

West Virginia Quality Improvement Advisory Council Meeting	April 13, 2016 10:00am-4:00 pm Bureau of Senior Services
Members Present:	
Kelly Miller (member/family representative), Sheila Harper (member/family representative), Jeannie Elkins, chair (member/family representative), Marilyn Nichols (member/family representative), Marilyn Osborne (member/family representative), Jon Sassi (general stakeholder representative), Amber Hinkle (general stakeholder representative), Richard Covert (general stakeholder representative), Susan Given, WV Advocates (general stakeholder representative), Linda Higgs, WV Developmental Disabilities Council (general stakeholder representative, for Steve Wiseman), Georgette Hensley (provider representative), Craig Greening, Co-chair (provider representative), Mary Lea Wilson (provider representative)	
Members Not Present:	
Chris Messenger (provider representative)	
Other Representatives Present:	
Patricia Nisbet, Home and Community Based Services Director, WV DHHR, Vanessa Van Gilder, Olmstead Coordinator, WV DHHR, Rose Lowther-Berman, I/DD Waiver Transition Plan Coordinator, WV DHHR, Lori McGurty, Director of Long-Term Care Programs, APS Healthcare, April Goebel, Lead Provider Educator, APS Healthcare, Kara Young, Provider Educator, APS Healthcare, Janice Brown, Member/Family Liaison APS Healthcare	
WVDHHR and ASO Representatives Not Present:	
Tania Hardy, I/DD Waiver Program Manager, WV DHHR, Beth Morrison, BBHHR, Laura Barno, BCF, Jim Cooper, OHFLAC	
Ancillary Members Present:	
Nicole Britt (ancillary representative), Angie Breeden (ancillary representative), Christine Dickson (ancillary representative)	
Ancillary Members Not Present:	
Public Present:	
Marian Layne (provider)	
Meeting Minutes from January 2016 approved	

MINUTES

Agenda Item	Welcome, Introduction of New Member Approval of January 2016 Minutes, New Member Election	Presenter	Jeannie Elkins
Discussion and Conclusions:			
<ul style="list-style-type: none"> • <u>Welcome:</u> <ul style="list-style-type: none"> ○ Co - Chair Jeanie Elkins welcomed everyone and introductions were made of all 			

parties in attendance. <ul style="list-style-type: none"> ○ January 2016 meeting minutes were approved. ○ Amber Hinkle and Jon Sassi were introduced as the new general stakeholder representatives. 		
Action Items	Person Responsible	Deadline
None		

Agenda Item	75% Employment Integration Rule/Data Analysis Sets	Presenter	Dr. Rose Lowther-Berman, BMS
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Discussion and Conclusions:

- 75% Employment Integration Rule: A site is considered integrated when individuals receiving IDDW Job Development or Supported Employment services are employed and no more than 75% of the people with the same job description are diagnosed with an intellectual or developmental disability. Dr. Lowther-Berman provided 3 scenarios to the group, as requested at the January meeting, to further illustrate how this rule is implemented and how it will affect providers and members. The scenarios presented were:
 - Scenario 1—*a sheltered workshop with 100 employees where 90 have an IDD dx*—This site is not considered integrated because only 10% of employees (all with the same job description) do not have IDD.
 - Scenario 2—*a facility that provides labor, grounds-work, and Facility-Based Day Habilitation*—comprised of:
 - 35 laborers, 25 with IDD dx, 10 without
 - 25 with IDD dx who receive FBDH
 - 40 with IDD dx classified as grounds crew
 - This facility is not considered integrated because the percentage of grounds crew with IDD is greater than 75%
 - Scenario 3—*a sheltered workshop at which all attendees are considered “trainees” and do not have a job description*—This facility is not considered integrated, in spite of not having job descriptions, because all of the attendees have an IDD dx.
- Data Analysis Sets: Dr. Lowther-Berman requested that a sub-committee be formed to identify data analysis sets that are most appropriate to determine systems weaknesses related to the Transition Plan. Once the relevant data sets are chosen, the same group may make recommendations on how to address the issues. The group will be led by Pat Nisbet; Steve Wiseman, Jon Sassi, Craig Greening, Amber Hinkle, Nicole Britt, Georgette Hensley, and Marilyn Osborne also volunteered for this sub-committee. Potential data sets, identified by a systems analysis, have been provided by Dr. Lowther-Berman and will be forwarded by April Goebel to the Council. In addition, Ms. Goebel will forward the Transition Plan and CMS Toolkit to the group for reference. When these materials are received, Ms. Nisbet will schedule a sub-committee meeting with the members. A status report will be provided at the next meeting.

Action Items	Person Responsible	Deadline
Forward potential data sets, Transition Plan, and CMS Toolkit to sub-committee	April Goebel	May 13, 2016

members		
Schedule sub-committee meeting	Pat Nisbet	June 13, 2016
Report sub-committee status	Pat Nisbet	Next Meeting

Agenda Item	Identification of Workgroup Topics and Members	Presenter	All Members
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Discussion and Conclusions:

- Presentation of Potential Workgroup Topics: In addition to the data sets workgroup, above, the following potential workgroups were presented to the Council:
 - *Review of Performance Indicators*—this group will review the Discovery and Remediation report Performance Indicators and identify which variables the QIA Council would like to receive routine reports on. This will allow the group to receive the information relevant to them. Jeannie Elkins will lead this group; Marilyn Osborne, Sheila Harper, and Vanessa VanGilder also volunteered. April Goebel will forward the Discovery and Remediation report to the group. When these materials are received, Ms. Elkins will schedule a sub-committee meeting with the members. A status report will be provided at the next meeting.
 - *Abuse/Neglect/Exploitation Abbreviated Training Review*—this group will review the existing training that was developed by APS Healthcare. They will recommend changes and ultimate approval for this training, which will be made available to providers. Steve Wiseman and Linda Higgs will lead this group; Richard Covert, Jon Sassi, Mary Lea Wilson, Marilyn Nichols, Susan Given, Christine Dickson, Angie Breeden, and Kelly Miller also volunteered. April Goebel will forward the training to the group for review. When these materials are received, Mr. Wiseman and Ms. Higgs will schedule a sub-committee meeting with the members. A status report will be provided at the next meeting.
 - *Direct Care Ethics Standardized Training Development:* the Council identified this as an important training to be developed and will identify a committee in the near future, when the other committees are finalized.
 - *Member Rights/Confidentiality Standardized Training Development:* the Council also identified this as an important topic and will identify a committee in the near future, when the other committees are finalized.
 - *Service Coordination Conflict of Interest Standardized Training Development:* the Council also identified this as an important topic and will identify a committee in the near future, when the other committees are finalized.

Action Items	Person Responsible	Deadline
Forward Discovery and Remediation report to sub-committee members	April Goebel	May 13, 2016
Forward Abuse/Neglect/Exploitation Training to sub-committee members	April Goebel	May 13, 2016
Schedule Performance Indicators sub-committee meeting	Jeannie Elkins	June 13, 2016
Report Performance Indicators sub-	Jeannie Elkins	Next Meeting

committee status		
Schedule Abuse/Neglect/Exploitation Training sub-committee meeting	Steve Wiseman/Linda Higgs	June 13, 2016
Report Abuse/Neglect/Exploitation Training sub-committee status	Steve Wiseman/Linda Higgs	Next Meeting

Agenda Item	Public Comment	Presenter	Public
Discussion and Conclusions:			
<ul style="list-style-type: none"> Marian Layne commented that she finds attending and observing to be very informative and is glad for the opportunity. 			

Agenda Item	General Updates	Presenter	Pat Nisbet, Randy Hill, April Goebel
Discussion and Conclusions:			
<ul style="list-style-type: none"> <u>Member Deaths</u>: a report on member deaths was not provided. <u>PPL Enrollment, reported by Randy Hill</u>: as of March 31, 2016, 1,178 individuals are enrolled with PPL. <u>Provider Review Summary, reported by April Goebel</u>: during the October 1, 2015-December 31, 2015 quarter, 4 providers were reviewed. This number is rather low, due to new policy training being conducted in November and the holidays. Agencies continue to perform well, with issues tending to be clinical rather than related to staff qualifications. Technical Assistance is provided at each review for issues that are identified. <u>QIA Incident Management System (IMS) Report, reported by April Goebel</u>: data through February 29, 2016, was available. The following was reported: <ul style="list-style-type: none"> December 2015: 44 Critical Incidents, 98% of which were followed-up on within timelines, were reported. 46 Abuse/Neglect/Exploitation Incidents, 98% of which were followed-up on within timelines, were reported. January 2016: 36 Critical Incidents, 97% of which were followed-up on within timelines, were reported. 39 Abuse/Neglect/Exploitation Incidents, 97% of which were followed-up on within timelines, were reported. February 2016: 57 Critical Incidents, 95% of which were followed-up on within timelines, were reported. 47 Abuse/Neglect/Exploitation Incidents, 94% of which were followed-up on within timelines, were reported. 			
Action Items	Person Responsible	Deadline	
None			

Agenda Item	Transition Plan: CMS Integrated Settings Rule	Presenter	Susan Given and sub-committee members
Discussion and Conclusions:			
<ul style="list-style-type: none"> Susan Given served as lead for the sub-committee that was identified at the January 2016 meeting. The charge of this group was to review the CMS requirements for integrated home and community-based settings and compare to the transition plan. Ms. Given reported that 			

the group felt unable to advise BMS on this topic, as the transition plan was submitted to CMS prior to development of the group. The sub-committee's meeting minutes were provided to the Council; however, no further action is required of this group.

Action Items	Person Responsible	Deadline
None		

Agenda Item	Draft By-Laws Review	Presenter	Craig Greening and Group
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Discussion and Conclusions:

- At the January 2016 meeting, Craig Greening volunteered to update the current by-laws for review at the April meeting. This was not completed, however. Mr. Greening will complete the update and present at the next meeting.

Action Items	Person Responsible	Deadline
Update by-laws	Craig Greening	Next Meeting

Agenda Item	Wrap-Up/Confirmation of Next Meeting		
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Discussion and Conclusions:

- The next meeting will be July 13, 2016 at the Bureau of Senior Services (BoSS) located on the 3rd floor of the Charleston Town Center Mall.

Minutes submitted by April Goebel