

West Virginia I/DD Waiver Quality Improvement Advisory Council Meeting	January 29, 2014 10:00am-4:00pm Bureau of Senior Services
Members Present:	
Mary Lea Wilson (provider representative), Craig Greening (provider representative), Steve Wiseman (general stakeholder), Sam Walker-Matthews (provider representative), Marian Layne (general stakeholder), Richard Covert (general stakeholder), Susan Striar-May (ancillary representative), Jayne Lakes (member/family representative), Jeanie Elkins, Christine Dickson, Randy Hill	
Members Not Present:	
Debra Higgins, Robin Hatcher, Jon Sassi, Clarice Hausch	
WV DHHR and ASO Representatives Present:	
April Goebel-APS Healthcare, Pat Nisbet-BMS, Nora Dillard-APS Healthcare, Beth Morrison-BHMF, Steve Wiseman-DD Council	
WVDHHR and ASO Representatives Not Present:	
Pat Moss-BMS (reported absence), Jane McCallister-BCF (reported absence), Marcus Canaday-BMS, Jim Cooper-OHFLAC	
Ancillary Members Present:	
Susan Striar May	
Ancillary Members Not Present:	
None	
Public Present:	
Marilyn Nichols, Liz Bragg	
Attended via Teleconference:	
Beth Morrison - BHMF, Norma McKee	
Meeting Minutes from October 2013 were reviewed.	
<ul style="list-style-type: none"> • Steve Wiseman requested to change the use of the term “state code” to “State Medicaid Financial Eligibility Policy.” The group agreed and the change was made. <ul style="list-style-type: none"> ○ Motion to approve with above change made by Craig Greening ○ Motion seconded by Susan Striar May. • Minutes from October 2013 were approved. 	

MINUTES

Agenda Item	Welcome, Approval of July 2013 Minutes, Announcements	Presenter	Sam Walker-Matthews
Discussion and Conclusions:			
<ul style="list-style-type: none"> • <u>Welcome:</u> Chair-person Sam Walker-Matthews opened the meeting. He indicated he would like the Council to serve in an advisory role, and that the forum the state has developed to invite stakeholder input, such as sub-committees for the manual renewal, etc. will be a great opportunity to do so. 			

- Subcommittees:
 - A Council sub-committee is currently working with APS and BMS to make recommendations for the upcoming 2015 I/DD Waiver Renewal. April Goebel presented that the sub-committee has thus far discussed staff qualification and training requirements, as well as eligibility and Environmental Accessibility Adaptations/Participant-Directed Goods and Services. The sub-committee requested input on the value of recommending a statewide, standardized training curriculum for Infectious Disease Control, Member Rights, Confidentiality, and Recognition/Reporting of Abuse/Neglect Exploitation. The following comments were made:
 - Each required training should have a testing component.
 - Perhaps instead of developing statewide, standardized training, the policy manual could include objectives that are required to be included. This would allow providers to develop their own trainings as long as they met the objective requirements.
 - Input on curriculum/objectives should be obtained from stakeholders.
 - A group of Council members will begin by making recommendations for objectives for Recognition/Reporting of Abuse/Neglect/Exploitation training and will include Christine Dickson, a DD Council representative, and Mary Lea Wilson. These recommendations will be presented to the Council at the next meeting.
 - The Council has discussed a sub-committee to be comprised of Christine Dickson, Clarice Hausch, Steve Wiseman, Jane Ketcham, Marilyn Nichols, Richard Covert, and Mary Lea Wilson to address how to determine when 1-person ISS/24-hr per day 1:1 services are appropriate for members.
 - April Goebel will schedule a meeting for subcommittee to discuss 1- person ISS and will elect a chair if needed.
 - This sub-committee will make recommendations on how to determine who would qualify for an ISS in the future.
 - There has been a large increase in the number of individuals who are utilizing the Traditional with Personal Options Service Delivery Model who live in a 1-person ISS and/or receive 1:1 24-hr direct care services.
- Announcements: Steve Wiseman announced that there are two bills currently in legislation:
 - 42A7 – changes to AMAP to include tracheotomy and respiratory care.
 - 4244 – regarding 4 point restraints and injections.

Action Items	Person Responsible	Deadline
Schedule a meeting for subcommittee regarding ISS 1-person	April Goebel	April 2014 Meeting
Group to prepare recommendations for standardized training objectives for	Christine Dickson	April 2014 Meeting

Recognition/Reporting of Abuse/Neglect/Exploitation		
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Agenda Item	BMS	Presenter	Pat Nisbet
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Discussion and Conclusions:

- Difficulty of Care Exemption: IRS sent a memo in April 2010 that stated that this exemption does not apply to I/DD Waiver family members. In January 2014, the decision was reversed, which may result in some I/DD Waiver families qualifying for this exemption. BMS does not provide tax advice and recommends that providers and families work with their tax preparers to determine how to proceed.
- Companionship Exemption: A Department of Labor ruling that goes into effect January 2015 will likely result in individual staff persons who work over 40 hours per week to be paid overtime. Though this ruling will not affect the services authorized for members, agencies will need to work with IDTs to ensure member needs are being met by additional staff members if the agency elects not to pay overtime. For those who utilize Personal Options, spending plans will not allow a particular service to exceed 40 hours per week.
- CMS: Pat Nisbet reviewed the CMS Home and Community Based Settings ruling, which goes into effect March 17, 2014. The webinar will be available January 30, 2014. Some highlights of this ruling include:
 - Definition of Home and Community Based Settings.
 - Provides option for states to combine all existing Waivers. (BMS has indicated WV will not combine Waivers.)
 - Focuses on Person-Centered Planning.
 - Mandates a transition plan to meet the final ruling.
 - Any Waiver renewals between March 1, 2014 and February 28, 2015 must be in compliance with the new ruling or have a transition plan in place. WV renews July 1, 2015 and will thus be required to include transition plan in the renewal submission.
 - Person-Centered Planning must be used.
 - Discusses provider-owned or controlled homes. Restrictive leases will no longer be allowed (giving 24 hours notice to visit, eating at certain times, etc.) BMS plans to survey settings and present evidence that settings meet the rule. CMS has clarified that the ruling applies to all settings where HCBS are delivered, not just residential settings.
 - Craig Greening requested clarification on the guardian’s role vs. the member’s role in these CMS decisions. Pat Nisbet will forward the question to CMS.
 - Susan Striar May stated that other states have already moved in the direction of not having segregated settings, and offered to assist Pat in researching what other states have done.

Action Items	Person Responsible	Deadline
Pat will forward question of guardian’s	Pat Nisbet	April 2014 Meeting

role vs. member's role to CMS.		
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Agenda Item	Development of Annual Quality Improvement Plan	Presenter	All Members
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Discussion and Conclusions:

- Annual Quality Improvement Plan:
 - Goal One - Reduce Abuse/Neglect/Exploitation in the Program (continuing goal)
 - 1A – A group (Christine Dickson, Mary Lea Wilson, and a DD Council representative) was identified to make recommendations for objectives for Recognition/Reporting of Abuse/Neglect/Exploitation staff training requirements by the next meeting.
 - 1B – Pat will invite a representative from BCF to provide education regarding FACTs and SAMs computer systems. ACTS reports from OHFLAC need clarification. Pat will follow up with Jim Cooper.
 - 1C – will be eliminated and incorporated into the other objectives for this goal.
 - Goal Two - Reduce Unmet Needs by Geographical Region for Members Statewide (new goal)
 - Reviewed “Unmet Service Needs Reported by County and Service”. The Council would like to identify whether the “Unmet Needs” reported on the Annual Functional Assessment by members and their respondents are for quality issues or lack of availability. For example, if a member has identified that Service Coordination is an unmet need, was this done because they are dissatisfied with their current SC or because the service is not available/being provided to them?
 - April Goebel will begin by getting anecdotal information from Service Support Facilitators, who administer the Annual Assessments and report to the Council at the next meeting.
 - Goal Three - Continually Enhance Knowledge of QIA Council (continuing goal)
 - 3A - Expand knowledge of the APS Assessment process by having a representative attend the next Council meeting and provide a brief presentation/question and answer session.
 - 3B - Expand knowledge about Person-Centered Planning. The Council will discuss an appropriate guest speaker for this topic at the next meeting.
 - Goal Four - Identify How Dreams/Goals of Members are Attained or Constrained by Program Requirements/Limitations (existing 2013 goal)
 - This goal will be tabled until CMS provides additional information on their requirements for Person-Centered Planning.
 - Goal Five - Advocate for Creating/Acknowledging Career Ladder for Direct

Service Personnel		
<ul style="list-style-type: none"> ▪ This goal will be discussed and explored at the next meeting. 		
Action Items	Person Responsible	Deadline
Invite guest speaker from BCF to attend next council meeting to provide education regarding the information in the FACTS and SAMs computer system.	Pat Nisbet	April 2014 Meeting
Follow up with Jim Cooper to determine if ACTs reports can be clarified/explained as to how they pertain to individuals who receive I/DD Waiver.	Pat Nisbet	April 2014 Meeting
Gather anecdotal information from SSFs regarding the reasons for unmet needs.	April Goebel	April 2014 Meeting
Invite Jennifer Eva (lead SSF) to attend Council meeting and provide education about the assessment process.	April Goebel	April 2014 Meeting

Agenda Item	Wrap-up/Confirmation of Next Meeting	Presenter	Sam Walker-Matthews
Discussion and Conclusions:			
<ul style="list-style-type: none"> • April 16, 2014 at BoSS 			
Minutes submitted by April Goebel			

Agenda Item	Public Comment	Liz Bragg
Liz Bragg asked if meeting minutes would be posted online. Pat Nisbet replied that they would be posted online in the future.		