

West Virginia I/DD Waiver Quality Improvement Advisory Council Meeting Minutes		July 15, 2020 10:00am Microsoft Teams Meeting
Voting Members Present:		
<input checked="" type="checkbox"/> CHAIR Richard Covert Program M/F <i>Term exp: 12/31/21</i>	<input checked="" type="checkbox"/> Renee Chapman Program M/F <i>Term exp: 9/30/22</i>	
<input type="checkbox"/> Karen Kalar Program M/F <i>Term exp: 12/31/21</i>	<input type="checkbox"/> Zane Hutchison Program M/F <i>Term exp: 4/30/21</i>	
<input type="checkbox"/> Dorothy Frazier Program M/F <i>Term exp: 9/30/20</i>	<input type="checkbox"/> Jeffrey Shrewsbury Provider <i>Term exp: 12/31/21</i>	
<input checked="" type="checkbox"/> Christine Dickson Provider <i>Term exp: 9/30/20</i>	<input type="checkbox"/> Kristy Ellison Provider <i>Term exp: 9/30/20</i>	
<input checked="" type="checkbox"/> VICE CHAIR Jason Jones Provider <i>Term exp: 9/30/20</i>	<input checked="" type="checkbox"/> Mary Lea Wilson Stakeholder <i>Term exp: 9/30/22</i>	
<input type="checkbox"/> Stephanie Caldwell Stakeholder <i>Term exp: 9/30/22</i>	<input checked="" type="checkbox"/> Laura White Stakeholder <i>Term exp: 12/31/21</i>	
Ancillary Members Present:		
<input checked="" type="checkbox"/> Jon Sassi <i>Term exp: 9/30/20</i>	<input type="checkbox"/> Hollea Pugh <i>Term exp: 9/30/20</i>	<input checked="" type="checkbox"/> Amber Hinkle <i>Term exp: 9/30/20</i>
Other Representatives Present:		
<input checked="" type="checkbox"/> Michele Mount WVU CED SFCP Prg. Mgr.	<input type="checkbox"/> Susan Given DRWV	<input checked="" type="checkbox"/> Taniua Hardy DRWV
<input type="checkbox"/> Steve Wiseman DD Council	<input checked="" type="checkbox"/> Linda Higgs DD Council	<input type="checkbox"/> Lisa Purkey PPL
<input checked="" type="checkbox"/> Lisa Bishop PPL	<input type="checkbox"/> Randy Hill BMS	<input checked="" type="checkbox"/> Nora Dillard BMS
<input checked="" type="checkbox"/> Stacy Broce BMS	<input type="checkbox"/> Rose Lowther Berman BMS	<input type="checkbox"/> Steve Brady BBH
<input type="checkbox"/> Laura Barno BCF	<input type="checkbox"/> Susan File OHFLAC	<input checked="" type="checkbox"/> Carissa Davis Olmstead Coordinator
<input checked="" type="checkbox"/> Emily Proctor KEPRO	<input checked="" type="checkbox"/> April Goebel KEPRO	<input checked="" type="checkbox"/> Kara Young KEPRO
Public Present:		
None		

MINUTES

Agenda Item	Welcome	Presenter	Richard Covert Chair
Discussion and Conclusions:			
<ul style="list-style-type: none"> • Call to order, Richard Covert 			
Action Items	Person Responsible	Deadline	
None			

Agenda Item	Membership Status Update	Presenter	Renee Chapman Subcommittee Lead
Discussion and Conclusions:			
<p><u>Term Expirations:</u></p> <ul style="list-style-type: none"> • The following members' terms will expire 9/30/20: <ul style="list-style-type: none"> ○ Dorothy Frazier ○ Jon Sassi ○ Hollea Pugh ○ Amber Hinkle ○ Jason Jones ○ Christine Dickson • Jeff Shrewsbury and Kristy Ellison, both provider representatives, are no longer affiliated with the program. As such, they must be replaced. • The council discussed whether, due to the current pandemic and overall difficulty with recruitment, member terms should be extended by a quarter. Richard Covert motioned to extend terms; Mary Lea Wilson seconded. The motion carried. • Renee Chapman will contact those who are not present to determine if they are interested in extending their term. Those who are present and interested in doing so will email Kara to let her know if they wish to do the same. The terms will be extended on the roster and minutes based on that outcome. <p><u>Recruitment:</u></p> <ul style="list-style-type: none"> • The group proposed the following means of increasing recruitment: <ul style="list-style-type: none"> ○ The DD Council will send a letter to individuals who have attended their Partners in Policy Making seminar. To facilitate this, April Goebel and Richard Covert will locate and forward the recruitment letter that has previously been used. ○ Membership application will be included with materials for the Welcome to Waiver webinar that new SCs attend. April Goebel will facilitate. ○ The Council will be discussed at the August Quarterly Provider Meeting and the membership application will be included with material. April Goebel will facilitate. 			

- Discussion of the QIA Council and provision of membership application will be added to the IPP. April Goebel will facilitate.
- The membership application and an announcement regarding recruitment will become a standing agenda item for the monthly provider Policy Clarification call. April Goebel will facilitate.
- Additionally, April Goebel will follow-up to determine if membership applications can be provided at Annual Functional Assessments.

Action Items	Person Responsible	Deadline
Contact members who are not present to identify if they wish to extend term	Renee Chapman	Before October 14, 2020
Email Kara Young with decision on whether to extend term	All members who are present	Before October 14, 2020
Update Membership Roster	Kara Young	October 14, 2020
Update minutes to reflect new term end dates	April Goebel	October 14, 2020
Locate and forward existing recruitment letter	April Goebel/Richard Covert	October 14, 2020
Send letter to PIP attendees	Linda Higgs	Upon receipt of recruitment letter
Include membership application with Welcome to Waiver webinar materials	April Goebel	September 11, 2020 (date of next webinar)
Add QIA Council and membership application to QPM agenda	April Goebel	August 26, 2020 (date of next QPM)
Add discussion of QIA Council and membership application to IPP	April Goebel	October 14, 2020
Add standing agenda item to monthly provider call	April Goebel	August 6, 2020 (date of next call)
Follow-up to determine if application can be provided at Annual Functional Assessment	April Goebel	October 14, 2020

Agenda Item	General Program Updates	Presenter	Nora Dillard BMS
Discussion and Conclusions:			
<ul style="list-style-type: none"> ● Presentation of Mortality Report: <ul style="list-style-type: none"> ○ Twelve deaths occurred since the last meeting: 			

- Age 60, natural death at home
 - Age 47, natural death in hospital
 - Age 25, natural death in hospital
 - Age 31, natural death at home
 - Age 42, natural death in hospital
 - Age 70, natural death in hospital
 - Age 67, natural death at home
 - Age 21, natural death at home
 - Age 8, natural death in hospital
 - Age 19, natural death at home
 - Age 38, natural death at home
 - Age 66, natural death at home
- All slots related to the mandated release have been awarded. New members are in various stages of completing activities required in order to begin receiving services.
 - BMS and KEPRO continue to work with the Bureau for Public Health (BPH) to develop a reopening plan related to the CoVID-19 pandemic. Calls are also taking place every two weeks with providers to keep them apprised of the most recent requirements and developments.
 - BMS has advised providers that, by 12/31/20, all staff except those who provide services in member homes must have individual NPI numbers.
 - BMS is in the process of submitting an amendment to the current application.
 - Many SCs are reporting that they are not receiving information related to the program with respect to CoVID-19. If the Council has any suggestions on how to ensure information is disseminated, they should contact Nora Dillard.
 - The current Notice of Denial (NOD) for requested exceptions is under revision in order to make it more easily understood. Training will be provided at the August Quarterly Provider Meeting.

Action Items	Person Responsible	Deadline
Contact Nora Dillard with any suggestions on how to effectively ensure SCs receive all information related to CoVID-19	All	ASAP

Agenda Item	PPL Program Updates	Presenter	Lisa Bishop PPL
Discussion and Conclusions:			
<ul style="list-style-type: none"> • The current enrollment report was presented. • PPL has begun to use docu-sign to facilitate signatures during the pandemic. • Spending plans are being updated due to the new mileage reimbursement rate that goes into effect August 1, 2020. 			

Action Items	Person Responsible	Deadline
None		

Agenda Item	CoVID-19 Response Updates	Presenter	Josh Ruppert KEPRO
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Discussion and Conclusions:

- KEPRO, BMS, and BPH have worked together to develop a comprehensive reopening plan for in-person services. This plan includes guidance for reopening day facilities; while the target date for reopening those settings is August 1, 2020, this is not yet definitive.
- The plan includes a Risk/Benefit assessment tool that IDTs can use to determine whether a member will return to day services when they open.
- The plan also includes a Screening Tool that sites can use each day to identify whether it is safe and advisable for staff and members to attend.

Action Items	Person Responsible	Deadline
None		

Agenda Item	Updated Provider Reference Guide	Presenter	Mary Lea Wilson
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Discussion and Conclusions:

- A draft reference guide was presented to the group. This document was updated based on previous discussion of the user-friendliness of the current guide.
- The draft includes three tabs: the original reference guide, a tab that identifies agencies that provide SC/CM services, and one that identifies agencies that provide all other services.
- The group discussed possibly refining the document further—April Goebel and Josh Ruppert will review and present at the next meeting.

Action Items	Person Responsible	Deadline
Present 2 nd draft of revised Provider Reference Guide	April Goebel/Josh Ruppert	October 14, 2020

Agenda Item	Provider Reviews and Incident Management	Presenter	April Goebel KEPRO
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Discussion and Conclusions:

Provider Reviews:

- Since the start of the global pandemic, KEPRO has revised its review process to conduct most of them via a File Transfer Protocol. This allows reviews to be conducted remotely. This method has worked very well and received positive feedback.
- At provider and/or KEPRO discretion, some reviews were postponed but all have now been rescheduled.

- Most reviews will continue to be conducted using the FTP; however, three providers have elected to receive onsite reviews for the current quarter (July-September). These requests will be accommodated as long as CDC and BPH guidelines are adhered to. Thus far, one onsite review has occurred and it went well.
- HCBS reviews have been postponed until normal business operations resume; those agencies that were scheduled have received reviews, except for that component. Those reports will be forwarded once the onsite reviews can be completed.

Incident Management:

- Compliance numbers for the quarter April-June 2020 were presented. The state continues to struggle overall with compliance due to system issues and the requirement that all components be present.

Action Items	Person Responsible	Deadline
None		

Agenda Item	Public Comment	Presenter	Public
Discussion and Conclusions:			
<ul style="list-style-type: none"> • None 			
Action Items	Person Responsible	Deadline	
None			

Agenda Item	Adjournment	Presenter	Richard Covert Chair
Discussion and Conclusions:			
<ul style="list-style-type: none"> • The meeting was adjourned. • The next meeting will be conducted Wednesday, October 14, 2020 and will be conducted remotely. 			
Meeting Minutes Submitted by: April Goebel, July 16, 2020			