closed due to no TBI diagnosis, is only moved to that status after both the applicant and the referring physician receive a letter from APS Healthcare indicating that the MNER will be closed if additional medical information regarding a TBI is not submitted within 2 weeks.

Action Items	Person Responsible	Deadline
1.) Continue to complete administrative functions for the Council in 2016	Barb Recknagel-APS Healthcare	1.)On-going

Agenda Item	Public Comment /Lunch		
Discussion and Conclusions:			
No public comments made.			
Angela Morales with CED shared that WVU-CED has a new interim director and the TBI Services program is fully staffed with six regional TBI Resource Coordinators around the State. Angela gave each Council member a copy of the recently revised CED TBI Services brochure.			

Agenda Item	Review of TBIW Program	Presenter	Teresa McDonough-BMS, Barb Recknagel-APS Healthcare
Discussion and Conclusions:			
BMS and APS Healthcare provided an overview of the program changes to the Council members and presented the following revised program forms: Program Brochure, MNER and Program Handbook. A brief discussion was held regarding the covered services, expanded signatures on the MNER, expanded age group and expanded PAS deficits.			
The Council brainstormed outreach efforts regarding the expanded aged group, potential groups to contact include the Social Work List Service at WVU, Parent Educator Resource Centers (PERC), DRS, and School Counselors.			
Action Items	Person Responsible	Deadline	
1.Send program brochure to PERC	Betsy Patterson	1.12/31/2015	
2.DRS	Kathy Davidson	2.12/31/2015	

Agenda Item	2016 Meeting dates and location	Presenter	Mark Fordyce
Discussion and Conclusions:			
Council meeting dates and times for 2016 were agreed upon and meetings will continue to be held at the CED office location in Charleston at 4510 Pennsylvania Avenue. 2016 Meeting dates are February 11 th , May 12 th , August 11 th and November 10 th . All Council meetings will begin at 10:00am and end at 2:30 pm.			
Action Items	Person Responsible	Deadline	
1. Continue to complete administrative functions for the Council in 2016	Barb Recknagel-APS Healthcare	1.On-going	

Minutes submitted by	Barb Recknagel, APS Healthcare	Date: 12/09/2015
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