

West Virginia TBI Waiver Quality Improvement Advisory Council Meeting Minutes	DATE: November 10, 2016 TIME: 10:00 am-2:30 pm LOCATION: WVU Extension Office 4700 MacCorkle Ave, SE Charleston, WV 25304. 10th Floor Conference Room
Members Present:	
Mark Fordyce, Chair, Latonia Morrison, Co-Chair, Rodney Smith, Don Ashworth, Terry Cunningham(CED proxy), Carolyn Lecco, Stephanie Thorn (WVA proxy), Mark Holmes	
Members Not Present:	
Shannon Hughart, Tracy Wine	
Others Present:	
Radene Hinkle-PPL, Teresa McDonough-BMS, Barb Recknagel-KEPRO, Brian Holstine-TMH-BMS	
Guest Speaker	
Cynthia Parsons- BMS, Keith King-BMS	

MINUTES

Agenda Item	Welcome/Introductions/Old Business/New Business	Presenter	Mark Fordyce, Chair
Discussion and Conclusions:			
Roundtable introductions made by meeting attendees and housekeeping issues discussed.			
<u>Old Business:</u>			
The minutes from the August 11, 2016 TBI Waiver QIA Council meeting were reviewed and approved.			
Motion to Approve: Latonia Morrison			
Motion to Second: Carolyn Lecco			
Motion carried.			
<u>New Business:</u>			
The length of terms for new members Rodney Smith and Mark Holmes was determined as four (4) years, term ending in November of 2020.			
Motion to Approve: Latonia Morrison			
Motion to Second: Carolyn Lecco			
Motion carried.			
Shannon Hughart has not been able to attend any meetings since she was voted in as a member in March of 2016. She did not attend the 5/12/2016 and the 8/11/2016 council meetings. Ms. Hughart position on the Council is considered vacated since she was not in attendance at today's meeting.			
Barb reviewed the current and upcoming council vacancies:			

Stakeholder-agency/professional with knowledge/experience with children with TBI, Parent of a minor child (under the age of 18) with TBI, Provider, and Member in 2017. There was a brief discussion of outreach efforts to recruit new members, it was determined that posting the openings on the WVA website would be an option. Teresa informed the Council that Birth to Three has the information posted on their website as well.

The Council thanked Mark for his time and leadership over the past five years.

Action Items	Person Responsible	Deadline
1. Request WVA to post vacancy information on their website.	1.Teresa McDonough	1.11/14/2016
2. Inform Providers of vacancy at the Provider Meeting.	2.Barb Recknagel	2.11/09/2016
3. Send email to providers with vacancy information and application.	3.Barb Recknagel	3.11/30/2016

Agenda Item	Substance Abuse Services in WV	Presenter	Cynthia Parsons-BMS, Keith King-BMS
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Discussion and Conclusions:

The Council reviewed information about current services and supports available in WV for Medicaid individuals with substance use/abuse disorders. The Council was informed that BMS has submitted a Substance Use Disorder (SUD) Section 1115 Demonstration Waiver application to Center for Medicare and Medicaid Services (CMS). Currently CMS is reviewing the application. The waiver would allow new/expanded services to be developed/enhanced for five (5) years. Because of the significant connection between TBI and substance use, the Council members had the following suggestions:
Consider adding TBI identification questions to any assessment tool and, TBI Services at CED to provide training to Substance Abuse professionals on the common occurrence of TBI with Substance use/abuse and specific accommodations to successful treatment.

Action Items	Person Responsible	Deadline
1. Obtain copy of presentation material and email to Council Members.	1.Cynthia Parsons-BMS, Barb Recknagel	1.11/28/2016
2. Present updates from BMS at Council meetings regarding the status of the SUD Waiver.	2.Teresa McDonough-BMS	2.2/9/2017, 5/11/2017, 8/10/2017 and 11/9/2017

Agenda Item	Program Updates	Presenter	Brian Holstine-TMH/MFP Teresa McDonough-
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Discussion and Conclusions:

Take Me Home/MFP Updates- Brian Holstine provided the following updates: since February 2013 until present, one hundred and eighty-eight (188) transitions have occurred. For calendar year 2016, as of today, fifty-two (52) transitions have occurred. Currently there is one active program participant receiving TBI Waiver services with TMH. Brian informed the council that planning meetings at BMS have started with the HCBS staff to determine the implementation of transition services into both the ADW and TBIW programs. Brian reminded the group that the last transition under the grant would take place in December 2017.

BMS Updates- Teresa McDonough provided the following updates: since the program started in 2012, one hundred and two (102) individuals have been served. Program enrollment as of September 2016 was sixty-two (62). BMS continues to work closely with the TMH/MFP staff regarding slot allocation and utilization. Teresa provides an overview of training topics and events at the annual National Association of State Head Injury Administrators (NASHIA) held in September of 2016. An issue surrounding gathering data to truly reflect the prevalence of TBI was an expressed concern from many of the states' administrators. One state (Ohio) was successful in incorporating specific brain injury questions into their state Behavioral Risk Factor Surveillance System (BRFSS). Teresa shared that there is an effort through the Center for Disease Control and Prevention (CDC) and the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR) to view moderate to severe traumatic brain injury as a lifelong condition and should be studied as a chronic health condition. A Fact Sheet titled Moderate to Severe Traumatic Brain Injury is a Lifelong Condition can be found at <https://www.cdc.gov/traumaticbraininjury/pubs/index.html>. Teresa shared information about Clubhouse model that several states were implementing for their brain injury population. Teresa announced that CMS has approved the WV Waiver State-Wide Transition Plan effective 10/26/16.

PPL Updates- Radene Hinkle provided the following update: twenty-six (26) program participants are self-directing. Radene shared a success story with the council.

KEPRO Updates- Barb Recknagel provided an update on the UMC functions since the last council meeting. Barb reviewed the monthly activity report and the first quarter report on Service Plan and Participant Safeguards Performance Measures from the Discovery and Remediation Report. Barb briefly discussed performance measure D-4, Percent of files reviewed in which the current annual service plan was updated within established timelines and the agreed to provide the council with additional information that resulted in a low compliance (55%).

Barb reviewed the QIA work plan and quarterly objectives. The Council did not have any

questions regarding the work plan.		
Action Items	Person Responsible	Deadline
1. Provide additional information for Performance Measure D-4 to the Council quarterly.	1.Barb Recknagel	1. 2/9/2017, 5/11/2017, 8/10/2017 and 11/9/2017

Agenda Item	Lunch/Public Comment		
Discussion and Conclusions:			
No public comments made.			

Agenda Item	Overview of TMH Planning Documents	Presenter	Brian Holstine—TMH
Discussion and Conclusions:			
<p>At the request of the Council, Brian Holstine provided an overview of the planning documents used for those transitioning from nursing home to community setting. He reminded the Council that TMH started in 2011 and is a demonstration grant to assist individuals currently residing in long-term care settings to return to a home setting.</p> <p>He presented a flow chart of the transition process and reviewed each of the following forms: Assessment Tool, 24 Hour Emergency Backup Plan, Risk Analysis and Mitigation Tool, Budget Worksheet, Transition Planning Tool and the Transition Checklist. After a review of the forms, the Council asked questions and it was requested that the Service Plan work group receive a copy of the forms presented today to review, prior to making recommendations to the Council on the Service Plan format for TBIW program.</p>			
Action Items	Person Responsible	Deadline	
1.Obtain forms and send to work group chairs	1.Brian Holstine-BMS, Barb Recknagel-KEPRO Tracy Wine and Latonia Morrison -Work Group-Chairs	1.11/14/2016	

Agenda Item	Service Plan Work Group Report		Latonia Morrison
Discussion and Conclusions:			
The work group continues to receive suggestions and feedback from providers regarding the formatting of the current Service Plan document. Latonia agreed that the work group should be able to present recommendations at the next Council meeting.			

Agenda Item	2017 Meeting dates and location	Presenter	Mark Fordyce
Discussion and Conclusions:			
<p>The 2017 meeting dates are February 9, 2017, May 11, 2017, August 10, 2017, and November 9, 2017. The meetings will continue to be held at the WVU Extension Office 10th Floor Conference Room for the May, August, and November meetings. An alternative location will be secured for the February 9, 2017 meeting since space was not an option at this location on that date.</p>			
Action Items	Person Responsible	Deadline	
1.Continue to complete administrative functions for the Council in 2017	1.Barb Recknagel	1.On-going	

Minutes submitted by	Barb Recknagel, KEPRO	Date: 11/21/2016
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