

**Coordinating Subcommittee for Division of Developmental Disabilities  
(Meeting Summary)  
July 7, 2015**

The Coordinating Subcommittee for the Division of Developmental Disabilities (DDD) Services met in the Alabama Department of Rehabilitation Services Conference Room. The meeting was called to order by the Chair, Courtney W. Tarver, Associate Commissioner.

**Voting Members Present**

Jeff Williams, ADMH/DD  
Jo Poates, AAMRDD Representative  
Wallace Davis (Terry Bartlett), Other Providers Representative  
Myra Jones, Alabama Council DD  
Terry Pezent, the Arc of Alabama Representative  
Beatrice McLean, ADMH/DD  
Chris Stewart, ACE/Arc Representative  
Brittany Gore, People First of Alabama  
Anne Penney, Alabama Council Representative  
Melissa Kirkland (Jim Dill), Alabama Council  
Dianne Durbin, ADMH/Advocacy

**Visitors**

Wade Reese, The Arc of Fayette/Lamar Counties  
Penny Rozell, ADMH/DD  
Byron White, ADMH/DD  
Connie Batiste, ADMH/DD  
Andy Slate, ADMH/DD  
Anthony Couch, ADMH/DD  
Joann Bennett/ADMH/DD  
Gary Edwards, UCP  
Lou Vick, The Arc of Walker County  
Karen Coffey, ADMH/DD  
Renee' King-Holley, King CRF  
George Neal, ADMH/DD  
Brooks Greene, The Arc of Jefferson County  
Beverly Hudson, ADMH/DD  
Barbara Huguley, ADMH/DD  
Joe Carter, Glenwood  
Ed Dorsey, DHC/DD  
Eleanor Tolbert, ADMH/DD  
Karen Stokes, The Arc of Shelby County  
Susan Klingel, The Arc of Madison County  
Jess Butrica, AWE/Arc  
Susan Ellis, People First of Alabama  
Karen Willis, People First of Alabama  
Zane Welch, PHP of Alabama

**Recorder**

Shirley Hicks

## **Agenda**

A motion was made by Ms. Gore to accept the agenda as distributed, and Dr. Penney seconded motion. The motion was approved.

## **Approval of June 2, 2015, Meeting Minutes**

Mr. Williams made a motion to adopt the minutes as presented, and the motion was seconded by Ms. Jones. The motion was approved.

## **Associate Commissioner (AC) Report**

The AC report was distributed, via, email with meeting information. In addition, the following were noted:

- There was no new budget information. It appears there might be a Special Legislative Session regarding the budget in August 2015. It is essential that all stakeholders continue to work at educating legislators about our delivery system funding.
- For planning purposes, all provider contracts will be processed as leveled fund and will be amended as needed.
- James Perdue, Judge from Crenshaw County, is the new Commissioner for the Alabama Department of Mental Health.
- The BP claims were settled for all states, and the amount for Alabama is \$2.3 million.
- Workshop information on "Transitioning to Community Integrated Employment and Other Meaningful Community Engagement-- A **How To** Session" was disseminated to the group. This workshop will be held August 24, 2015 at the Wynfrey Hyatt Hotel in Birmingham, Alabama and August 25, 2015 at Daphne Civic Center in Mobile/Daphne. Genni Sasnett, one of Alabama's Employment First State Leadership Mentoring Program National Subject Matter Experts, is the Presenter. Everyone was encouraged to attend.
- Mr. White noted that he was in the process of organizing another CESP Examination with a three-year certification attached to it. APSE will only sponsor the certification if there are 25 participants.
- Karen Coffey, from ADRS, was introduced. Ms. Coffey is the new Director of DD Systems Management and Waiver Services. Ms. Coffey replaces Daphne Rosalis.

## **ID Waiver Transition Update**

The waiver transition update was presented by AC Tarver. In order to obtain full comprehension of the waiver renewal and managing the delivery of services, it is crucial that everyone take the time to review the new waiver service descriptions and definitions which are posted on Alabama Department of Mental Health website under the Division of Developmental Disabilities (DDD) Community Programs link. Individuals who are responsible for completing the billing documentation for services really need to review the new waiver.

Mrs. McLean informed the group about the upcoming regional providers meetings. Region V Providers' Meeting, will be held July 21, 2015, from 10:00 a.m.-12:00 noon in Birmingham, Alabama. Region II Providers' Meeting will be held August 22, 2015. Training will be provided at both meetings.

AC Tarver pointed out that some of the times scheduling team meetings would be necessary for implementing the renewed waiver services. For per diem, when converting day hab services to 15 minute units, team meetings are not required. Team meetings are required for changing and adding services. If there are any difficulties

concerning this, please contact the regional offices for further clarification and assistance.

Ms. Klingel explained some of the challenges connected to the timeframe for changing and adding services and inquired about a possible extension. It was recommended that she first work with the case managers and the regional office to see what can be worked out first. Ms. McLean noted that she will be more than happy to assist Ms. Klingel with a resolution.

There were inquiries about the community experience service under the waiver renewal as the code for it is not currently in the system for billing purpose. The group was informed that October 1, 2015, was the proposed deadline for Medicaid to have the community experience services codes in the system. A discussion was held on how to complete the Plan of Care (POC) in respect to community experience requests from individuals. It was recommended that everyone continue with the current POC process. The process also entails having the requests addressed in person-centered plans currently being conducted in place and adjust the POC accordingly in October 2015 once the codes are available.

Clarification was given regarding whether an individual can bill for residential services and community experience services simultaneously. A discussion was held regarding who can provide community experience services. Certified day providers can provide this type of service. There were inquiries about the qualifications for providing personal care services as opposed to community experience services, and AC Tarver responded to the inquiries, via, referencing the hard copy of the new waiver updated definitions.

### **Pilot Update**

Mrs. Rozell presented the following update:

- The pilot process is half-way completed. Observers at the person-centered meetings included representatives from ADAP, ADMH/DD, service providers, and other case management agencies.
- The case managers completed the personal outcome measures training prior to the actual person-centered meeting, and they were also the facilitators of the meeting and received assistance from the DD Quality Enhancement (QE) staff.
- Individuals have been actively participating in meetings, and there appears to be a good response from the families who participated in the meetings as well.
- Phase II of the pilot will proceed shortly, and the last meeting will be October 13, 2015.

### **Waiting List**

Information regarding the waiting list by county and waiting list update were disseminated to everyone by Mr. Williams. The following update was presented:

The waiting list status is 3,250.

Status 1= Waiting, no service provided	2,193
Status 2 = Waiting, partially served	967
Status 3=Waiting, no services, not critical	38
Status 4 = Waiting, partially served, not critical	52
Quarter – April through June: Number served:	79
Fiscal Year 1 2015 to date: Number served:	253

Further waiting list information was also provided.

Mrs. Mclean pointed out that the top ranked 82 individuals were pulled from the July 2015 Waiting List.

Ms. Poates shared an issue in regards to their agency's LAH waiver slots approvals, and Ms. McLean asked that the specifics will be shared with her so that she can be of assistance. In the future, community services offices will be adding the reason for denials on waiver slots requests. A discussion was held, and AC Tarver pointed out that there is no new funding available for raising the cap on the number of waiver slots.

A discussion about waiver slots for youth in transition and educating families about the waiver was initiated by Ms. Ellis. It was noted by Mr. White that education in some cases is not the problem, some families are not following through with the waiver application process and they don't want the support services, as some waiver slots are now reserved for transition for employment.

AC Tarver indicated that reserve slots for transitioning individuals are not limited to just high school youth. If the individual is a Project Search participant who wants employment then reserve slots are available, but it is not limited to this situation. Additionally, twenty-five transition slots are available for Project Search.

### **People First of Alabama**

Ms. Gore noted that People First of Alabama is working on a Voting Training Project. The application is on the People First of Alabama website. Also, there has been progress with the leadership grant. This grant is through partnership with ADAP and the DD Council.

Ms. Ellis announced People First of Alabama is interested in providing community training. It was recommended that the community services offices be contacted regarding this.

### **Old Business**

There was no old business.

### **New Business**

AC Tarver spoke about a company who provides Assistive Technology Services. In order to develop waiver services that will increase quality of life and services to enable people to live independently, assistive technology is helpful. We hope to do training on this subject. Assistive technology, personal emergency response systems and specialized medical equipment are some of the services in the ID waiver that should help people live more independently. Ms. Poates noted that she billed for environmental adaptation services and it was denied. She wanted to know if it falls under specialized medical equipment. Karen Coffey will research this inquiry.

### **Announcement**

It was announced that George Neal was hospitalized.

### **Next Meeting**

The next DD Subcommittee Meeting was scheduled to be held August 4, 2015, at AIDT.

**Adjournment**

With no further business, the meeting was adjourned.



Courtney W. Tarver, Associate Commissioner  
Division of Developmental Disabilities



Shirley Hicks  
Recorder