

DD Transition Plan Task Force Meeting Summary

A meeting of the DD Transition Plan Task Force was held at 10:00 am, on May 16, 2018 at the Alabama Department Mental Health.

Members Present:

Jill Russell, ADMH Advocacy	Jim Dill, Alabama Council on MH Centers
Susan Ellis, People First of Alabama	Jamie Herren, Alabama Council on MH Centers
Kevin LaPorte, Region III Community Services	Terry Pezent, The Arc of Alabama
Arvy Dupuy, ID 310 Boards	Anne Riddle, The Arc of Alabama
Jo Poates, ID 310 Boards	James Tucker, ADAP
Karen Stokes, ACE/Arc	Jeff Williams, ADMH/DD
Susan Klingel, ACE/Arc	Jerry Pike, Eagles' Wings
Carla Stallworth, Other Providers	Samantha McLeod, Alabama Medicaid
Kathy Sawyer, ADMH/DD Consultant	DeAnna Ferguson, Other Providers

Members Absent:

Katy Johnson, People First of Alabama	Don Schofield, East Central Mental Health
Donna Foster, Future Living Community Services	

Guests:

Andy Slate, ADMH/DD	Karen Willis, People First of Alabama
Karen Coffey ADMH/DD	Jana Haggard, NCAMRA
Connie Batiste, ADMH/DD	Carrie Bearden, BHAA
Dr. Teresa McCall, ADMH/DD	

Recorder:

Velma McElrath	
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Welcome and Introductions:

Kathy Sawyer, Consultant with the Alabama Department of Mental Health, Division of Developmental Disabilities, called the meeting to order and the members of the task force, Medicaid and guests from ADHM/DD gave introductions.

Review of Minutes of Last Meeting and Agenda Overview:

Ms. Sawyer made the committee aware of the minutes from the last meeting and asked if there were any concerns or changes.

Ms. Sawyer gave an overview of the agenda and additional topics to be discussed for the meeting as follows:

- Update: Starting Over Work Group
- Update on activities since the last meeting
- Update on how the stakeholders share information
- Reports from each of the DD workgroup co-chairs
- CMS Conference Calls
- Discussion and Next Steps

Update: Starting Over Work Group

- Ms. Sawyer thanked the Starting Over Workgroup for addressing the concerns regarding providers not being formally briefed on the requirements and mandates relative to the HCBS rule that CMS issued on March 14, 2014. The group met and identified the various groups that should be informed and how to inform them of the rule. A letter was sent via email on May 14, 2018 from the Commissioner to inform the providers of the implementation, mandates and requirements of the HCBS rule. In the letter, identified as a point of contact were Connie Batiste (1st) and Teresa McCall(2nd) for questions and concerns. Dr. Dill indicated he had not received the Commissioner's letter. Ms. Sawyer indicated that she would follow up with the DD staff regarding the mail out.

Update on activities since the last meeting:

- The DD Division had an all staff statewide meeting on May 15, 2018. It was an informative meeting for the staff. Laquita Robinson, Alabama Medicaid Agency, provided a PowerPoint presentation on the HCBS Final Setting Rule. The DD staff asked questions regarding the work groups' reports, saturation issue, a Transition Plan work and the role of each of the workgroups regarding the implementation of the HCBS rule.

Update: Stakeholders on sharing information:

- Ms. Sawyer asked that each of the DD Taskforce members state the organizations/agencies they represent and to elaborate on the ways they are sharing information after attending the task force meetings to those they represent for feedback and input.
- All task force members were asked by Ms. Sawyer to send by the end of the week, the organizations/agencies they represent to Velma McElrath. Ms. Sawyer and Mr. Williams will review and possibly see if there are any gaps.
- Ms. Sawyer stated to help with keeping providers informed of the work from the workgroups, the department has decided to send out summaries of the meeting either monthly or bimonthly by email. Hopefully, this will help with making sure everyone is staying up to date and aware of the work on the implementation of the HCBS rule.

- Laquita Robinson, Alabama Medicaid Agency, has agreed to present at each of the regional meetings the PowerPoint presentation on the HCBS final rule.

Overview of DD Workgroups:

- **Cost Projections and Rate Setting:** Andy Slate provided an overview of the costs associated with Action Items under the "Pathway to Change" transition plan as the follows:
 - Potential Cost to include case management in the waiver = \$4.0 M in state dollars (figure derived from what the SAIL waiver is currently being billed for case management vs what DMH case management is currently being billed)
 - Cost to establish state operated case management services for regions where there was none selected = to be determined
 - Cost to de-conflict intake and eligibility procedures by having call centers complete intake= \$11,000 in state (figure derived from cost of reclassifications of positions in call center)

There was discussion that rate restructuring would be needed to address the staffing costs and transportation costs needed to comply with getting people out more in the community based on individual interests and needs. The rate setting workgroup will be reconvened with new members added who have both accounting and programmatic backgrounds. It was suggested that Lou Vick be included in the work group.

- **Waiver Billing TA Group (Report Attached):** Andy Slate provided an overview of the TA work group. The TA Work Group met May 4, 2018 at ADRS. Mr. Slate discussed the minutes from the Technical Assistance work group meeting. He discussed there would be future development of policies and procedures outlining the final decisions made by the group. Ms. Sawyer set a deadline for the TA policies and procedures to be completed by September.
- **Case Management: De-Confliction (Report Attached):** The De-confliction Case Management workgroup met on May 4, 2018. Arvy Dupuy provided an overview of the meeting. Mr. Dupuy discussed the surveys that were completed and the information that was gather from those surveys. After reviewing the surveys, it was decided more information was needed on the following: 1.) services provided by sub-contractors and 2.) case management agencies providing services to participants outside their catchment areas. The group has asked the department for policies regarding these issues and has also sent questions to the DD Division and Legal Division for answers and information needed to move forward with their work. Mr. Williams stated the questions posed to the DD Division and Legal Division should be answered by June 5th or 6th. The group also proposed revising and pushing back the dates for some of

the action steps listed in the work plan as they felt they could not reasonably meet the existing deadlines. At this point, Ms. Sawyer asked Jeff Williams and Samantha McLeod to discuss with the group their CMS conference call relevant to de-conflicting case management. Although the call was specific to the waiver, it was learned that it was acceptable to have one provider in an area providing case management and waiver services if there are no other providers. The Acting Associate Commissioner (Jeff Williams) indicated this would be acceptable to the DD Division. Ms. McLeod confirmed that was also her understanding from the call and indicated the greatest concern expressed by CMS was the state's need to move forward and show progress in this area.

Following this discussion, Ms. Sawyer charged the group that by the next task force meeting they compile their survey results; determine where there is now conflict; propose firewall procedures and revise their action steps and deadlines as needed.

- **Residential Services:** Mr. Williams reported that his work group had recommended the Regional Community Services' residential monitoring include probes for heightened scrutiny. However, they recommended the staff first be trained on the HCBS rule and requirements relative to heightened scrutiny. Mr. Williams reported that, as recommended, an all DD staff meeting was held May 15, 2018 to educate and discuss the heightened scrutiny process. Ms. LaQuita Robinson, Medicaid, gave a power point presentation on the HCBS rule. Regional staff gave examples of areas that they had some concerns about in their regions. Mr. Williams will next meet with the Regional Community Services Directors on May 24th and will modify the residential services monitoring tool to include probes specific to heightened scrutiny. After the meeting, he will submit this information to the task force for recommendations.
- **Person Centered Planning and Personal Outcome Measures:** Connie Batiste gave an overview of the efforts of the workgroup. She stated that the schedule for the 2-day Executive Director's training is being developed by each of the QE specialists for each region. The workshops will take place between July 1 and September 30, 2018. The number of workshops for each region will depend on the number of directors requiring the training plus one additional make up training day. Once all trainings have been scheduled, a letter will be prepared to be distributed with the Commissioner's signature.

As a participant in the Person-Centered Planning (PCP) pilot program, Tammy Till from Cahaba has been contacted to provide her opinion on the process, pros and cons. She will also provide a copy of a completed plan. Ms. Batiste reported they had also reached out to HRST who has provided Person Centered Thinking (PCT) training throughout the state. They will provide us with additional information on how the PCT process will support and enhance the current PCP process.

The next meeting is scheduled for May 30th at 10:00 in the Region IV conference room in Wetumpka.

- **Education and Advocacy (Report Attached):** Jill Russell provided to the task force a list of ideas discussed by the workgroup for developing an education plan designed to inform all constituents about the various requirements of the HCBS rule and the implementation.

Ms. Sawyer stated she will get with the DD staff on developing the content of the message for educational and training tools and possibly add the ADMH Staff Development contractor, at a later point, to assist. She will share this information with Mr. Williams and staff and get their reaction. Ms. Sawyer will provide a draft of the general information and orientation content by the next meeting. The work group will explore and recommend other tools available. There was discussion about the need to maximize the use of webinars and online training for staff. Finally, it was discussed that the educational and training sessions should kick off late summer after all work plans have been finalized.

- **Pre-Vocational and Day Services (Report Attached):** The group met on May 2, 2018. Kevin LaPorte, Co-Chair, presented draft versions of the Day Habilitation and Prevocational Self-Assessments. The assessments were approved by the task force with the following changes to be made:
 - Inclusion of a set of instructions.
 - Inclusion of definitions of the terms "facility-based" and "community-based" and others as needed.

Mr. LaPorte reported that the work group's next step is to visit the issue of transportation and review Supported Employment services to determine methods for increasing utilization statewide.

CMS Conference Call:

- The last conference call from CMS was regarding The Living at Home Waiver Amendment. As discussed earlier, Jeff Williams stated that CMS has stated that if there is only one entity that provides waiver services and case management in a particular area, then that is allowable. The state would only need to describe how they plan to manage the firewalls. Ms. Sawyer again advised that if CMS and Mr. Williams have agreed on this issue, then the plan should be developed around the agreement and identify what are the exceptions when the firewalls are applicable.

Next Steps and Meeting Date:

There being no further business the meeting was adjourned and the next meeting was scheduled for **Wednesday, June 20, 2018 at 10:00 am.**