

<b>West Virginia TBI Waiver Quality Improvement Advisory Council Meeting Minutes</b>	<b>DATE:</b> August 10, 2017 <b>TIME:</b> 10:00 am-2:30 pm <b>LOCATION:</b> WVU Extension Office 4700 MacCorkle Ave, SE Charleston, WV 25304 10th Floor Conference Room
<b>Members Present:</b>	
Regina Desmond, Mark Fordyce, Angela Morales, Terry Edgard, Heather Velez, Carolyn Lecco, Carrie Childers, Mark Holmes, Don Ashworth. On phone: Tracy Wine and Dale Heironomous	
<b>Members Not Present:</b>	
<b>Others Present:</b>	
Barb Recknagel, Jennifer Logan, Randy Hill, Teresa McDonough, Vanesa Vangilder On phone: Lori McGurty	

## MINUTES

Agenda Item	Welcome/Introductions/Old Business/New Business	Presenter	Rodney Smith
<b>Discussion and Conclusions:</b>			
<u>Old Business:</u> <b>Minutes</b> - The group reviewed and approved the minutes from the May 11, 2017 TBI Waiver QIA Council meeting. <ul style="list-style-type: none"> <li>• Motion to Approve: Carrie Childers,</li> <li>• Motion to Second: Regina Desmond,</li> <li>• Motion carried.</li> </ul> <u>New Business:</u> <b>Membership Terms</b> - It was discussed and decided the terms for new members will be: <ul style="list-style-type: none"> <li>• Carrie Childers – 3 year term through 2020,</li> <li>• Dale Heironomous – 4 year term through 2021,</li> <li>• Heather Velez – 3 year term through 2020,</li> <li>• Terry Edgard – 4 years through 2021.</li> </ul>			
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>	
Add terms to the QIA Council Membership list	Barb Recknagel	8/10/2017	

Agenda Item	Program Updates	Presenter	BMS/TMH/MFP Teresa McDonough Randy Hill, PPL Barb Recknagel-KEPRO
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**Discussion and Conclusions:**

**Take Me Home/MFP Updates-** Teresa McDonough provided the following updates:

- The demonstration grant for the TMH program will end soon. A six-month extension of the current grant was awarded through June 30, 2018. The addendum to the current application will be out for a thirty (30) day public comment period and will contain two items that change the current process:
  1. Any unused TMH/MFP slots will go to the TBIW program.
  2. The program definition will be modified to define that the purpose of the program is to assist participants with ADLs and is not intended solely for ancillary tasks like house cleaning and errands.

**BMS Updates-** Teresa McDonough presented the BMS updates:

- All seventy (70) slots issued in fiscal year 2017 were released (though one person could not go active before 7/1/17 due to financial eligibility). In fiscal year 2018, the number of available slots dropped to sixty six (66).
- Thirteen (13) eligible applicants are currently on the Managed Enrollment List (MEL).
- Pertaining to the Incident Management System (IMS), the internal team is ready to set a “go live” start date. Once available, the TBIW providers will be responsible for reporting critical, abuse/neglect, and exploitation incidents in this system.
- Teresa, Barb Recknagel and Randy Hill will attend the upcoming CMS Home and Community Based Service national training conference in Baltimore Maryland at the end of August. They expect to gain information on Health and Welfare for HCBS programs and Electronic Visit Verification (EVV).
- Pertaining to Personal Care, a BMS policy review committee concluded yesterday and the policy is prepared to go to Leadership and will then be posted for public comment. Teresa will notify Barb prior to the dates of public comment so the QIA Council members can be notified. KEPRO is taking over the Pre Admission Screening (PAS) eligibility assessments, initial and annual. Once in effect, providers will no longer complete Personal Care eligibility assessments.
- A new TBI Waiver brochure is available and is posted on the BMS website.
- The group reviewed a handout entitled TBIW Side-by-Side of Responsibilities. This handout details the responsibilities of the TBI Waiver Case Manager, the Resource Consultant and the Personal Care Services RN. Terry Edgards suggested adding a comparison of what a Personal Attendant Supervisor is responsible for to the document. The group discussed the Personal Attendant supervisor’s role and responsibilities. Barb mentioned that this document was handed out the last TBI Waiver Quarterly Provider training and had been uploaded to the BMS website.

- Teresa stated that she had been made aware that the TBI Waiver Personal Attendant Service Agency representatives do not have a billing mechanism to attend meetings and to review Personal Attendant worksheets. A code for these services is not in the current policy manual as it is for the other Waiver programs.
- The Bureau for Children and Families (BCF) Economic Services Workers (ESW) team requested input on the Waiver sections of their policy manual. Teresa stated that there was an invitation and BMS and KEPRO will attend and train ESWs and unit services managers at four regional locations DHHR from October 3rd to November 1st.

**PPL Updates-** Randy Hill provided the following PPL updates:

- Twenty seven (27) participants are self directing and two (2) are in the process of self-directing on the TBI Waiver, which represents about 50% of total membership.
- PPL reported no incidents in the last three (3) months.
- Randy relayed that he and Katharine Randall are in a national work group for PPL providers that might affect the services in West Virginia. Randy stated that his work group is developing a worker registry, which will be a web-based system to match workers with employers. He stated the workers on the registry would be available to start work more immediately because they would have already had background checks and training. There would also be match criteria available such as being pet friendly or accepting of smokers. Katharine’s work group is developing a list of resources to meet the needs of individuals with TBI. The goal is to help improve overall services. Randy added that this work group might be asking the QIA Council for feedback in the future.

**KEPRO Updates-** Barb Recknagel provided the following UMC updates:

- Per the fourth Quarter Quarterly report covering April 1, 2017 – through June 30, 2017, sixty-nine (69) out of seventy (70) allocated slots were filled during state FY (July 1, 2016 through June 30, 2017). The committee discussed the TBI Waiver program budget and the number of allocated slots. Teresa explained about the total Medicaid expenses and how that affects the program budget and therefore slot allocation.
- Barb reviewed the Discovery and Remediation report and made suggestions about the CMS application and policy manual sections the group could focus on.
- Barb reviewed a report containing CMS compliance with benchmarks and noted that the Provider trainings were effective because the Service Plan performance benchmarks had shown improvement.
- Expanded Criteria Report - The council discussed the impact of the expanded PAS criteria on the medical eligibility of program applicants. The council decided that there is no need to continue to collect data and that report would be considered the final report on expanded criteria.

Action Items	Person Responsible	Deadline
No action items identified.		

Agenda Item	Lunch/Public Comment		
<b>Discussion and Conclusions:</b>			
<ul style="list-style-type: none"> <li>No public comments made.</li> <li>Angela Morales provided an update on Centers for Excellence in Disabilities (CED) TBI Services program. She said they were in process of developing resources. She shared that the program had received federal funding for five (5) years to continue services.</li> <li>Regina Desmond from Disability Rights provided an update on that program's services. She described that the TBI grant program currently had one (1) service request regarding access to services. She stated there were several cases for persons in facilities at present. She mentioned Mountain State Justice was working on segregation in special education including inappropriate juvenile referrals.</li> </ul>			

Agenda Item	QIA Work Plan 2017-2018	Presenter	Rodney Smith, Chair Teresa McDonough
<b>Discussion and Conclusions:</b>			
<p>Teresa McDonough discussed the 2018 TBIW policy review for the upcoming CMS application. The current application is through 2020 and the QIA Council is responsible for reviewing the application and making recommendations. A new policy manual will be generated based on the new application.</p> <ul style="list-style-type: none"> <li>Discussion was held about the best way for the QIA Council to review the current application and make recommendations. It was decided that small work groups, each taking relevant sections, would be the most appropriate and efficient way to review and make recommendations. It was suggested that the groups utilize technology/online spaces or documents to work from their locations but it was decided that security might be an issue. It was decided that the groups could divide manual sections and review them prior to meeting in their small groups before or during the next few QIA Council meetings.</li> <li>Angela Morales suggested that the group have copies of the current application available and let members decide which small group/section they would like to work on. Barb Recknagel offered to send an email to each Council member and include a link to the current policy manual and application for review. Teresa McDonough offered to bring her hard copy of the current application in a binder to the next few meetings for reference. Regina Desmond suggested that for the upcoming application's public comment period that directions on how to obtain alternative format copy would be available.</li> </ul> <p>The Council agreed to conduct 2018 TBIW policy review for the upcoming CMS application for TBI Waiver.</p>			
Action Items	Person Responsible	Deadline	
1. A link to current application and policy manual sent to each member via email.	1. Barb Recknagel	1. Next meeting November 9, 2017.	

<ul style="list-style-type: none"> <li>2. Provide hard copy of application at next meeting. Provide council members with dates for application submission and public comment period.</li> <li>3. Review current application and policy manual.</li> </ul>	<ul style="list-style-type: none"> <li>2. Teresa McDonough</li> <li>3. All QIA Council members</li> </ul>	<ul style="list-style-type: none"> <li>2. Next meeting November 9, 2017.</li> <li>3. Next meeting, November 9, 2017.</li> </ul>
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Agenda Item	Confirm next meeting date and location	Presenter	Rodney Smith
<b>Discussion and Conclusions:</b>			
The next council meeting is scheduled for November 9, 2017 from 10:00am-2:30pm. The meeting will be held in the 10th Floor Conference Room at the WVU Extension Office located at 4700 MacCorkle Ave, SE, Charleston, WV 25304.			
Action Items	Person Responsible	Deadline	
No action items identified.			
Minutes submitted by	Jennifer Logan, KEPRO	09/12 /2017	