

<b>West Virginia TBI Waiver Quality Improvement Advisory Council Meeting Minutes</b>	<b>DATE: August 13, 2015</b> <b>TIME: 10:00 am - 2:30 pm</b> Center for Excellence in Disabilities 4510 Pennsylvania Ave Charleston, WV
<b>Members Present:</b>	
Mark Fordyce (Chair), Don Ashworth, Angela Vaught, Tracy Wine, Latonia Morrison	
<b>Members Not Present:</b>	
Betsy Peterson, Brad Anderson	
<b>Others Present:</b>	
Teresa McDonough - BMS, Sally Burchfiel-PPL, Katharine Randall-PPL (by phone), Vanessa VanGilder - Olmstead Coordinator, Barb Recknagel - APS Healthcare, Kathy Davidson - APS Healthcare	

## MINUTES

Agenda Item	Welcome/ Introductions/Old Business	Presenter	Mark Fordyce, Chair
<b>Discussion and Conclusions:</b>			
Roundtable introductions made by meeting attendees and housekeeping issues discussed.			
Mark noted that the Council is in need of a Co-chair due to Rose Lowther-Berman’s recent job change. This was discussed and the Council made a motion that Latonia Morrison be approved as Co-Chair. Tracy Wine seconded the motion. Mark also informed Council that there is still a membership vacancy. Council recommended that when BMS and APS are in the community presenting the program changes that they discuss the vacancy. BMS and APS Healthcare agreed to bring information and Council membership application to the community meetings. It was noted that we need representation of the people we are representing. Mark stressed the importance of having more stakeholder involvement.			
<u>Old Business:</u>			
The minutes from the May 14, 2015 TBI Waiver QIA Council meeting were reviewed and approved.			
Motion to Approve: Latonia Morrison			
Motion to Second: Tracy Wine			
<u>New Business:</u>			
Latonia Morrison appointed co-chair.			
Motion to Approve: Mark Fordyce			
Motion to Second: Tracy Wine			

Agenda Item	Program Updates	Presenter	Teresa McDonough-BMS,, 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 application was approved by Centers for Medicare and Medicaid Services (CMS). The draft Policy Manual, Chapter 512, is posted on the BMS website for the required 30-day public comment period, which will end on September 1, 2015. BMS and APS Healthcare have scheduled four (4) face to face training sessions and one WebEx training for both Providers and Stakeholders to present the changes to the TBIW program/services resulting from the reapplication and manual on the following dates:

- September 17<sup>th</sup>- WebEx
- Petersburg- September 22<sup>nd</sup>
- Weston- September 23<sup>rd</sup>
- Beckley- September 29<sup>th</sup>
- South Charleston- September 30<sup>th</sup>

APS Healthcare will be offering WebEx training to the providers on September 10<sup>th</sup> on the topic: Working with Children and Adolescents with Brain Injury. Training announcements will be sent to Providers with regard to the training and registration.

Council members were also informed that they will receive the training announcements and are welcome to participate.

It was discussed that the changes in the new Waiver application which expanded PAS eligibility criterion and age range is in effect now per BMS.

Teresa noted that APS Healthcare is in the process of completing form changes, Interpretive Guidelines, and a new brochure, which is scheduled to be completed by the next TBI W QIA meeting. She discussed the new language being used as our TBI Waiver recipients will be referred to as “people” not “members.” Also discussed work being done by APS Healthcare to complete the Interpretive Guidelines for the Rancho Los Amigos Pediatric Levels of Consciousness Scale used during the assessment process with children (ages 3-17)

Teresa also discussed the importance of the September 10<sup>th</sup> Provider training which will assist the Case Managers with resources available to children with TBI and their families.

She discussed the change in the new manual that will allow legal representatives, with the exception of parents or legal guardian and/or spouses to assume the role of personal attendant.

She also discussed “WV Cares” which is a Registry and Employment Screening process administered by DHHR and the State Police Criminal Investigation (CIB) in consultation with Centers for Medicare and Medicaid Services (CMS), the Department of Justice (DOJ) and the FBI. This program uses a web-based technology providing employers a single portal for checking state and national abuse and sex offender registries.

**PPL Updates:** Sally Burchfiel reported to Council that they have 25 active enrolled members, 1 in referral status and 1 in enrollment status.

**APS Healthcare Updates:** Barb Recknagel, APS Healthcare Manager for the TBI Waiver Program, presented the State Fiscal Year (SFY) Discovery and Remediation Report. She noted that improvement in service plans was seen during provider retrospective reviews completed this year. She informed Council that beginning 10/1/2015, APS Healthcare would be collecting data for the new Performance Measures resulting from the reapplication. These measures will be reviewed during November TBI W QIA Council meeting.

The TBI W 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.

APS Healthcare has reviewed those MNER’s with the diagnosis of anoxia due to near drowning; APS Healthcare will be contacting any applicants that were originally screened out prior to the expanded definition. Barb also informed Council that a review has been completed on applicants and members who failed to meet medical eligibility (initial or annual) to determine if they would now be eligible due to expanded criterion. Those individuals will be contacted by phone by APS Healthcare.

Barb discussed the handout regarding TBI Trainings Data Report from CED. She informed Council that a review on utilization of the TBI specific trainings on the CED Website was completed. The review looked at the number of “unique page review” and the “total completions” for the following trainings: Compensatory Strategies, Direct Care Roles, Responsibilities, and TBI Overview. All three (3) training modules have a posttest function and will generate a certificate of participation for documentation requirements.

Action Items	Person Responsible	Deadline
1.) Teresa to provide Council members with TBI Manual after public comment period ends	1.)Teresa McDonough, BMS	1.) Public Comment Period ends 09/01/2015

2.)Council to receive training announcements for WebEx training and in-person trainings on the new Manual	2.)Kathy Davidson-APS Healthcare	2.) Training Announcements will be sent two (2) weeks prior to the event
Agenda Item	Public Comments/Lunch	
<b>Discussion and Conclusions:</b>		
<p>No public comments made.</p> <p>Angela Vaught informed Council members that TBI Services at CED is hosting state wide trainings titled “Traumatic Brain Injury (TBI) 201” which will focus on brain and behaviors, caregiving with brain injury, impact on families as well as other topics. Trainings will be presented in the following locations and dates:</p> <p>Glade Springs Resort, Daniels, WV on October 7<sup>th</sup> and 8<sup>th</sup>  Blennerhassett Hotel, Parkersburg, WV on October 21<sup>st</sup> and 22<sup>nd</sup>  Country Inn, Berkeley Springs, WV on November 4<sup>th</sup> and 5<sup>th</sup></p> <p>Pre-requisites for the training include completion of “TBI 101” training or completion of on-line “TBI Waiver Provider Training Modules found on the CED Website.</p> <p>Interested persons can register on the CED Website and there is no cost to attend. Social Workers can receive up to 12 hours of continuing education credit.</p>		

Agenda Item	Presentation- Division of Rehabilitation Services For TBI Persons	Presenter	Douglas Auten, Rehabilitation Services Manager, I, CRP & School Transition
<b>Discussion and Conclusions:</b>			
<p>One of the Council’s objectives in the 2015 Work Plan was to become familiar with resources to support employment desires of members. Contact was made with Douglas Auten, Division of Rehabilitation Services (DRS) and he was asked to speak about services his Agency can provide that may result in employment opportunities for those TBI members who are interested in looking at work options.</p> <p>Mr. Auten gave a Power Point presentation about the Vocational Rehabilitation Process from the application and intake stage through the assessment and development of an Individualized Plan for Employment and Provision of Services. The mission statement for DRS is to “Enable and empower individuals with disabilities to work and to live independently.” Goals of the Vocational Rehab Program are to:</p>			

- Help eligible individuals improve their ability to succeed in employment.
- Assist clients with evaluating their skills, interests, and abilities to obtain vocational success.
- Work one-on-one with clients to develop an employment plan.

Services that can be provided include:

- Assessment
- Counseling, guidance and referral
- Mental restoration
- Physical restoration
- Vocational and other training services
- Placement in suitable employment
- Transition assistance from school to work

Services and Conditions Applicant to TBI

- Vocational and Psychological Assessment
- Eligibility best determined after client is past the acute phase of treatment
- Community Rehabilitation Programs
- Rehabilitation Technology—2 Rehab Assistive Technology Units—Morgantown, WV and Nitro, WV

A DRS case is considered successfully closed when Employment has been secured and maintained for at least 90 days---this is called a Status 26 Closure. Mr. Auten noted that post employment services could be provided if they are needed in order for the client to maintain and continue successfully in the job.

Individuals age 16 and older who are diagnosed with or have a perceived disability that affects their ability to work can apply for services. He stressed that to receive services the applicants “have to want to work not just want “stuff” from the Agency. The Counselor has 60 days to complete eligibility determination for services. Time extensions may be granted in certain circumstances. Financial need has no bearing on eligibility.

Once the assessments are completed, eligibility determined, an Individualized Plan for Employment (IPE) is developed. For clients under the age of 18 the parent or legal guardian has to sign the application and IPE.

Workforce Investment Opportunity

Now the focus is on transitioning students from high school to work. The agency will be able to provide and purchase more services while clients are still in school. He noted that there are vocational rehabilitation counselors in every high school in the state.

Transition Statistics from Fiscal Year 2014:

- 7,055 students with disabilities (ages 16 to 21) were served
- 5,085 transition students were referred directly from the schools to DRS.
- 1,172 students with disabilities developed individualized plans for employment.
- 728 transition clients gained employment.

Mr. Auten discussed DRS College Sponsorship and the conditions that must be met for their support

- Must meet Institutional Requirements.
- Must be full time student.
- Must have required GPA.
- Must have a score of 19 on the ACT Test for a four-year college training program and a 17 for a 2-year program.
- Must utilize Financial Aid & Third Party Resources.

Mr. Auten gave permission for his power point to be made available to other TBI staff members, and to utilize in training for TBI Waiver providers.

Agenda Item	TBI QIA Council Work Plan	Presenter	Mark Fordyce, Chair
<b>Discussion and Conclusions:</b>			
TBI Waiver QIA Council Work plan was provided to the members for their review with updated information for Quarter 4.			

Agenda Item	Wrap Up/ Confirm next meeting date	Presenter	All
<b>Discussion and Conclusions:</b>			
Next Council Meeting scheduled for November 12, 2015 at the CED Charleston location from 10:00 am to 2: 30 pm.			
Action Items	Person Responsible	Deadline	
1.) Continue to complete	1.) Kathy Davidson-	1.)On-going	

administrative functions for the Council in 2015	APS Healthcare	
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Minutes submitted by	Kathy Davidson APS Healthcare	Date:
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