

Collaborative Action Planning Form

Group : _CFCM IDD Stakeholder group_____ Date: _1/10/2019_____

The items below reflects specific actions steps as result of stakeholder meeting held 1/10/2019

Item:	Action to be Taken:	Person (s) Responsible:	Completion Date:
Flyer – Designed to inform participants/families of transition to CFCM	In final approval stage with BMS. Will be distributed to participants, guardians, advocacy groups via website, in person, CM	Liz and Alanna	Upon final BMS approval
Survey of Current agency status	In final approval process, group gave suggested wording changes which will be completed for approval. Checking with BOSS about using Survey Monkey format. Target distribution by 1/15 to current agency CEO's and contact people. 30 day timeline for agency to complete survey	Liz, April, Alanna	Disseminate upon approval and set up in electronic format. Stakeholder groups recommend 30 timeline for agencies to return completed survey.
Comparison of preliminary data and results of current agency survey	Survey information will be collated and presented to stakeholder group along with initial preliminary data in order to assess capacity and statewide coverage of conflict free Case Management and with Freedom of Choice of CM agency	Liz and April	30 days from date of distribution data will be collated and presented at next scheduled stakeholder group.
Side by side comparison of agency certification process to become a Case Management agency	April will disseminate information to stakeholder members relating to current agency certification process used for TBI, IDD and ADW which	April to disseminate ASAP. Members of stakeholder group will review and bring input, feedback at February meeting	2/14/2019

	enables an agency to become a CM agency		
Interagency agreements	Stakeholder members who are provider agencies will provide group input on critical elements of interagency agreement	Each provider agency will provide examples and/or feedback suggestions to next scheduled stakeholder meeting	2/14/2019
Clarification of licensure requirements for CM agency-	Obtain clarification from Pat/OFFLAC if CM regarding licensure requirements for CM Agencies	Liz will follow up with Pat/OFFLAC to obtain clarification that will be presented at next stakeholder group meeting	2/14/2019
OFFLAC to be invited to be member of stakeholder group	Invite OFFLAC to be member of stakeholder group	Liz will follow up with Pat for direction	1/18/2019
Increase Family/participant engagement	Liz and Alanna to attend DD Council meeting this month. Will present update on Independent Case Management.	Upon approval of flyer, Presentation of Flyer developed by Stakeholder group at DD Council and distribution/posting on website	1/22/2019
February 14 meeting			
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