

West Virginia I/DD Waiver Quality Improvement Advisory Council Meeting	April 18, 2018 10:00 am-4:00 pm Bureau of Senior Services		
Voting Members Present:			
<input checked="" type="checkbox"/> Angie Breeden (vice chair)	<input type="checkbox"/> Dorothy Frazier	<input checked="" type="checkbox"/> Kristy Ellison	<input type="checkbox"/> Patty Combs
<input checked="" type="checkbox"/> Kelly Miller	<input type="checkbox"/> Vacant (provider rep)	<input checked="" type="checkbox"/> Jason Jones	<input checked="" type="checkbox"/> Michele Mount (SFCPM)
<input checked="" type="checkbox"/> Jeannie Elkins	<input checked="" type="checkbox"/> Brian Breyer	<input type="checkbox"/> Amber Hinkle (Chair)	<input checked="" type="checkbox"/> Susan Given (DRWV)
<input checked="" type="checkbox"/> Zane Hutchison	<input checked="" type="checkbox"/> Christine Dickson	<input type="checkbox"/> Jon Sassi	<input type="checkbox"/> Steve Wiseman (DDC)
Ancillary Members Present:			
<input checked="" type="checkbox"/> Marilyn Nichols	<input type="checkbox"/> Chris Messenger	<input checked="" type="checkbox"/> Cleo "Renee" Chapman	
Others Representatives Present:			
<input type="checkbox"/> Laura Barno (BCF)	<input checked="" type="checkbox"/> April Goebel (KEPRO)	<input checked="" type="checkbox"/> Taniua Hardy (BMS)	<input checked="" type="checkbox"/> Sissy Johnson (KEPRO)
<input checked="" type="checkbox"/> Sara Martin (PPL)	<input type="checkbox"/> Pat Nisbet (BMS)	<input checked="" type="checkbox"/> Leah Redden (KEPRO)	<input type="checkbox"/> Beth Morrison (BBHMF)
<input checked="" type="checkbox"/> Lisa Purkey (PPL)	<input checked="" type="checkbox"/> Stacy Broce (BMS)		
<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 type="checkbox"/> Emily Proctor (KEPRO)	<input checked="" type="checkbox"/> Kara Young (KEPRO)
Public Present:			
Mary Lea Wilson (active subcommittee participant); Linda Higgs (DDC alternate for entire meeting)			

MINUTES

Agenda Item	Welcome	Presenter	Angie Breeden, Vice Chair
<ul style="list-style-type: none"> Call to Order: The meeting was called to order at 10:00am by Angie Breeden, Vice Chairperson. Kelly Miller moved to approve minutes and Jason Jones seconded. Minutes approved by majority. Introduction were made of all members. 			
Discussion and Conclusions:			
None			
Action Items	Person Responsible	Deadline	
None			

Agenda Item	BMS Updates	Presenter	Taniua Hardy, BMS Dr. Rose Lowther-Berman, BMS
Discussion and Conclusions:			
<ul style="list-style-type: none"> Taniua Hardy disseminated information concerning the Electronic Visit Verification (EVV) stakeholder group to the council. Ms. Hardy requested the information be shared with other individuals. Ms. Hardy presented information concerning the IDD Waiver Waitlist and Slot Releases. <ul style="list-style-type: none"> As of February 2018, 113 slot were available including 50 additional slots. Currently, there are 1,212 individuals on the IDD Waiver Waitlist. Ms. Hardy also presented the member deaths reported since January 2018. Twelve deaths have occurred within this time frame. <ul style="list-style-type: none"> 10 natural deaths <ul style="list-style-type: none"> Age 13 at home: Cardiac arrest Age 66 in hospice house: Sepsis, MRSA bacteremia 			

- Age 20 in hospital: Pneumonia, influenza, MI, complication of down’s syndrome
- Age 71 in hospital: Acute MI, sepsis secondary to UTI, hospital acquired pneumonia, hyper-ammonemia (excess ammonia in the blood)
- Age 18 at home: Complications of cerebral palsy
- Age 54 at home: Acute congestive heart failure
- Age 61 in nursing home: Intellectual disability, Down’s syndrome
- Age 35 at home: Undetermined natural causes, sleep apnea, diabetes mellitus type II
- Age 73 in hospice house: Sepsis, UTI, cerebral palsy
- Age 32 in hospital: Respiratory failure, cerebral palsy
- 1 accidental death who lived in NF:
 - Age 45 in hospital: Asphyxia, d/t Aspiration of food bolus, cerebral palsy, MR
- 1 pending investigation who lived in NF:
 - Age 13 at home: Pending autopsy results and investigation
- Dr. Rose Lowther-Berman presented an update on the HCBS transition plan for Non-Residential and Residential Settings.
 - All sites have been reviewed by BMS and have been determined to be in compliance with HCBS requirements. Follow-up compliance reviews will be conducted by KEPRO during regularly scheduled annual provider reviews.
 - The primary issues with initial compliance included age appropriateness of materials, accessibility of kitchen areas, member privacy, and security of members’ personal belongings.
 - Dr. Lowther-Berman stated that a power point presentation to provide guidance on these issues is being developed.
 - Dr. Lowther-Berman will forward compliance data to Leah Redden, who will forward to the group. This data will show percentages and items for citation for residential and non-residential settings, divided into four state regions.
 - The group was also informed that agencies will be required to remain in compliance. Those that don’t will be required to develop and implement a Plan of Compliance or choose not to provide HCBS any longer.

Action Items	Person Responsible	Deadline
Send compliance data to Leah Redden for distribution	Rose Lowther-Berman	April 27, 2018

Agenda Item	KEPRO Updates	Presenter	April Goebel, KEPRO
Discussion and Conclusions:			
<ul style="list-style-type: none"> • April Goebel presented the Provider Review Summary: <ul style="list-style-type: none"> ○ Lapses in required training have decreased. Excessive time billed for Service Coordination/Behavior Support Professional. ○ Lack of clinical opinion for BSP is also an ongoing issue. ○ Following a provider’s review, training is conducted in areas for which deficiencies were identified. Several providers have received training on BSP services following their review. ○ In response to a question about informing members/families of agency compliance, Tania Hardy stated that BMS is considering a report card rating system. ○ The group requested that the power point used for the BSP training be forwarded for their reference. Leah Redden will forward. 			
Action Items			
Disseminate BSP training to council members		Leah Redden	July 18, 2018

Agenda Item	PPL Updates	Presenter	Sara Martin, PPL Lisa Purkey, PPL
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Discussion and Conclusions:

- Sara Martin provided PPL’s activity report which included 23 referrals for a total of 1,453 active participants.
- Ms. Martin stated that seven participants were dis-enrolled from PPL.
 - Five participants transferred to the traditional service delivery model, one participant passed away, and one did not access services in time.
- Ms. Martin reported that Randy Hill is no longer with PPL. She will be PPL’s representative for council meetings.

Action Items	Person Responsible	Deadline
None		

Agenda Item	IDD Waitlist Support Grant Update	Presenter	Stephen Brady, BBHFF
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Discussion and Conclusions:

- Due to the increased number of people on the I/DD Waiver waitlist, requests to access the waitlist support grant have increased.
- Beginning with the 2016 fiscal year, more funding has been acquired which allows more individuals to access the waitlist support grant.
 - Access to the grant is approved for three months at a time. If services are not accessed during that initial period, the individual is dis-enrolled, but can reapply.
 - There is no limit to the number of times that an individual may apply. Mr. Brady further identified that there is a waitlist for accessing services via the grant.
- Grant participants can receive up to 24 units of respite per quarter, five units of SC per quarter, and can access Environmental Accessibility Adaptions (EAA) to buy adaptive equipment. Supported Employment and pre-vocational services are also offered and must be accessed in order to access other services. Day hab services are also available.
- In order to receive services via the grant, individuals must first have applied for, and been denied, Personal Care services.
- BBHFF contacts all individuals on the IDWW waitlist to inform them of the availability of the support grant. This information is also provided in eligibility letters.

Action Items	Person Responsible	Deadline
None		

Agenda Item	Review Annual Physical Form (final council approval)	Presenter	Council Discussion
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Discussion and Conclusions:

- April Goebel presented a draft Annual Physical form that was developed at the request of the council previously.
- It was reiterated, based on council questions, that the annual physical will not be required but rather encouraged and the form will be available to those who elect to use it.
- Some changes that were requested include moving the choking risk item to part two, remove the ICF level of care language, add more lines for all items, remove shading, add sections for allergies, Epi-pen, fall risk, and continence. These changes will be made.

Action Items	Person Responsible	Deadline
Amend annual physical form with noted changes and forward to council for approval	April Goebel	July 18, 2018

Agenda Item	Public Comment	Presenter	Public
Discussion and Conclusions:			
None			
Action Items	Person Responsible	Deadline	
None			

Agenda Item	Statewide forums for IDD Waiver 2018 policy changes and 2020 renewal, update	Presenter	April Goebel, KEPRO
Discussion and Conclusions:			
<ul style="list-style-type: none"> • April Goebel presented information from the statewide forums recently held to inform stakeholders of policy changes that occurred in February and to get input on policy changes that are proposed for the 2020 renewal. • The proposed changes include: <ul style="list-style-type: none"> ○ Implementation of independent service coordination, per federal requirement <ul style="list-style-type: none"> ▪ Either by anchor date or all at once ▪ Agencies that offer service coordination may not provide other IDDW services ○ Reduction of available BSP units to 250 for members who live in natural family/SFCP and 350 for those in ISS/GH ○ Having availability of one BSP code rather than the current two ○ Strengthening BSP language in policy to ensure appropriate provision of services (clinical opinion requirements, individualized methodologies requirements, etc.) ○ Elimination or reduction of Participant-Directed Goods and Services for those who self-direct ○ A personal options readiness assessment ○ Implementation of Electronic Visit Verification (EVV), per federal requirement • Ms. Goebel will compile the findings and data from the forums and forward to BMS. 			
Action Items	Person Responsible	Deadline	
Compile data from forums and forward to BMS	April Goebel	May 1, 2018	

Agenda Item	Identify council accomplishments for new member packet	Presenter	Council Discussion
Discussion and Conclusions:			
<ul style="list-style-type: none"> • At the previous meeting, Leah Redden requested that council members forward accomplishments they would like noted. None were received, however. • It was suggested at the meeting that the development of the abuse/neglect training materials be included as an accomplishment. • Council members should forward any additional suggestions to Ms. Redden. 			
Action Items	Person Responsible	Deadline	
Send accomplishments to be identified in the new member packet	Council Members	July 18, 2018	
Identify development of this document as a council accomplishment in the new member packet	Angie Breeden	July 18, 2018	

Agenda Item	Review Member Rights Training Draft (Council Approval)	Presenter	Council Discussion
Discussion and Conclusions:			
<ul style="list-style-type: none"> • April Goebel presented the revised member rights training power point. • Development of the training was originally proposed so that the materials can be made available to agencies for use in training direct care staff. The language in the training is more for members and families, though. Ms. Goebel verified with the group that the training should be designed for direct care staff and will update the training accordingly. • Other changes that will be made include: <ul style="list-style-type: none"> ○ Ensuring that terms for which acronyms are used are spelled out at least once ○ Adjusting the readability to eighth grade level, which is the WV state standard • Once these changes are made, Ms. Goebel will forward to committee members for review. Those committee members are: <ul style="list-style-type: none"> ○ Jason Jones ○ Mary Lea Wilson ○ Note that Angie Breeden declined to continue to serve on this committee 			
Action Items		Person Responsible	Deadline
Revise power point presentation and forward to subcommittee members		April Goebel	June 15, 2018
Review power point and provide feedback		Committee members Jason Jones and Mary Lea Wilson	July 18, 2018

Agenda Item	I/DD Waiver Discovery & Remediation Report and Gap Analysis	Presenter	April Goebel
Discussion and Conclusions:			
<ul style="list-style-type: none"> • April Goebel presented the WV I/DD Waiver Discovery & Remediation Report, the document used to track compliance with CMS Quality Assurances. <ul style="list-style-type: none"> ○ Ms. Goebel referenced Section G—Health and Welfare, and explained that the state is not consistently meeting the CMS requirement of 85% for compliance with crisis plans and incident management. <ul style="list-style-type: none"> ▪ KEPRO reviews a sample of crisis plans at each provider review to determine whether all required components are present. If they are not, that particular crisis plan is considered non-compliant. ▪ Incidents are also reviewed during provider reviews. If all requirements are not met, the incident is considered to not be compliant. ○ KEPRO and BMS have begun a series of meetings in order to analyze gaps in health and welfare and strategies on how to address those. ○ Development of a new IMS is also underway and will be instrumental in identifying trends. ○ The group will be informed of the progress at each meeting. ○ 			
Action Items		Person Responsible	Deadline
None			

Agenda Item	Membership Subcommittee	Presenter	Angie Breeden
Discussion and Conclusions:			
<ul style="list-style-type: none"> • Angie Breeden reported that one provider vacancy remains. • Following the July QIA Council meeting, Jeannie Elkins' and Kelly Miller's terms will expire. 			

<ul style="list-style-type: none"> ○ Ms. Elkins cannot serve again due to term limitations; however, Ms. Miller may serve another term if she chooses. 		
Action Items	Person Responsible	Deadline
None		

Agenda Item	Conflict Free Service Coordination Training Subcommittee	Presenter	Susan Given
Discussion and Conclusions:			
<ul style="list-style-type: none"> • The power point for Conflict Free Service Coordination has been sent to the BMS communication department for review and has been approved. • The approved power point will be forwarded to providers for optional use. 			
Action Items	Person Responsible	Deadline	
Forward approved power point to providers	Leah Redden	July 18, 2018	

Agenda Item	Guardianship Handout Subcommittee	Presenter	Susan Given
Discussion and Conclusions:			
<ul style="list-style-type: none"> • The Guardianship informational handout has been approved by BMS' legal department and has been disseminated to providers. <ul style="list-style-type: none"> ○ April Goebel reported that TBIW and ADW have reviewed the document and requested to use in their respective programs as well. <ul style="list-style-type: none"> ○ This subcommittee has been disbanded by the council. • Christine Dickson stated that development of this document should be listed as a council achievement. 			
Action Items	Person Responsible	Deadline	
Identify development of this document as a council accomplishment in the new member packet	Angie Breeden	July 18, 2018	

Agenda Item	SFCP Bed Counts	Presenter	Michele Mount
Discussion and Conclusions:			
<ul style="list-style-type: none"> • Michele Mount discussed the SFCP Bed Counts for February and March 2018. In addition, she identified that more beds are needed throughout the state, and the rising opioid epidemic is resulting in fewer homes being available. • WVU CED is currently conducting training statewide and developing a short booklet to provide more information on specialized family care homes. 			
Action Items	Person Responsible	Deadline	
None			

Wrap-Up/Confirmation of Next Meeting			
Discussion and Conclusions:			
<ul style="list-style-type: none"> • Next QIA Meeting is scheduled for July 18, 2018 at 10:00 am at BoSS. • Meeting adjourned at 2:45 pm by Angie Breeden. 			
Minutes submitted by Sissy Johnson			