

<b>West Virginia I/DD Waiver Quality Improvement Advisory Council Meeting</b>	January 15, 2020 10:00am-3:00pm Bureau of Senior Services
<b>Voting Members Present:</b>	
<input checked="" type="checkbox"/> Richard Covert (chair) <input type="checkbox"/> Dorothy Frazier (member/family) <input checked="" type="checkbox"/> Kristy Ellison (provider rep) <input checked="" type="checkbox"/> Michele Mount (CED SFCP)	<input checked="" type="checkbox"/> Jason Jones (vice chair) <input type="checkbox"/> Jeffrey Shrewsbury (provider rep) <input checked="" type="checkbox"/> Mary Lea Wilson (general stakeholder) <input checked="" type="checkbox"/> Taniua Hardy (DRWV)
<input type="checkbox"/> Karen Kalar (member/family) <input checked="" type="checkbox"/> Ashley Skeens (provider rep) <input type="checkbox"/> Stephanie Caldwell (general stakeholder) <input checked="" type="checkbox"/> Steve Wiseman (DDC)	<input type="checkbox"/> Zane Hutchison (member/family) <input checked="" type="checkbox"/> Christine Dickson (provider rep) <input checked="" type="checkbox"/> Laura White (general stakeholder)
<b>Ancillary Members Present:</b>	
<input checked="" type="checkbox"/> Jon Sassi <input type="checkbox"/> Hollea Pugh <input checked="" type="checkbox"/> Amber Hinkle	
<b>Others Representatives Present:</b>	
<input checked="" type="checkbox"/> April Goebel (KEPRO) <input checked="" type="checkbox"/> Stacy Broce (BMS) <input checked="" type="checkbox"/> Carissa Davis (Olmstead Coordinator) <input checked="" type="checkbox"/> Kara Young (KEPRO) <input checked="" type="checkbox"/> Stephen Brady (BBHF)	
<b>Public Present:</b>	
Marilyn Nichols	

**MINUTES**

<b>Agenda Item</b>	<b>Welcome Approval of October 2019 Minutes</b>	<b>Presenter</b>	<b>-Richard Covert, Chair</b>
<b>Discussion and Conclusions:</b>			
<ul style="list-style-type: none"> <li>• Call to order by Chair, Richard Covert</li> <li>• Jason Jones moved to approve minutes from October meeting, Mary Lea Wilson seconded. October 2019 minutes approved by majority</li> </ul>			
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>	
None			

<b>Agenda Item</b>	<b>Membership Status Update</b>	<b>Presenter</b>	<b>-Kara Young, KEPRO -Renee Chapman, Sub- committee Chair</b>
<b>Discussion and Conclusions:</b>			
<ul style="list-style-type: none"> <li>• There are currently no openings</li> <li>• One application has been submitted since the last meeting</li> <li>• Some members have not attended recently <ul style="list-style-type: none"> <li>○ Kara will forward attendance roster to Renee, who will contact these individuals to determine their interest in future participation</li> <li>○ Renee will present on any resulting openings at the next meeting</li> </ul> </li> <li>• The current membership handbook does not address when a provider representative changes employment to another provider agency <ul style="list-style-type: none"> <li>○ The sub-committee will conduct a conference call to update the policy handbook accordingly and provide an updated handbook at next meeting</li> </ul> </li> </ul>			

Action Items	Person Responsible	Deadline
Follow-up with members who have not attended per Council handbook policy to determine interest in attending future meetings	Renee Chapman	Next Meeting
Identify any of those individuals who are no longer interested in participating and resulting openings	Renee Chapman	Next Meeting
Conduct conference call and update membership handbook to address when provider representatives change employment to another agency	Renee Chapman Membership sub-committee	Next Meeting

Agenda Item	BMS General Updates	Presenter	-Stacy Broce, BMS
<b>Discussion and Conclusions:</b>			
<ul style="list-style-type: none"> <li>• Presentation of Mortality Report <ul style="list-style-type: none"> <li>○ Nine deaths occurred since the last meeting: <ul style="list-style-type: none"> <li>▪ Age 69, at hospice</li> <li>▪ Age 57, at home</li> <li>▪ Age 62, at home</li> <li>▪ Age 21, in hospital</li> <li>▪ Age 61, in hospital</li> <li>▪ Age 77, with home hospice</li> <li>▪ Age 54, with home hospice</li> <li>▪ Age 47, in hospital</li> <li>▪ Age 56 in hospital</li> </ul> </li> </ul> </li> <li>• Waitlist Study that was directed by the governor <ul style="list-style-type: none"> <li>○ An introductory letter will be sent to people on the waitlist to let them know what to expect in the coming months regarding a potential release</li> <li>○ KEPRO has begun assessing individuals on the waitlist as part of the study</li> <li>○ In order to release any more slots, an amendment to the approved application must be submitted to and approved by CMS</li> <li>○ There are currently 4,896 active members</li> <li>○ There are currently 1,061 individuals on the waitlist (as of 1/13/20): 82% live at home with families, 1% are children in out-of-state placement, 1% are in psychiatric hospital, 6% receive Personal Care services, 9% live in an ICF, 1% other</li> </ul> </li> <li>• 2020 Renewal Application <ul style="list-style-type: none"> <li>○ BMS is working on the application but is not yet able to provide a date that it will be posted for public comment</li> </ul> </li> <li>• Conflict-Free Case Management <ul style="list-style-type: none"> <li>○ Case Manager curriculum is currently under development; no other updates are available—Stacy will follow-up with Liz regarding when curriculum will be made available for use</li> </ul> </li> <li>• 2020 Policy Development <ul style="list-style-type: none"> <li>○ BMS is working with KEPRO to draft the 2020 policy manual</li> </ul> </li> <li>• Electronic Visit Verification (EVV) <ul style="list-style-type: none"> <li>○ The RFP is out; no vendor has been selected</li> </ul> </li> <li>• CMS Special Review Team Visit 2/3/20</li> </ul>			

<ul style="list-style-type: none"> <li>○ CMS will visit with BMS the first week in February to provide technical assistance on managing member health and welfare</li> <li>○ BMS is working with KEPRO to prepare for this visit</li> <li>○ CMS will visit some providers, who will be notified of the details when they are available</li> <li>● HCBS Integrated Settings Rule (presented by Dr. Rose Lowther-Berman) <ul style="list-style-type: none"> <li>○ The final status report for the previous year will be provided at the April 2020 meeting</li> <li>○ Per CMS requirement, SFCP homes have been added to those that require review—Rose has worked with Michele Mount (WVU CED) to complete these reviews</li> <li>○ Rose will provide an analysis of these results at the next meeting</li> </ul> </li> </ul>		
Action Items	Person Responsible	Deadline
Follow-up with Liz Bragg on when Case Manager training curriculum will be available for provider use	Stacy Broce	Immediately
Analysis of data related to HCBS review of SFCP homes	Dr. Rose Lowther-Berman	Next Meeting

Agenda Item	Bureau for Behavioral Health (BBH)	Presenter	-Steve Brady, BBH
<b>Discussion and Conclusions:</b>			
<ul style="list-style-type: none"> <li>● Presentation of Waitlist Support Grant data (see <a href="#">Handout 1</a>—FY2020 Waitlist Support Grant)</li> <li>● Summary of 2019 Families Conference conducted November 2019 (see <a href="#">Handout 2</a>—2019 WV FAMILIES CONFERENCE SUMMARY)</li> <li>● Updates: <ul style="list-style-type: none"> <li>○ BBH is doing an AFA for a new crisis site in Region 1, 2, 3, or 4</li> <li>○ WVU CED, DRWV, and the DD Council are hosting a conference in April for individuals with disabilities and their providers; CEUs will be offered</li> </ul> </li> </ul>			
Action Items	Person Responsible	Deadline	
None			

Agenda Item	Social Security Representative Payee Oversight Grant Update, DRWV	Presenter	-Tania Hardy, DRWV
<b>Discussion and Conclusions:</b>			
<ul style="list-style-type: none"> <li>● DRWV continues to work with the Social Security Administration and receive more referrals</li> </ul>			
Action Items	Person Responsible	Deadline	
None			

Agenda Item	Specialized Family Care Update, WVUCED	Presenter	-Michele Mount, WVUCED
<b>Discussion and Conclusions:</b>			
<ul style="list-style-type: none"> <li>● Presentation of Specialized Family Care bed availability (see <a href="#">Handout 3</a>—West Virginia University Center for Excellence in Disabilities Specialized Family Care Program December/2019)</li> </ul>			
Action Items	Person Responsible	Deadline	
None			

Agenda Item	Public Comment	Presenter	Public
<b>Discussion and Conclusions:</b>			

- Marilyn Nichols, member of the public, had a question regarding use of cameras in homes. She was informed that effective July 1, 2020, policy would prevent members from having cameras in their homes, even with consent. She also requested information regarding the use of outdoor, “doorbell” cameras and if that is allowed. April advised that, as long as cameras are only in common areas and all individuals who are being filmed sign a consent, it is permissible. Additional information is required regarding the doorbell camera.

Agenda Item	KEPRO General Updates, KEPRO	Presenter	-April Goebel, KEPRO
<b>Discussion and Conclusions:</b>			
<ul style="list-style-type: none"> <li>• Presentation of the Provider Review Report (see <a href="#">Handout 4</a>—IDD Waiver Provider Review Summary QIA 2018-19)</li> <li>• Presentation of Incident Management Report (see <a href="#">Handout 5</a>—IDD Waiver Incident Summary QIA 2019-20)</li> </ul>			
Action Items	Person Responsible	Deadline	
None			

Agenda Item	Group Activity, 2020 Goal Plan Development	Presenter	-All
<b>Discussion and Conclusions:</b>			
<ul style="list-style-type: none"> <li>• The group brainstormed developing SMART goals and topics on which to advise BMS in 2020, and the following two topics were chosen: <ul style="list-style-type: none"> <li>○ Conflict Free Case Management <ul style="list-style-type: none"> <li>▪ The group developed a SMART goal to develop and forward a list of unanswered questions that they feel are needed in order to advise BMS further (see <a href="#">Handout 6</a>—CFCM QIA Council Questions)</li> </ul> </li> <li>○ Waitlist Study <ul style="list-style-type: none"> <li>▪ The group presented the following concerns: <ul style="list-style-type: none"> <li>• Capacity of staff, including Case Managers, particularly with CFCM being implemented 7/1/20</li> <li>• Will WV CARES be able to keep up with the influx of new staff?</li> </ul> </li> <li>▪ They also identified the following suggestions, which April will forward to BMS for consideration: <ul style="list-style-type: none"> <li>• Wait until fall, after implementation of CFCM is well under-way (group mentioned contacting the governor to offer this advice as well, but if they choose to do so it must be done independent of the Council)</li> <li>• Forward a breakdown of those who are on the waitlist by county and living arrangement so that providers can begin preparing</li> </ul> </li> <li>▪ A SMART goal related to this topic was not developed, due to time constraints</li> </ul> </li> </ul> </li> </ul>			
Action Items	Person Responsible	Deadline	
Forward CFCM questions to BMS	April Goebel	2/21/2020	
Schedule conference call to discuss BMS' responses to questions	April Goebel	2/28/2020	
Forward concerns and suggestions to BMS related to the waitlist study	April Goebel	3/1/2020	

Agenda Item	Wrap-Up/Confirmation of Next Meeting		
<b>Discussion and Conclusions:</b>			
<ul style="list-style-type: none"> <li data-bbox="181 317 1333 357">• The next meeting will be held April 15, 2020 at the Bureau of Senior Services (BoSS) at 10am.</li> </ul>			
<b>Minutes submitted by April Goebel</b>			