

West Virginia Quality Improvement Advisory Council Meeting	October 12, 2016 10:00am-4:00 pm Bureau of Senior Services
Members Present:	
Marilyn Nichols, Chair (Program Member/Family Representative); Shelia Harper (Program Member/Family Representative); Jeannie Elkins (Program Member/Family Representative); Marilyn Osborne (Program Member/Family Representative); Amber Hinkle, Vice-Chair (General Stakeholder Representative); Jon Sassi (General Stakeholder Representative); Angie Breeden (General Stakeholder Representative); Susan Given, WV Advocates (General Stakeholder Representative); Steve Wiseman, DD Council (General Stakeholder Representative); Brian Breyer (Provider Representatives)	
Members Not Present:	
Kelly Miller (Program Member/Family Representative); Georgette Hensley (Provider Representatives); Chris Messenger (Provider Representatives); Marc Wilson (Provider Representative)	
Other Representatives Present:	
Pat Nisbet (BMS); Taniua Hardy (BMS); Rose Lowther Berman (BMS); Teresa McCourt (Specialized Family Care Program); Vanessa Van Gilder (Olmstead Coordinator); April Goebel (KEPRO); Leah Redden (KEPRO); Sissy Johnson (KEPRO)	
WVDHHR and ASO Representatives Not Present:	
Beth Morrison (BBHFF); Laura Barno (BCF); Jim Cooper (OHFLAC); Lori McGurty (KEPRO)	
Ancillary Members Present:	
Mary Lea Wilson	
Ancillary Members Not Present:	
Richard Covert; Todd Rundle	
Public Present:	
Christine Dickson	
Meeting Minutes from July 2016 - Approved	

MINUTES

Agenda Item	Welcome, Approval of July 2016 Minutes, Introduction of New Members	Presenter	
Discussion and Conclusions:			
<ul style="list-style-type: none"> • Call to Order: The meeting was called to order at 10:04am by Marilyn Nichols, Chairperson. <ul style="list-style-type: none"> ○ All members, including new member Brian Breyer, were introduced. • Approval of Minutes <ul style="list-style-type: none"> ○ Steve Wiseman commented that the minutes were very easy to read and well done. ○ There was a question concerning the link that was supposed to have been provided by Jon Sassi for the Direct Care Ethics training. Ms. Goebel indicated that Mr. Sassi would 			

share the information with the group later in the meeting.

- The minutes were approved by majority.
- Ms. Goebel informed the council that two members elected at the July meeting—Marc Wilson and Todd Rundle—cannot serve at this time.
 - Discussion ensued about formation of a membership committee to address recruitment and election of new members.
 - The majority agreed that this too would be discussed later in the meeting, during sub-committee updates and assignments.
- Ms. Nichols pointed out that the procedural manual sent to the council was printed out of order.
 - Pat Nisbet stated another copy that is in the proper order will be sent out to council after completing updates.

Action Items	Person Responsible	Deadline
Send copy of procedure manual in proper page order	April Goebel	Next Meeting

Agenda Item	General Updates	Presenter	Pat Nisbet/Tania Hardy - BMS April Goebel - KEPRO Randy Hill - PPL
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Discussion and Conclusions:

- **BMS**
 - Tania Hardy reported eight member deaths - five at home and three in the hospital:
 - 1 hospital death undetermined
 - 1 hospital death from intracranial hemorrhage and COPD
 - 1 hospital death from sepsis
 - 1 home death from CVA
 - 1 home death from pneumonia
 - 1 home death from aortic bleed
 - 1 home death from bronchial pneumonia
 - 1 home death from generalized brain dysfunction
 - Marilyn Osborne began a discussion about member deaths attributed to pneumonia and asked if council thought providers would benefit from pneumonia prevention training.
 - Ms. Hardy discussed forming an educational subcommittee to disseminate information about health issues (i.e. pneumonia) to the public and care providers.
 - Steve Wiseman asked about the two member deaths that were to be followed-up on from last meeting.
 - Ms. Hardy stated that the members passed away out of state and she could not access death certificates.
 - Per discussion, Ms. Hardy stated that in the future, she would add the age of the member and setting the individual was living in at time of death.
- **KEPRO:**

- Ms. Goebel presented the Provider Review Summary
 - This information is for the 2-year review cycle of July 1, 2014-June 30, 2016.
 - Effective June 1, 2016 , KEPRO began reviewing providers annually, as indicated in the current waiver approved by CMS.
 - Ms. Goebel stated that, overall, providers do very well with provision of services, as evidenced by high compliance ratings with CMS Quality Indicators.
 - Discussion regarding some possible inconsistencies with Behavior Support Plan requirements took place. Specifically it was reported that WVU CED had revised their methodology somewhat, which may result in KEPRO scoring Plans utilizing outdated information.
 - Ms. Goebel stated that she was unaware of any differences; Teresa McCourt indicated that she would touch base with Ms. Goebel to facilitate inter-rater reliability tasks between WVU CED and KEPRO to address any issues.
- Ms. Goebel presented Incident Report data
- **PPL:**
 - Randy Hill presented PPL data
 - Mr. Hill reported that approximately 20 members had transferred from the Personal Options service delivery model back to the traditional service model.
 - He further discussed incident reporting. There has been concern that, if a PPL Resource Consultant makes an incident report, the SC may also report the incident, resulting in duplicates. Duplicate reports will skew data. He plans to review the procedure with providers at the Quarterly Provider Meeting, which will be held in November. PPL’s Resource Consultants will report incidents when they receive notification of them, but will notify the SC in order to avoid duplicate reports.

Action Items	Person Responsible	Deadline
NONE		

Agenda Item	Draft Bylaws Presentation & Review	Presenter	Group Activity
Discussion and Conclusions:			
<ul style="list-style-type: none"> ○ Copies of the draft bylaws were emailed to the council before the meeting. Ms. Goebel stated that the bylaws had been updated according to feedback received at the previous meeting. The bylaws were presented to the group for additional changes/suggestions. <ul style="list-style-type: none"> ○ The draft was developed so the group could look at the document and make changes in real time. ○ The council specifically determined that Robert’s Rules of Order would not be used, as this is too oppressive and doesn’t meet the council’s needs. This will be removed from the draft. ○ Additional changes/suggestions include: <ul style="list-style-type: none"> ○ Calling the document a “handbook” instead of bylaws, as the council is advisory in nature and not a governing body; ○ A general agenda format be addressed in the handbook; ○ A procedure for amending the handbook be developed; ○ A membership committee should be formed. 			

<ul style="list-style-type: none"> ○ These suggestions were voted upon and approved by the council; as such they will be incorporated into a draft to be presented at the next meeting. ○ Ms. Goebel asked that any other suggestions be provided to her no later than November 1, 2016. She will then ask for a vote on those items and incorporate the approved suggestions into the draft to be presented at the next meeting. 		
Action Items		Deadline
Send additional changes/suggestions for handbook to April Goebel	All Members	November 1, 2016
Draft of handbook be developed	April Goebel/Leah Redden	Next Meeting

Agenda Item	Public Comment	Presenter	Public
Discussion and Conclusions:			
<ul style="list-style-type: none"> ○ No public comment 			
Action Items	Person Responsible	Deadline	
NONE			

Agenda Item	Statewide Transition Plan Update and Data Set Analysis Sub-Committee Status Report	Presenter	Rose Lowther-Berman-BMS
Discussion and Conclusions:			
<ul style="list-style-type: none"> • CMS Home- and Community-Based Integrated Settings Rule Statewide Transition Plan (STP) <ul style="list-style-type: none"> ○ Rose Lowther-Berman introduced Eric Lutz and Janet Lutz, who have been employed by BMS to assist with monitoring compliance with the STP. ○ The STP was submitted to CMS for approval. This plan addresses how the state will come into compliance with the Integrated Settings Rule by March 2019. The plan that was submitted to CMS was forwarded to council members following the last meeting. ○ Dr. Lowther-Berman discussed the following requirements that are outlined in detail in the STP: <ul style="list-style-type: none"> ○ The requirements for residential settings only apply to individuals who live in homes owned or leased by the provider. The rule does not apply to settings owned or leased privately by the member. ○ There are currently 173 I/DD Waiver settings to which the rule will apply. ○ An assessment instrument, which includes compliance items identified by CMS, is used to evaluate compliance. ○ KEPRO will assume responsibility of conducting the reviews effective January 1, 2017. This will occur with providers' regularly scheduled review. • Data-Set Analysis subcommittee – This subcommittee was formed in April to identify data analysis sets that are most appropriate to determine systems weaknesses related to the STP. The group will meet once the STP is approved. As the group has not yet identified the data sets, no update is available. 			

Action Items	Person Responsible	Deadline
NONE		

Agenda Item	Discovery & Remediation (D&R) Report Performance Indicators Training and Sub-committee Discussion	Presenter	April Goebel – KEPRO Sub-committee Members
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Discussion and Conclusions:

- In April, a subcommittee was formed to identify which indicators on the D&R report the council would like reported. The group met, but determined that without additional information on the purpose of the D&R report, it was difficult for them to choose indicators on which they would like additional information.
- Because of this, Ms. Goebel conducted a training to provide information on the purpose of the report. Specifically, the indicators are identified in the Waiver approved by CMS and are the method by which state compliance data is reported to CMS. CMS requests data approximately three years into the approved waiver, so it is anticipated that the information for the current waiver will be requested in 2018.
- KEPRO provides the D&R report to BMS monthly.
- The approved waiver application can be accessed at this link: [http://www.Dhhr.Wv.Gov/bms/hcbs/IDD/pages/what's new.aspx](http://www.Dhhr.Wv.Gov/bms/hcbs/IDD/pages/what's_new.aspx)
- During the training, Steve Wiseman and Sheila Harper asked if the current class action suit would be addressed at the meeting. Tania Hardy indicated that no comment could be made on the suit at this time.

Action Items	Person Responsible	Deadline
NONE		

Agenda Item	Direct Care Ethics Training Demonstration	Presenter	Jon Sassi - JCDC
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Discussion and Conclusions:

- Mr. Sassi presented information about the Direct Care Ethics training available from the National Alliance for Direct Support Professionals. His agency, Jackson County Developmental Center (JCDC) uses it to meet the policy requirement for Direct Care Ethics training.
 - JCDC developed a post-test, designed to meet the requirement that the training is competency-based. The test is written at a 3rd to 5th grade level, and Mr. Sassi stated that JCDC would be willing to share the test with other agencies.
 - The training takes approximately 45 minutes, and Mr. Sassi reports that staff are very receptive to the information presented.
- Following the presentation, Ms. Goebel asked the council if they wished to continue with a subcommittee to develop a Direct Care Ethics training. Rather than do so, Vanessa VanGilder made a motion to make the training and post-test available to providers who may wish to use it. This was approved. Following BMS' written approval, Ms. Goebel will disseminate the training and post-test to providers.

Action Items	Person Responsible	Deadline
Disseminate the training and related post-test to providers	April Goebel	Next Meeting

Agenda Item	Sub-committee Updates & Assignments	Presenter	
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Discussion and Conclusions:

- **Subcommittee 1—Development of Abuse/Neglect/Exploitation Training**
 - Ms. Goebel is in the process of making the updates recommended by the subcommittee. When these changes are made, Ms. Goebel will forward to Ms. Hardy for final approval and then to providers.
- **Subcommittee 2—Data Analysis Set**
 - This subcommittee will meet after all HCBS compliance reviews have been conducted. The reviews are scheduled to be completed by the end of the year.
- **Subcommittee 3—Performance Indicators Identification**
 - Ms. Goebel asked the council if, now that they had a clearer understanding of the Discovery & Remediation Report, they would like to identify specific indicators on which to receive additional information.
 - The council indicated that they would like to continue to receive the entire report, rather than receive reports on identified indicator. Ms. Goebel will continue to point out any problematic trends.
- **Subcommittee 4—Direct Care Ethics training development**
 - See section above
- **Subcommittee 5—Member Rights training development**
 - Tabled
- **Subcommittee 6—Conflict-Free Service Coordination training development**
 - Tabled
- **Subcommittee 7—Health Risk Information (pneumonia)**
 - Marilyn Osborne will forward some materials on identifying health risks to Ms. Goebel. This information will be reviewed at the next meeting, and the subcommittee will be formed at that time.
- **Subcommittee 8—Membership**
 - Jeannie Elkins, Vanessa VanGilder, and Angie Breeden volunteered to serve on this subcommittee. The group will work with Leah Redden to develop a membership recruitment plan. This group will also be responsible for development of this section of the handbook.
 - The Membership subcommittee will meet prior to the next meeting to develop a plan for recruitment.

Action Items	Person Responsible	Deadline
Disseminate the Abuse/Neglect/Exploitation training to providers following final approval	April Goebel Taniua Hardy	November 1, 2016
Send materials on identifying health risks to April Goebel for discussion at the next	Marilyn Osborne	Next Meeting

meeting		
Meet to develop a membership recruitment plan	Leah Redden Angie Breeden Vanessa VanGilder Jeannie Elkins	Next Meeting

Agenda Item	Wrap-Up/Confirmation of Next Meeting		
Discussion and Conclusions:			
<ul style="list-style-type: none"> • 2017 Meeting Dates <ul style="list-style-type: none"> ○ January 11, 2017, ○ April 12, 2017 ○ July 12, 2017 ○ October 11, 2017 <ul style="list-style-type: none"> ○ All meetings will be at 10:00am at Bureau of Senior Services – 3rd Floor – Charleston Town Center Mall • Ms. Given made the announcement that on December 13, 2016 a reception will be held to officially launch Disability Rights of WV (formerly WV Advocates) <ul style="list-style-type: none"> ○ Invitations will be sent with all information. • Susan also announced the following staffing changes. <ul style="list-style-type: none"> ○ Jeremiah Underhill – New legal director for Disability Rights of WV ○ Delcie Gourm - New staff attorney for Disability Rights of WV • Adjourned at 3:54 pm 			
Minutes submitted by Sissy Johnson			