

West Virginia TBI Quality Improvement Advisory Council Meeting	August 14, 2013 10:00am-2:00pm Center for Excellence in Disabilities 4510 Pennsylvania Ave. Charleston, WV
Members Present:	
Mark Fordyce, Don Ashworth, Angela Vaught, Lou Ellen Blake	
Members Not Present:	
Sam Mullett, Brad Anderson, Stewart Phillips, Betsy Peterson, Linnie Simiryan	
Others Present:	
Barb Recknagel, Susan Given, Brian Holstine, Amy Shriver, Sally Burchfiel (by phone), Nicole Freeman (by phone)	
Meeting Minutes from the 5/9/2013 QIA Council meeting were approved as written.	

MINUTES

Agenda Item	Welcome/ Introductions/Old Business	Presenter	Mark Fordyce, Chair
Discussion and Conclusions:			
<p>Roundtable introductions were made by meeting attendees.</p> <p>Housekeeping issues, including the meeting agenda and lunch plans, were discussed.</p> <p>Old business: The minutes from the May 9, 2013 QIA Council meeting were approved as written.</p> <p>Mark opened the floor to accept nominations for the Co-Chair position. No nominations were forthcoming. Mark indicated that nominations would be accepted via phone or email between meeting dates.</p>			

Agenda Item	Discussion of Reapplication Activities	Presenter	Susan Given, BMS/Barb Recknagel, APS
Discussion and Conclusions:			
<p>Susan and Barb provided an update to the attendees regarding the status of the TBI Waiver reapplication pre-planning and planning activities being performed by APS Healthcare. She reported that the following areas have been targeted as reapplication activities:</p> <ul style="list-style-type: none"> • Policy manual review • Feedback from stakeholders • Review of other states' level of care (LOC) tools used in medical eligibility assessments <p><u>Policy manual review:</u> Recommended changes, clarifications to the current content, and the need for additional information is being documented for BMS.</p> <p><u>Feedback from stakeholders:</u> Open forums will be held in April 2014 for stakeholders,</p>			

enrolled members and their family, and enrolled providers. Four (4) forums are tentatively scheduled in different areas of the state. Amy Shriver will share the questions developed for the forums with Council members during the November 2013 meeting. Amy will relay the findings from the April 2014 forums during the August 2014 meeting.

TBI Waiver staff continues to explore the Level of Care tools used by other states with Brain Injury Waiver programs to determine medical eligibility. APS Healthcare will make recommendations to BMS for application changes in 2015 as it pertains to establishing Level of Care.

Susan provided an update from BMS regarding reapplication issues/activities. She noted that CRT is an underutilized service currently, and there is some discussion about what service could potentially replace CRT in the next application. Sally Burchfiel felt that if there was consideration given to adding/ changing the services offered under the TBI Waiver, family education and/or respite care should be considered.

Lou Ellen Blake recommended training for providers regarding CRT. Barb reported that APS Healthcare is working on developing a Provider training, with a presentation goal date of December 2013. Lou Ellen also felt that a “talking points” sheet for applicants and members would be beneficial, to show the potential benefits of CRT.

Sally Burchfiel stated that CRT is an important, early intervention treatment strategy for brain injury, and mentioned the possibility of contracting with several CRT providers who could travel to members’ residences and provide services throughout the state, eliminating the need for members to travel long distances to facilities for services.

Angela Vaught shared information she received from an in-service, about an Interactive Metronome program, offered by HealthSouth and provided by an Occupational Therapist. The program allows for independent treatment in the home with the Interactive Metronome, following an initial training by the OT. She offered to provide the OT’s contact information to Barb.

Angela and Sally both offered their facilities as possible forum locations.

Susan reported that the Quality report requested by CMS had been submitted by BMS in May 2013; they were awaiting a response. She noted that the CMS representative had changed.

Action Items	Person Responsible	Deadline
Provide contact information to Barb for HealthSouth OT/Interactive Metronome program	Angela Vaught	ASAP
Follow up with CRT providers and develop a CRT training for providers and Council	Barb Recknagel and APS Healthcare TBI	December 2013

members	Waiver staff	
Share information obtained during member and provider forums with Council	Amy Shriver	August 2014
Develop CRT talking points flyer	APS Healthcare TBI Waiver staff	February 2014

Agenda Item	WV TBI Waiver Program Updates	Presenter	Susan Given, Barb Recknagel
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Discussion and Conclusions:

BMS Updates: Susan Given, with the Bureau for Medical Services, provided an update to the Council. She reported that there were 26 active members being served by the Waiver program. She noted that BMS was considering expanding the age range for the Waiver; specifically, to waive the 22 year age requirement. In addition, Susan reported that the International TBI Conference is scheduled for March 2014 in San Francisco, CA.

Money Follows the Person Updates: Brian Holstine of MFP/ Take me Home WV provided an update regarding that program. He reported that they had received 141 intakes to date, of which 131 had been determined medically eligible. Four (4) were found to be ineligible, and five (5) were pending eligibility determination. Brian added that the program had facilitated 14 transitions to the community, with a 15th scheduled to take place on August 15. Only four (4) of their intakes to date had been TBI Waiver participants. He provided an age breakdown for participants, with the largest percentage being in the 50-59 age range.

Barb asked whether it was possible for the local DHHR office to complete the DHHS-2 form while applicants were still in the nursing facility, so that enrollment in the TBI Waiver could occur. Brian replied that the form could be post-dated for the date of discharge, if a firm discharge date is provided, but noted that some counties would not allow form completion until the actual day of discharge.

PPL Updates: Sally Burchfiel of PPL reported that the agency currently has 12 TBI Waiver members actively participating in self-directed service, with two (2) more pending budget approval, and one (1) completing the enrollment process. She indicated that the members seemed to be pleased with the program. She recommended some additional training for families of Waiver program members.

APS Healthcare Updates: Barb Recknagel provided an update on the program. Council members received a copy of the Discovery & Remediation (D & R) report, as well as the monthly activity report, including outreach activities completed by APS Healthcare staff.

Barb shared that on-site provider agencies' retrospective reviews will be completed by the APS Healthcare Provider Educators in September, October, and November of 2013.

Provider Educators will also be meeting with the six (6) members who were enrolled during 2012, and conducting the Participant Experience Survey (PES), the results of which will be shared with Council members during the February 2014 meeting.

Barb shared information gathered by APS Healthcare for a Court monitor report. Seven (7) members agreed to participate in a Member interview and survey. Four (4) of those seven (7) sent in completed consent forms. Of those four (4), two (2) completed telephone interviews. The questions and responses of the family members were shared with the Council. Feedback from the two (2) families who participated in the survey was positive.

Barb confirmed that member demographic data is being tracked internally, as previously agreed upon by Council, and that Amy Shriver would continue to keep the information current in a spreadsheet format.

Action Items	Person Responsible	Deadline
Provide updated D & R Report for November 2013 meeting	Barb Recknagel	11/4/13
Update member demographic information	Amy Shriver	11/4/13

Agenda Item	Review of Council Quality Management Plan	Presenter	Amy Shriver/ Council Members
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Discussion and Conclusions:

Barb and Amy presented the amended Quality Management Plan, which was revised to make goals previously identified by Council measurable. The original plan was a broad framework, based on a brainstorming session during the February 2013 meeting.

The revised goals and objectives were each discussed, and it was determined that two (2) work groups would need to be formed by the November 2013 meeting to work on Goals 1 and 2. Lou Ellen Blake and Angela Vaught volunteered to be part of the work group responsible for Goal 2. Mark indicated that email communication could be used to assign the remainder of the Council members to groups, based on their preferences. Council training needs, which is Goal 3 on the Work Plan, was discussed. Council will work on developing a list of training opportunities they would like to have arranged for future meetings. Some topics identified during the meeting included Adult Protective Services, Caregiver burnout, PPL, and Case Management.

Sally Burchfiel and Angela Vaught both expressed interest in tracking pre-injury employment of Waiver members, to facilitate a possible goal of assisting with post-injury employment opportunities.

Sally also suggested researching trends based on the findings of the Participant Experience Survey (PES), and identifying potential changes to the 2015 Waiver

applications.		
Action Items	Person Responsible	Deadline
Form work groups for Goal 1 on the revised Council Work Plan Add interested Council members to Group 2, which includes Angela Vaught and Lou Ellen Blake.	Mark Fordyce/All members	8/14/13
Obtain a list from the Council members of requested topics for training, and provide the list to APS Healthcare	Mark Fordyce	December 2013
Provide employment data obtained through previous informal survey of Waiver members to Council	APS Healthcare will prepare this information for the November 14, 2013 meeting	11/14/13

Agenda Item	Public Comment	Presenter
Discussion and Conclusions:		
There was no public comment made.		
Action Items	Person Responsible	Deadline

Agenda Item	Wrap Up/ Confirm next meeting date	Mark Fordyce
Discussion and Conclusions:		
The next meeting date of 11/14/13 was confirmed, and Angela reserved the CED conference room for that date.		
Action Items	Person Responsible	Deadline
Send out notice of meeting date	Amy Shriver	10/17/13

Minutes submitted by	Amy Shriver, Assessment Coordinator, APS Healthcare	September 3, 2013