

West Virginia TBI Quality Improvement Advisory Council Council Meeting Minutes	DATE: May 19, 2022 TIME: 9:00 am-11:30 am
Members Present:	
Rod Smith, Terry Edgar, Carolyn Lecco, Regina Desmond/Taunia Hardy/Leslie Slack, Brad Anderson (text)	
Members Not Present:	
Nichole Wills, Lindsey Secrist	
Others Present:	
Teresa McDonough, Carissa Davis, Angie Morales, Katharine Randall, Lisa Brooks, and Barb Recknagel	
Approval of Minutes from the 02/17/2022 QIA Council meeting is on hold until next meeting.	

MINUTES

Agenda Item	Welcome/ Introductions/Old Business	Presenter	(Name of Presenter)
Discussion and Conclusions:			
<u>Discussion/Follow-up:</u>			
<u>Old business:</u>			
<p>There remains two (2) unfilled voting position on the Council, stakeholder with experience children with TBI and family member of a child with TBI. These position remains vacant. Kepro staff have completed targeted outreach to families of children on the program and with members of the BI support group Huntington location Motion was made to expand the Stakeholder position to include experience with TBI, with priority given to an applicant with experience with children with TBI.</p> <p>Motion to approve: Regina Desmond Motion to Second: Carolyn Lecco <u>Motion Carried</u></p>			
Action Items	Person Responsible	Deadline	
Continue efforts to fill voting vacancies	Council Member	On going	

Agenda Item	Program Updates	Presenters	Teresa McDonough—BMS Lisa Brooks/Katharine Randall—PPL Barb Recknagel—Kepro
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Discussion and Conclusions:

Discussion/Follow-up:

BMS Updates: Teresa provided an update to the Council Members on the following changes that will or have affected the TBIW Program.

Public Health Emergency

The U.S. Department of Health and Human Services (HHS) must extend the federal public health emergency (PHE) related to COVID-19 **every 90 days** to maintain certain health care flexibilities and waivers. The PHE has been in place since January 27, 2020 and has been renewed several times during the pandemic. The last renewal was signed on April 12, 2022.

The US government will extend the Covid-19 public-health emergency past mid-July. Please refer to link below on PHE.

<https://www.phe.gov/emergency/news/healthactions/phe/Pages/default.aspx>

COVID 19 and Appendix K:

CMS allows states to waive or extend certain requirements during a pandemic if the state completes the required document called Appendix K.

BMS completed and received approval from CMS on its' Appendix K. West Virginia can keep the Appendix K revisions in place up to six (6) months once the public health emergency has ended. Please refer to link below to review a copy of the approved Appendix K.

<https://dhhr.wv.gov/bms/Programs/WaiverPrograms/ADWProgram/Documents/WV%20Combined%20Appendix%20K%207-21-2020.pdf>

Electronic Visit Verification (EVV):

Implementation of EVV continues. Personal Attendant (PA) staff who do not live in the home with the member will be required to use EVV. Case Managers will not be subject to use EVV. The use of fob devices has had some implementation issues but those are being worked out.

Conflict Free Case Management (CFCM):

Full implementation of CFCM is on hold while the state is operating under Appendix K. However, BMS has asked Kepro to assist new applicants being enrolled and member's transferring services to make nonconflictual selections.

American Rescue Plan (ARP):

Funds from the ARP will be used to support a new service code, Environmental

Accessibility Adaptations (EAA) home and vehicle for TBI and AD Waiver programs. BMS and Kepro staff developed draft language for both the CMS application and policy to include this new code. The spending plan can be found here:

<https://dhr.wv.gov/bms/News/Documents/WV%20State%20ARP%20HCBS%20Spending%20Plan.pdf>

TBIW Amendment and Policy Changes:

The TBIW application amendment is in finalize stages prior to the public comment period. Council Members, program members/providers and other stakeholders will be informed when public comment begins.

- **Service Codes additions:**

A new Covered Services for the TBI Waiver program called Environmental Accessibility Adaptions (EAA) for the Home and/or Vehicle offered under the Traditional Model and the Self-Direction Model called Personal Options. The maximum amount is \$1000.00 (total not separately) per Service Plan year.

- **Member's Annual Budget Increase:**

The amount of the member's annual budget will be increase to \$36,600.00. This will allow the cost for new services to be included in the overall budget.

- **Additional slots requested**

BMS has included six (6) additional slots for SFY starting July 1st 2022.

National Center on Advancing Person-Centered Practices and Systems' Beyond Compliance Leadership Learning Collaborative:

The NCAPPS Beyond Compliance Leadership Learning Collaborative started in February of 2022. There have been three (3) sessions held to date. Leaders within BMS HCBS unit, BoSS, stakeholders and Kepro have been attending.

PPL Updates:

Katharine and Lisa provided an update to the Council Members on the self-direction service delivery model. There were forty-four (44) active program members, self-directing his/her Personal Attendant Services. As of March 2022.

PPL is preparing their system to accommodate the new service codes slated to be active in July of 2022.

UMC Updates:

Barb provided an update to the Council members on Kepro functions for the TBI Waiver program.

Staff changes: Sarina Cutlip, BSW, LSW, LNHA, CDP has joined the Kepro TBI Waiver Team.

Atrezzo Next Generation (ANG):

Barb has submitted the new procedures codes with a July 1st, 2022, effective date to

the program developers in ANG. These codes will be added to the UM module in ANG. The UMC added to the following drop down as a document type, Personal Options Spending Plan for cases.

Barb presented the third quarter (January-March 2022) Quality Management Data Summary to the Council.

1. The following Service Planning Performance Measures fell below the quality threshold for the Quarter D-4 Percent of files of people receiving services whose service plans was updated at least annually and revised as needed, achievement was at 85%.
2. Participant Safeguard Performance Measure achieved 90 % for the reporting quarter.

Barb reviewed the Critical incidents reported in the WV IMS for the review period with the added data requested from the Council.

The data showed that 11 of the 11 reported critical incidents had formal staff delivering services during the month the incident occurred.

Action Items	Person Responsible	Deadline
Complete quarter data reports for Council	Barb Recknagel	On-going

Agenda Item	Council Quality Management Plan Feedback Findings	Presenter	Barb Recknagel
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Discussion and Conclusions:

Discussion/Follow-up:

Barb presented findings from members’ surveys and trainees’ evaluation forms as means to measure performance for strategies # 1 and # 2 from the Council Quality Management Plan (QMP).

Strategy # 1: Incorporating and improving person-centered needs identification in the TBI Waiver Program.

Members Feedback

Kepro staff reviewed twenty-five (25) Service Requests from October 2021 -February 2022. All Service requests reviewed included the completion of the two (2) Person Centered discovery tools. Kepro attempted to contact and conduct the phone interviews with all twenty-five members. Twenty (20) members agreed and completed the phone interview. This represents an 80% response rate

Findings

- 91%** of members surveyed stated that their service plan included **“All of things that are important to you”**
- 100 %** of members responded **“Yes”** that the Morning Ritual Tool was helpful
- 100 %** of members responded **“Yes”** that the Good Day/Bad Day Tool was

helpful

When asked, do you believe that your case manager understood what was important to you, **91%** of the members surveyed responded **“Yes”**

Strategy # 2 Establishing person-centered planning best practice in the TBI Waiver Program.

Training Attendees Feedback for 2022

Training Evaluation forms were sent to each register attendee for two (2) sessions held. The training evaluation focus on two (2) main areas of learning: enhancing the trainee’s knowledge and skills.

- January 13, 2022 Explaining Person Centered Planning to Members, Families and Caregivers

Number of Attendees: 16

The training session has better prepared me to perform my job.

98% of the trainees strongly agreed

2 % of the trainees agreed

My knowledge of the topic improved from this training.

98% of the trainees strongly agreed

2% of the trainees agreed

- April 14, 2022 Building Our Person -Centered Thinking Skills

Number of Attendees: 17

The training session has better prepared me to perform my job.

92% of the trainees strongly agreed

8% of the trainees agreed

My knowledge of the topic improved from this training.

92 % of the trainees strongly agreed

8% of the trainees agreed

Self-Advocacy Brochures:

Self-Advocacy Pamphlets requested/sent to individuals from July 2021- March 2022.

Disability Rights of WV=3

WVU CED= 109 self-advocacy brochures mailed with referral packets.

Action Items	Person Responsible	Deadline
Gather and report data findings	Barb Recknagel	On-going

Agenda Item	Public Comment and State TBI Stakeholders Updates	Angela Morales -WVU-TBI Services Carissa Davis -Olmstead Regina Desmond
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Discussion and Conclusions:

Discussion/Follow-up:

Public Comment: There was no public comment offered during the allotted time.

Feedback from Council Member Terry Edgar regarding the Personal Attendant Worksheet(PAW) being completed by the Case Management Provider instead of the Personal Attendant Provider was discussed. Council Member, Leslie Slack provided feedback regarding the formatting of the form.

The decision to include the PAW in the Service Plan document was an original recommendation of the Council. Opportunities to revisit the forms and content is always available.

Disability Rights of West Virginia

Gina Desmond and Taunia Hardy provided an update to the Council. There have been no TBIW advocacy referrals received. Gina shared that her agency recently applied and received grant funding from the Administration of Community Living (ACL) for Expanding the Public Health Workforce with the Disability Network. Gina had the following information: two (2) year funding opportunity with the project involving research and the development of data reports and recommendation for the legislature. Gina agreed to forward more information to the Council.

Updates from Olmstead:

Carissa Davis provided an update to the Council regarding the Olmstead program. She informed the Council that there is funding for transitions and diversion, applications continue to be received and reviewed by the Olmstead Council. The Olmstead Council still has a vacancy for a TBI Waiver Provider.

Updates from WVU-CED TBI Services

Angie Morales proved an update to the Council regarding WVU-CED TBI Services program. Since July 1, 2021, the program was served 325 individuals statewide. Twenty-six (26) new referrals were received from January 1st -March 31st , 2022.

Reporting data for unduplicated FUNDS for YOU applications was not available currently. Staff continue to attend the various support groups. WVU CED continue to offer online support group, caregiver support groups and mindfulness sessions month.

Action Items	Person Responsible	Deadline
None currently		

Agenda Item	Wrap Up/ Confirm next meeting date	Presenter	All
Discussion and Conclusions:			
<p>Next meeting date is August 18, 2022. The request for consideration for an In person meeting options was briefly discussed and supported by four (4) of the voting members. It was agreed that both in person and virtual meeting will be offered in August. Barb will secure a meeting location and inform Council Members.</p> <p>Motion to adjourn the meeting: Terry Edgar No second required Meeting ended at 11:30 am</p>			
Action Items	Person Responsible	Deadline	
Prepare and send Agenda and reports to Council Member and Stakeholders	Barb Recknagel	On going	

Minutes taken by: Barbara Recknagel, MSW, LGSW, CBIS, Manager-Kepro