

West Virginia TBI Waiver Quality Improvement Advisory Council Meeting Minutes	DATE: February 11, 2016 TIME: 10:00 am - 2:30 pm Center for Excellence in Disabilities 4510 Pennsylvania Ave Charleston, WV 25302
Members Present:	
Mark Fordyce (Chair), Angela Morales, Latonia Morrison(Co-Chair), Brad Anderson, Carolyn Lecco, Regina Desmond, Don Ashworth	
Members Not Present:	
Tracy Wine	
Others Present:	
Teresa McDonough - BMS, Sally Burchfiel-PPL, Katharine Randall-PPL , Vanessa VanGilder, Barb Recknagel - APS Healthcare, Delena Arthur-APS Healthcare	

MINUTES

Agenda Item	Welcome/ Introductions/Old Business /New Business	Presenter	Mark Fordyce, Chair
Discussion and Conclusions:			
<p>Roundtable introductions made by meeting attendees and housekeeping issues discussed. Gina Desmond, WV Advocates was welcomed back to the Council as a voting member fulfilling the stakeholder vacancy</p> <p>Council members reviewed minutes and a council membership application.</p> <p><u>Old Business:</u></p> <p>The minutes from the November 12, 2015 TBI Waiver QIA Council meeting were reviewed and approved.</p> <p>Motion to Approve: Brad Anderson</p> <p>Motion to Second: Latonia Morrison</p> <p>Motion carried.</p> <p><u>New Business:</u></p> <p>The voting council members reviewed TBI Waiver QIA Council Membership application for Eric Tissenbaum.</p> <p>Motion to Approve: Angela Morales</p> <p>Motion to Second: Regina Desmond</p> <p>Motion tabled.</p> <p>After discussion, the motion was tabled. APS Healthcare was instructed to send out a second request for membership application. The Council members agreed to participate in a conference call in early March to review and act on Membership Applications.</p> <p>Barb reviewed the updates made to the Council Procedures Handbook that was emailed to the Council prior to today’s meeting. The updates were agreed upon with the following additional change to page 9, Decision-Making Process. The recommendation</p>			

was to increase the quorum from five (5) Council members to seven (7).
 Motion to Approve: Latonia Morrison
 Motion to Second: Brad Anderson
 Motioned carried.
 APS Healthcare will finalize the Council handbook and email out to members prior to the next scheduled meeting.

Action Items	Person Responsible	Deadline
1. Send second email to potential Council members 2. Forward applications received to Council Members 3. Arrange for Conference call and inform Council Members 4. Make final edits to the Council handbook	Barb Recknagel	1. Completed 2/16/2016 2. Due by 2/29/2016 3. Conference Call scheduled for 3/3/2016 10:00-10:30am 4. Complete and send the Council Members before next Meeting

Agenda Item	An overview of the Participant Experience Survey-BI Results (2015) and Q&A	Presenter	Dalena Arthur, APS Healthcare
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Discussion and Conclusions:

Delena Arthur, staff with APS Healthcare, gave a Power Point presentation about the results of the Participant Experience Survey-BI (PES-BI) administered by APS Healthcare Staff to enrolled program participants.

The PES-BI is used to assess one's experiences in six (6) domains: Program Supports, Choice and Control, Respect/Dignity, Community Activities, Community Integration/Inclusion, and Access to Care.

The findings from the survey, comparison of survey responses from 2014 and 2015 and a comparison of traditional and self-direction responses were shared with the Council members. Copies of the PPT presentation and a written summary of the findings were provided. A blank copy of the PES-BI survey was provided.

Time was allowed for the Council to ask questions regarding the overview.

The following questions were generated during this time.

Q1: Is there a way to determine if staff show up and if no, can we add this question to the PES-BI?

A1: Question # 23 on the PES-BI asks the participant "Do the people paid to help you spend all the time with you that they are supposed to?"

Q2: Is any paid staff with the person during the interview? If yes, can the APS Healthcare interviewer ask the paid staff to leave?

A2: The PES-BI is designed for the participant to be the primary respondent; however,

family members and staff may be present. The APS Healthcare interviewer can ask the paid staff to step out of the room if the participant agrees to that. Please see page 41 of the survey, this page is for the interviewer to fill in. It allows for information about who else provided responses.

Q3: Does the PES-BI provide information about independent living situations that would be in jeopardy without the Waiver?

A3: Questions # 3 and # 4 on the PES-BI asks the participant about his/her living situation: "Who do you live with? "in addition, "If you had your choice, would you rather live alone, with your family, or with a friend?" However, the PES-BI does not determine nor define "independent living situations."

The Council agreed to review the findings and begin to identify quality goals and objectives for the Council 2016 Work plan.

Action Items	Person Responsible	Deadline
1. Provide detail data for the Council on the following questions: #23 (Choice and Control) # 3 and #4 (Program Supports) Page 41	Barb Recknagel	1. May 12 th Council Meeting

Agenda Item	Program Updates	Presenter	Teresa McDonough-BMS Sally Burchfiel-PPL, Barb Recknagel-APS Healthcare
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Discussion and Conclusions:

Take Me Home/MFP Updates: A representative from this program was not present at today's meeting and a report was not provided.

BMS Updates: Teresa provided the following update: TBIW slots are being filled and total enrollment is being managed by BMS and APS Healthcare to ensure that the number of slots approved by CMS is not exceeded. The number of approved slots for this fiscal year is seventy-four (74). Teresa reviewed the results of the expanded medical eligibility criteria with the Council and the impact this has had on assessment results. The Council had questions about the decreased in the number of approved waiver slots throughout the next five years. The Council had questions about the financial aspect of the waiver renewal application and voiced a desire to have an understanding of the financial methodology used by the state for renewal applications.

At this time during the meeting, Brad Anderson requested the Council to consider supporting a letter he had developed asking for the Legislature to restore the initial waiver slot allocation to 125. He shared copies of the letter to the Council and it was

decided that the Council would take a break for lunch at this time to review/read the letter.

The Council meeting reassumed after lunch and questions were asked regarding the role of the Council to BMS. Teresa sought direction from her office and it was determined that the Council could send the letter (with revisions discussed) to BMS for consideration. Regina Desmond from WV Advocates stated that she would have to abstain from any vote or endorsement because of her job.

After future discussion, Mark called for this discussion to end and asked if there was a motion from the Council.

The following motion was made: Amend the existing letter, send the revised letter out to the Council members via email for review and approval before sending the letter to BMS. Brad Anderson will be responsible to make the edits and email this out to Council members.

Motion to Approve: Brad Anderson

Motion to Second: Latonia Morrison

Regina Desmond abstained from voting.

****Please refer to email; received on 02/22/2016 from Teresa (BMS) to TBI QIA members in which she explained the process for the Council to make formal recommendations to BMS. The existing letter even with the edits could not come from the Council because it was written in a manner to educate legislators and to ask for funding to restore the original TBIW slot numbers. It is not written in a manner that would be from the TBIW Advisory Council to BMS with the Council's suggestions. (email attached)**

PPL Updates: Katharine Randall provided a one-page handout titled Personal Option End of Year report for 2015 (see attached). The Council requested clarification on challenges noted on item # 9 from the report. Sally Burchfiel provided the clarification. Council will consider information provided by PPL for development of the 2016 Council Work Plan.

APS Healthcare Updates: Barb Recknagel provided an updated on the UMC functions since the last council meeting through the monthly activity report and the Discovery & Remediation Report for the second quarter (October 2015-December 2015). The Council did not have any questions about either report. Barb provided the Council with a copy of the February 2016 Provider Training on Person Centered Planning and asked Angela, CED representative, if her organization could be a training resource for providers. Angela agreed to find out the level of training involvement CED could have to TBIW providers and will inform Barb.

Barb shared that the expanded age criteria has allowed for applications to be accepted for individuals between the ages of 19 and 21 years old. There have been zero MNERs for children since 10/2015.

Action Items	Person Responsible	Deadline
1. Complete follow up regarding	Brad	1.unsure

letter requesting original approved slots be reallocated to the program.	Anderson	
2. Determine alternative method for data reporting to the Council Members	2. Barb Recknagel	2. Next Council Meeting-May 12th

Agenda Item	Public Comment		
Discussion and Conclusions:			
No public comments made.			
Angela Morales with CED reminded the Council that March is Brain Injury Awareness Month. She shared that on March 25 th she and another Resource Coordinator will be at the Capitol dropping off material and information to the legislatures. CED will not be hosting a Legislative breakfast as they have in the past.			

Agenda Item	Development of QIA Council 2016 Work Plan	Presenter	Mark Fordyce, Chair
Discussion and Conclusions:			
Mark encouraged the Council members to review the Program information and data presented today and begin to look at goals and objectives for the Council Work plan. Goals suggested during today's meeting are:			
1. Increase Council member's understanding of the financial methodology and slot allocation for waiver applications			
2. Ensure program participants understand how to access employment opportunities			
3. Ensure program participant understand how to access community outings of choice			
Action Items	Person Responsible	Deadline	
1. Review program data and information 2. Formulate areas for program improvement 3. Develop 2016 Work Plan	1. Council Members	1. Draft Work Plan developed during May 12 th Council Meeting	

Agenda Item	2016 Meeting dates and location	Presenter	Mark Fordyce
Discussion and Conclusions:			
The remaining three Council meeting dates were confirmed as May 12 th , August 11 th and November 10 th . It was agreed that Council meetings will begin at 10:00am and end at 2:30 pm. Meetings will continue to be held at the Center for Excellence in Disabilities, 4510 Pennsylvania Ave Charleston, WV 25302. Mark expressed his thanks to the Council members for their attendance and discussion during the meeting. Meeting was			

adjourned.

Action Items	Person Responsible	Deadline
1 Continue to complete administrative functions for the Council in 2016	Barb Recknagel Kathy Davidson	1. On-going

Minutes submitted by	Barb Recknagel, APS Healthcare	Date: March 3, 2016
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