

<b>West Virginia TBI Quality Improvement Advisory Council Council Meeting</b>	<b>DATE: August 14, 2014</b> <b>TIME: 10:00 am - 2:00 pm</b> Center for Excellence in Disabilities 4510 Pennsylvania Ave Charleston, WV
<b>Members Present:</b>	
Brad Anderson, Rose Lowther-Berman (Co-chair), Betsy Peterson, Mark Fordyce (Chair), Lou Ellen Blake, Don Ashworth, Angela Vaught	
<b>Members Not Present:</b>	
Provider-Vacancy Member-Vacancy	
<b>Others Present:</b>	
Teresa McDonough-BMS, Barb Recknagel-APS Healthcare, Marcus Canaday-BMS (by phone for Program Updates-TMH) Sally Burchfiel- PPL (by phone), Katharine Randall-PPL (by phone)	
<b>Meeting Minutes: 05/15/2014- approved with one correction, Betsy Peterson's name was added to Members Present. 06/19/2014 QIA Council meeting minutes were approved as written.</b>	

## MINUTES

Agenda Item	Welcome/ Introductions/Old Business	Presenter	(Name of Presenter)
<b>Discussion and Conclusions:</b>			
Roundtable introductions were made by meeting attendees, and housekeeping issues were discussed. <b>Old business:</b> The minutes from the May 15, 2014 QIA Council meeting were approved with one correction. Motion to approve: Brad Anderson Motion seconded: Betsy Peterson The minutes from the June 19, 2014 QIA Council meeting were approved as written. Motion to approve: Lou Ellen Blake Motion seconded: Betsy Peterson			

Agenda Item	Next QIA Project	Presenter	Teresa McDonough, BMS
<b>Discussion and Conclusions:</b>			
<b>Discussion/Follow-up:</b> Teresa asked the Council to review the following documents: <u>A Handbook for TBI Waiver Participants</u> (developed by APS Healthcare) and the <u>Program Employee Guide</u> (developed by PPL) for comparison and contrast. It is still the intent that two (2) separate documents exist. However, common language, program processes and			

Agenda Item	Next QIA Project	Presenter	Teresa McDonough, BMS
<b>Discussion and Conclusions:</b>			
<p>expectations are similar, and conformity between the two documents is needed. There was a general agreement among the Council to work on this assignment. Mark suggested two (2) work groups be established to begin on this project; groups will be responsible to review both documents and make recommendations. PPL and APS Healthcare will assign a work group leader (Katharine Randall (PPL) and Kay Schell (APS). Work group members include APS-Rose Lowther-Berman and Betsy Peterson; PPL- Angela Vaught and Gina Desmond. Teresa stated that she would like to spend time with both of the work groups.</p>			
Action Items	Person Responsible	Deadline	
Work Groups Established	Katharine Randall (PPL) -Angela Vaught -Gina Desmond Kay Schell (APS) -Rose Lowther-Berman -Betsy Peterson	Work Product due date to be determined at the November Council Meeting	
Obtain and send electronic copies	Barb will request copy from PPL Barb will email copies to the assigned work group members	September 8 <sup>th</sup>	

Agenda Item	Membership Committee/Vacant Positions	Presenter	Mark Fordyce-Chair
<b>Discussion and Conclusions:</b>			
<b>Discussion/Follow-up:</b>			
<p>Mark informed the Council that Ms. June Davis sent a letter to APS Healthcare stating that she cannot serve on the Quality Council at this time. The Council agreed that each of them serve on the Membership Committee due to the size of the Council. The Council has two (2) vacancies: Member and Provider. The ASO will contact Mr. Stewart Phillips informing him that the Provider Vacancy will be replaced due to inactivity. Lou Ellen requested an application be emailed to her. Barb agreed to do so.</p>			
Action Items	Person Responsible	Deadline	
Send QIA Council Application	Barb Recknagel	8.18.2014	
Notifying Westbrook	Barb Recknagel	9.1.2014	

Agenda Item	Program Updates	Presenter	Teresa McDonough-BMS Marcus Canaday- BMS Sally Burchfiel-PPL Barb Recknagel-APS
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**Discussion and Conclusions:**

**QIA Work Plan Goal 4 - Program data, gathered by the ASO and presented to the Council during quarterly meetings, will be used to research trends.**

**Discussion/Follow-up:**

**BMS Updates:** Teresa shared with the Council that she has officially started on the reapplication process by reviewing and re-typing the application that was submitted and approved by CMS in 2011-2012. Once completed, she will begin to make the changes on the original application, incorporating recommendations from the Open Forums, QIA Council and other program stakeholders input. Teresa stated that it is the expectation of BMS that all Waiver reapplications will be ready for review by December 2014 and the final reapplication will be submitted to CMS by December 1<sup>st</sup>.

Teresa stated that one (1) pre-hearing conference has been held since the last Council meeting. The pre-hearing conference resulted in a successful resolution and the case did not go before the Board of Reviews. Teresa provided information regarding recent changes at BMS - Cindy Beane is Acting Commissioner.

**Money Follows the Person (Take Me Home WV) updates:** Marcus Canaday provided the Council an update on the intakes-transitions since the program started in 2013 and “point in time” data directly from the state database. Fifty-seven (57) individuals had been transitioned home. Marcus answered questions regarding the recent decrease in the number of ADRC from 11 locations to 4 locations. Marcus stated that the role of the ADRC has not changed; they continue to use a structured screening tool as a prescreening for TBI and AD Waiver programs eligibility (PAS deficits). There is a plan to increase the number of Transition Navigators and BMS will be working with a new partner in addition to the Triple A. Marcus shared data from three (3) sources regarding average length of pre transitions; the average length of transition ranged from 3.5-5.5 months. According to Marcus the average number months of pre transition to transition in WV is six (6) months. Marcus referred the Council to the Take Me Home website for additional program and systematic initiatives.

**PPL Updates:** Sally Burchfiel provided an update. Currently 15 members are self-directing their personal attendant services. Sally noted fewer referrals recently. Sally provided information regarding the types of goods and services purchased by the member with the PDGS dollars.

**APS Healthcare updates:**

Barb Recknagel, APS Healthcare Manager for the TBI Waiver Program, provided an update, including handouts of the SFY 7/2013-6/2014 Discovery & Remediation (D & R) report and monthly activity report. APS will offer quarterly provider training on August 19<sup>th</sup> and 21<sup>st</sup> on the topic of Cognitive Rehabilitation Therapy.

Action Items	Person Responsible	Deadline
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NA		
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Agenda Item	Public Comment	Presenter	Angela Vaught
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**Discussion and Conclusions:**

**Discussion/Follow-up:**

Angela provided a brief update on the TBI Services at the Center for Excellence Disabilities. Recent changes to the Funds for You application will include an impact statement and the focus of awards will be prioritized for health and safety needs. Angela reports there is a slight backlog for Funds for You applications. CED was awarded a federal grant; focus will include support to existing and the development of new support groups and strengthen linkages with and between existing entries for individuals with TBI. Currently two (2) federal positions and three (3) Resource Coordinator positions are vacant.

Action Items	Person Responsible	Deadline
NA		

Agenda Item	Presentation and review of the TBI Policy Manual review	Presenters	Mark Fordyce -Chair Teresa McDonough-BMS Barb Recknagel-APS Healthcare
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**Discussion and Conclusions:**

**Discussion/Follow-up:**

The manual review report was reviewed and changes were made based on discussions held during the meeting. Two issues were discussed and agreed upon by the Council, one resulting in an additional action item.

- 1.) Age criteria lowered to three (3) was moved by Brad and seconded by Betsy, and all agreed.
- 2.) Council to recommend a cognitive deficit assessment tool in addition to the PAS and Rancho LOC to ensure that the target population is served. APS Healthcare agreed to send out the revised document and voting council members will reply with approve or reject. See attached document.

Action Items	Person Responsible	Deadline
Approve/Reject suggestions	APS Healthcare	8/18/2014 - sent out to Council members
	Voting Council Members	8/22/2014-receive Votes
Recommend a tool designed	Brad Anderson Angela Vaught	9/1/2014 - suggested tools to APS Healthcare

to assess the cognitive deficits	Betsy Peterson	9/15/2014 - Council Member Work Group review and make recommendations 10/16/2014 - Final recommendations to BMS
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Agenda Item	Wrap Up/ Confirm next meeting date	Presenter	All
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**Discussion and Conclusions:**

Next Council meeting is November 13, 2014 from 10:00 am - 2:00 pm at the Center for Excellence in Disabilities, 4510 Pennsylvania Avenue, Charleston, WV.

Action Items	Person Responsible	Deadline
Send out meeting agenda	Barb Recknagel	10/27/2014

[Redacted]		
Minutes submitted by:	Barb Recknagel	August 25, 2014