

West Virginia TBI Waiver Quality Improvement Advisory Council Meeting Minutes	DATE: November 9, 2017 TIME: 10:00 am-2:30 pm LOCATION: WVU Extension Office 4700 MacCorkle Ave, SE Charleston, WV 25304 10th Floor Conference Room
Members Present:	
Rodney Carr, Angela Morales, Terry Edgar, Mark Holmes, Regina Desmond, Teresa McDonough On phone: Tracy Wine	
Members Not Present:	
Heather Velez, Carolyn Lecco, Carrie Childers, Don Ashworth, Dale Heironomous	
Others Present:	
Barb Recknagel, Jennifer Logan, Brian Holstine, Vanessa VanGilder, Katharine Randall Mark Fordyce, Megan Pigott	

MINUTES

Agenda Item	Welcome/Introductions/Old Business/New Business	Presenter	Rodney Smith
Discussion and Conclusions:			
Old Business			
Attendees reviewed the 8/10/2017 QIA Council minutes and voiced necessary corrections. Minutes not approved due to lack of a voting quorum. The minutes will be reviewed and voted on at the next meeting.			
New Business			
<u>Membership Terms and Vacancies</u> - Discussed the council vacancies (one available for Stakeholder and one for TBI Survivor). One application for the stakeholder position has been received so far; however, could not be voted on without a quorum. Barb stated that outreach is being performed among current TBI Waiver program Participants as well as to TBI Waiver Case Management provider agencies.			
Action Items	Person Responsible	Deadline	
1. Vote on 8/10/17 corrected meeting minutes	Rodney Smith	During 2/8/18 QIA Council meeting	
2. Vote on Stakeholder membership application	Rodney Smith	During 2/8/18 QIA Council meeting	
3. Outreach for TBI Survivor membership applications	Barb Recknagel	2/8/18 QIA Council meeting	

Agenda Item	Chapter 512 Policy and Waiver Application Review Process	Presenter	Teresa McDonough/Barb Recknagel
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Discussion and Conclusions:

- BMS will host public forums in 2019 to solicit statewide feedback on the TBI Waiver application. Additionally, the application will be posted for a 30-day public comment period. BMS requested the council provide feedback and recommendations. Barb provided the group with a spreadsheet with the application broken-out by section. The council reviewed sections which could be revised. Teresa suggested three work groups to cover the following:
 - Program Eligibility – group work would be possible on suggested changes in this section.
 - Mark Holmes made a data request to KEPRO for demographics of TBI Waiver Participants by county. Angela Morales agreed to provide data on the areas of TBI occurrences by county.
 - Staff Qualifications/ Training Requirements – group work is possible to suggest changes in this section.
 - Person-Centered Service Planning – group work is possible to review forms including Personal Attendant Worksheet, Service Plan and Participant Assessment. Discussion was held about the role of Case Managers in Service Plan development and PASA input in Service Plan with consideration of Personal Attendant Worksheet creation.
- KEPRO will assign a TBI Waiver staff to liaise with and assist each workgroup and will send each workgroup individual sections for them to review/comment.
- Barb noted that KEPRO would take the work product of each group and combine into one document to include all feedback by section. She offered to send the document out to the whole council when completed.
- Teresa stated that work groups could include others outside of the QIA membership.
- Teresa stated that she would obtain the timelines for the application submission and provide to the council.
- Sign up lists for all three groups were placed out for those in attendance to join a preferred work group. Barb will send a request to those members not in attendance for them to sign up.

Action Items

Person Responsible

Deadline

1. Link to current TBIW application and Policy Chapter 512 sent to council members	Barb Recknagel	12/1/17
2. Spreadsheet of application sections divided by work group and sent to work group members	Barb Recknagel	2/8/18
3. All QIA council members join a work group. List of each work group membership compiled	Barb Recknagel	12/31/17
4. Timelines for TBI Waiver application submission obtained	Teresa McDonough	12/1/17
5. TBI Waiver program staff liaisons assigned	Barb Recknagel	12/1/17
6. Fulfill data and forms requests	Barb Recknagel	Ongoing
7. Obtain and distribute data request	Barb Recknagel and Angela Morales	2/28/18

Agenda Item	Program Updates	Presenter	Brian Holstine-TMH/MFP Teresa McDonough-BMS Randy Hill, PPL Barb Recknagel-KEPRO
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Discussion and Conclusions:

TMH Updates-Brian Holstine

- In 2017, 77 transitions were completed (goal of 80).
- In 2016, 78 transitions were completed.
- 291 transitions have been completed since program inception.
- 138 Transitions have been completed successfully (365 days in the community).
- 209 active/eligible individuals have participated.
- 900 intakes have been completed since the program inception (189 of these in 2017).
- Brian mentioned 7/2018 is the implementation of CMS expectations in Person-directed services and Person-Centered planning. This relates to the sustainability initiatives plan, which is posted on the TMH/MFP website.

BMS Updates-Teresa McDonough

- BMS, KEPRO and BoSS participated in 4 trainings with DHHR Economic Service Workers to clarify processes related to financial eligibility and all 3 Waiver programs. The trainings were well received and attended in Summersville, Charleston, Martinsburg and Clarksburg.
- The TBI Waiver program Managed Enrollment List includes 17 individuals that are financially and medically eligible. Three TBI members passed away in October.

- Teresa, Randy Hill (PPL) and Barb all attended the Home and Community Based Services (HCBS) conference in Baltimore, Maryland in August. She mentioned that the Electronic Visit Verification (EVV) requirement by CMS in the 21st Century Cures Act is that all Medicaid programs with direct care workers have equipment in place by January 2019; however, CMS guidance is still pending. Hospice and home health programs to be implemented by 2023. Teresa shared that the state is conducting research about how other states are implementing the requirements and will share the information with BMS.
- The Personal Care policy manual is available for public comment from 10/9-11/13/17. All public comment and BMS responses will be compiled and made available on the BMS website. CareConnection© will be unavailable during a black out period beginning 12/21/17 so the changes can be made to the PC system. During the black out, no new PC requests can be made. Terry Edgar asked for the process if a new PC request is submitted to a provider agency during the blackout period. Barb offered to determine this process and communicate to Terry. CareConnection© trainings will be held in December and are mandatory for all PC providers. The new PC policy will be effective 1/1/18. Personal Care training on the new manual is being held 12/14/17 in Bridgeport; two sessions will be held on this date. Teresa mentioned the registration information would be on the BMS website in the near future. She noted that she knew of two major changes in the new manual, which deal with EVV and obtaining an NPI number for direct care workers when available. Teresa stated that new KEPRO staff, called Personal Care Review Assistants, will be hired and supervised by Barb.

PPL Updates- Katharine Randall

- Currently has 30 active TBI Waiver participants in the last quarter.
- 2 participants were recently deceased.
- 8 of the 30 active participants also receive Personal Care services through a traditional provider.
- PPL has 8 Resource Consultations statewide.
- Mentioned the PPL Corporate work groups, which include making connections for development of a statewide worker registry. This will mean a database is developed for individuals who are ready to work, having already completed training and background checks.

KEPRO Updates- Barb Recknagel

- Reviewed reports including program Performance Measures from D&R report. All performance measures were 86% or higher as related to compliance with expectations.
- In 10/2017, there were 59 active Participants.
- YTD there were 62 active Participants.
- Monthly activity included- eight initial applications in 1st quarter, 6 initial assessments completed with 5 medical eligibility determinations. Also reported on quarterly outreach and training numbers.

Action Items	Person Responsible	Deadline
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1. Obtain process for new PC referral during blackout dates and share with Terry Edgar	Barb Recknagel	11/2017
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Agenda Item	Lunch/Public Comment		
Discussion and Conclusions:			
<ul style="list-style-type: none"> No public comments made. <p>Regina Desmond presented the following update on Disability Rights:</p> <ul style="list-style-type: none"> Voter Access Grant is now law and will be implemented on 1/1/18. Due to this, all persons presenting to vote in the state will have to show identification. Disability Rights is providing statewide education on this new law. A list of forms of identification that will be accepted is available as well as information on how individuals without identification can obtain it. <p>Angela Morales presented the following updates on TBI Services through the Centers for Excellence in Disabilities:</p> <ul style="list-style-type: none"> Statewide trainings are being conducted on different issues concerning TBI. She provided flyers with training dates and locations. Trainings topics include one focusing on Veterans, two focusing on children and two focusing on adults. 			

Agenda Item	Training-Employment Rights	Presenter	Megan Pigott, Advocate, Disability Rights of WV
Discussion and Conclusions:			
<ul style="list-style-type: none"> Megan Pigott provided training and answered questions on Employment Rights of People with Disabilities. 			
Action Items	Person Responsible	Deadline	
Megan Pigott will be scheduled to present at 2018 QPM.	Barb Recknagel	1/1/18	

Agenda Item	Confirm next meeting date and location	Presenter	Rodney Smith
Discussion and Conclusions:			
<ul style="list-style-type: none"> Group discussed possible meeting locations. Disability Rights office on Quarrier Street is a possibility but parking is an issue. Regina Desmond to explore the cost of renting a nearby church parking lot for meeting dates. The next council meeting is scheduled for February 8, 2018 from 10:00am-2:30pm. Location TBD. 2018 meeting dates: February 8, 2018 			

May 5, 2018
August 9, 2018
November 8, 2018

Action Items	Person Responsible	Deadline
1. Follow up on utilizing Disability Rights office with Webinar capabilities for 2018 meeting location	Regina Desmond	12/1/17
2. Send meeting dates and location list to council members	Barb Recknagel	12/1/17

Minutes submitted by	Jennifer Logan, KEPRO	11/20/17
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