

West Virginia TBI Waiver Quality Improvement Advisory Council Meeting Minutes	DATE: February 9, 2017 TIME: 10:00 am-2:30 pm LOCATION: BoSS Conference Room A&B
Members Present:	
Rodney Smith, Tracy Wine, Angela Morales, Carolyn Lecco (by phone), Regina Desmond, Mark Holmes	
Members Not Present:	
Latonia Morrison-Chair, Don Ashworth	
Others Present:	
Luann Summers, Barb Recknagel, Randy Hill , Brian Holstine, Vanessa Van Gilder	
Guest Speaker	
Rose Lowther-Berman	

MINUTES

Agenda Item	Welcome/Introductions/Old Business/New Business	Presenter	Barb Reckngel
Discussion and Conclusions:			
<p>Roundtable introductions made by meeting attendees and housekeeping issues discussed. Due to Latonia's absent, KEPRO staff lead the meeting.</p> <p><u>Old Business:</u> The minutes from the November 10, 2016 TBI Waiver QIA Council meeting were reviewed and approved. Tracy Wine noted that her name should be under the header, members not present. Barb agreed to make the corrections and send out the minutes. Motion to Approve: Mark Holmes Motion to Second: Rodney Smith Motion carried.</p> <p><u>New Business:</u> The 2016 Annual Report was reviewed and approved. Motion to Approve: Regina Desmond Motion to Second: Tracy Wine Motion carried.</p> <p>The Council currently has three (3) open voting membership position. The following positions remain unfilled: Provider, Stakeholder-experience with TBI/Children, and Family member of a child with TBI. The Council reviewed its efforts to recruit new individuals to fill the vacancies. It was suggested that Barb follow up with Dr.Carrie Childers for the stakeholder position. Barb asked that members email her with names and contact information of potential applicants.</p>			
Action Items	Person Responsible	Deadline	

<ol style="list-style-type: none"> 1. Make corrections to meeting minutes of 11.10.2016 and email to members. 2. Remove Draft watermark and PDF Annual Report and forward to BMS. 3. Contact Carrie Childers, PhD. 4. Council members to recruit potential members and send contact information to KEPRO 	<ol style="list-style-type: none"> 1. Barb 2. Barb 3. Barb 4. Council Members 	<ol style="list-style-type: none"> 1. Completed and emailed corrected version on 2/14/2017 2. Completed and emailed to BMS on 2/15/2017 3. Before next meeting 4. Before next meeting
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Agenda Item	Program Updates	Presenter	Brian Holstine-TMH/MFP Luann Summers-BMS Randy Hill, PPL Barb Recknagel-KEPRO
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Discussion and Conclusions:

Take Me Home/MFP Updates- Brian Holstine provided the following updates: During calendar year 2016, seventy-eight (78) transitions occurred. Currently there are two active program participants receiving TBI Waiver services with TMH. Brian informed the council that planning meetings continue at BMS 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- Barb Recknagel provided the following updates for BMS: As of today, there are ten (10) eligible applicants on the Managed Enrollment List (MEL). In January 2017, TMH-BMS agreed to release four (4) of the slots reserved for TMH individuals, leaving six (6) TMH slots for the TBIW fiscal year 2017. A brief discussion was held regarding the financial eligibility process and the inconsistency providers are experiencing among the county DHHR offices. Luann informed the Council that any concerns regarding the practices of local DHHR handling of Waiver financial eligibility could be shared with BMS. BMS staff will follow up with the policy staff that oversees economic services.

PPL Updates- Randy Hill provided the following updates: As of January 2017, twenty-eight (28) program participants are self-directing their Waiver services. Randy explained that PPL is busy issuing W-2 and completing its' fiscal management roles and responsibility. He briefly explained the "difficulty of care" income exclusion ruling to the Council.

KEPRO Updates- Barb Recknagel provided an update on the UMC functions since the last council meeting. Barb reviewed the second quarter report on Service Plan and Participant Safeguards Performance Measures from the Discovery and Remediation Report. Barb presented the second quarter summary of the impact of the medical

eligibility expanded criteria for initial and annual determinations. The Council members did not have any questions regarding the reports.

Barb informed the Council that the quarterly provider meeting was held on January 19th. Providers received training on Service Delivery Models and Freedom of Choice from KEPRO and PPL.

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
No Action Items identified.		

Agenda Item	Lunch/Public Comment
Discussion and Conclusions:	
<p>No public comments made.</p> <p>Angela Morales with TBI Services with CED updated the Council. She reported that CED has hired Brandi Robinson as the new Program Manager for the TBI Services Program. Angela stated that Ms. Robinson plan to attend the May 11th Council meeting. Angela briefly discussed the recent Return to Learn effort that follows the Return to Play guidelines for head injury during school sporting activities. CED is also planning a conference in April for the existing TBI support groups in the state.</p> <p>Regina Desmond from Disability Rights of WV shared with the Council her agency's TBI grant and recent advocacy request involving individuals with a TBI. None of the requests discussed by Regina was active or former members enrolled in the TBI Waiver program.</p>	

Agenda Item	Participant Handbook Review	Presenter	Barb Recknagel
Discussion and Conclusions:			
<p>Barb discussed a recent directive from BMS to strengthen the person-centered language in the member handbook. Barb presented the Council with the current language and suggested changes developed by BMS and KEPRO. The members reviewed and discussed the changes and in general were positive about the suggested language. The Council made minor edits and requested that the edited document be sent out for additional time to review it. Final recommendations are due to BMS by the first of March.</p>			
Action Items	Person Responsible	Deadline	
<ol style="list-style-type: none"> 1. Send final draft to Council Members for review/comments. 2. Council members to provide any additional comments by 2/24/2017 	<ol style="list-style-type: none"> 1. Barb 2. Council Members 	<ol style="list-style-type: none"> 1. Emailed to Council Members on 2/13/2017 Final Comments due 2/24/2017 	

Agenda Item	Service Plan Work Group Report	Presenter	Tracy Wine
Discussion and Conclusions:			

Tracy reported that the Service Plan Work group have reviewed both the assessment and service plan program forms and have draft recommendations for formatting, layout and location of medical information. The group would like to have the TBIW Service Plan format be similar to the ADW Service Plan. Final recommendations will be presented during the May 11th Council meeting.

Agenda Item	HCBS State Transition Plan	Presenter	Rose Lowther-Berman
Discussion and Conclusions:			
<p>Doctor Rose Lowther-Berman spoke with the Council regarding CMS Integrated Settings Final Rule and WV State Transition Plan. BMS has decided that the setting rule (see handout Home and Community-Based Services State Transition Plan Update for definition) does not apply to the TBI Waiver program, but does apply to the I/DD Waiver program. Doctor Lowther-Berman stated that all settings must comply with the rule by 2019 and almost all non-residential settings have been reviewed by BMS at least once. Four or more individuals' residential settings have received an initial review and seventy-five percent of the three and under residential settings have been reviewed. Follow up to the initial reviews are being conducted with about sixty percent of the providers complying with their follow up plan. Those providers not in compliance will have a second follow up review and it at that time if the setting still does not meet the rule criteria, the I/DD program participant and his/her IDT must start to search for an alternative setting. The Council inquired of the barriers to meeting the setting rule and Doctor Lowther-Berman stated that in her opinion a primary barrier is the physical rural location of the setting. Technical assistance will be provided in the format of FAQ documents that will be developed by BMS and distributed by KEPRO.</p>			
Action Items	Person Responsible	Deadline	
No Action Items identified.			

Agenda Item	Confirm next meeting date and location	Presenter	Barb Recknagel
Discussion and Conclusions:			
<p>The next council meeting is scheduled for May 11, 2017, from 10:00am-2:30pm. The meeting will be held in the 10th Floor Conference Room at the WVU Extension Office located at 4700 MacCorkle Ave, SE, Charleston, WV 25304.</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: 2/17/2017	