

DD Transition Plan Task Force Meeting Summary

A meeting of the DD Transition Plan Task Force was held at 1:00 pm on August 7, 2018 at VOA in Montgomery, AL.

Members Present:

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

Members Absent:

Kevin LaPorte, Region III Community Services	Jill Russell, ADMH Advocacy
Donna Foster, Future Living Community Services	
Katy Johnson, People First of Alabama	

Guests:

Byron White, ADMH/DD	
Andy Slate, ADMH/DD	
Connie Batiste, ADMH/DD	
Zina May, ADMH Advocacy	

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 welcomed the members of the task force and guests from ADHM/DD.

Review of Minutes of Last Meeting and Agenda Overview:

Ms. Sawyer asked if there were any changes or corrections to the minutes from the previous meeting; there were none.

Ms. Sawyer gave an overview of the agenda as previously distributed. Additional topics to be discussed for the meeting were added as follows:

- Work Group Reports
- Announcements
- Next Steps & Meeting Date
- Presentation from Connie Batiste and Jeff Williams regarding the request for information on the trend analysis for the certification report
- TA Taskforce update (RFA)

Work Group Reports:

Ms. Sawyer explained that the purpose of this meeting was for each workgroup to present their recommendations and final revisions to their workplans. These would then be compiled into one report for the Commissioner's review and final decision.

The following reports were given: (Reference Written Reports for details)

- **Education and Advocacy:** Susan Ellis presented for the workgroup. She stated that the workgroup had identified the constituents & stakeholders that should be informed of the HCBS Rule and explained the different ways that the workgroup would develop and distribute the materials (on-line, printed, etc.). She stated that the workgroup is working with Malissa Valdez-Herbert, ADMH Public Information Officer, on creating the educational materials. The timeline to develop the public's and elected officials' educational materials is October 1, 2018. Ms. Sawyer reminded the group that any content regarding training materials for staff should be the responsibility of the DD Division not the work group.

Ms. Sawyer asked the workgroup to submit the work group's recommendations and final revisions to the work plan, along with the projected costs. She stated she had spoken with Myra Jones, with the DD Council, regarding funding for the educational materials; therefore, it would be important to have the plan to show how and where the funds would be used.

Andy Slate presented the projected cost to be \$5,000 to \$10,000 to develop the education materials.

- **De-conflicting Case Management:** Arvy Dupuy presented the recommendations and revisions to the workplan for the workgroup. He stated that some of the action items for the workplan had been completed; however, some dates were projected to be completed in the future. Ms. Sawyer asked for clarification regarding the group's recommended action item to increase billable hours for case managers from 36 to 52 hours, as compared to previous

discussion regarding making case management a waiver service or having only designated case managers for facilitation of the Plan. Mr. Dupuy explained that the work group recommended that as an initial step to building the needed infrastructure, the hours be increased for all case managers and have them responsible for facilitating the Person-Centered Plan, which is a requirement from CMS. Further, the group recommended that making case management a waiver service be tabled for now. Discussion ensued as to the enforcement authority of the case managers. It was concluded that for case managers to be responsible for facilitating the plan's development and monitoring the plan's implementation, it would be necessary for them to have some degree of enforcement authority. However, it was noted that the latter would require ADMH policy)

Another recommendation from the workgroup was to not establish standardized caseloads now and to allow caseloads to be set by local case management agencies. Mr. Dupuy explained that the 52 hours per year would result in an average caseload of approximately 30 depending on the number served. However, after discussion the group agreed to revisit this action item. It was concluded that standards or guidelines setting parameters on caseloads, sensitive to individual needs, acuities, etc. were needed.

Finally, the work group was asked to delete any action items that were no longer being considered and/or consistent with their recommendations.

Andy Slate presented the projected cost of \$1,690,939 for increasing the case management hours from 36/year to 52/year.

Ms. Sawyer stated that the action items to fill vacant/needed positions within Regional and Central Office for Community Services would be removed from the individual workplans and that one section would be included in the final plan on the status of the workforce.

- **Residential:** Jeff Williams presented the recommendations and revisions of the workplan from the workgroup. He stated that the workgroup had revised the residential monitoring tool and gave an overview of the tool. He explained that the tool would be used to review residential sites that are subject to heightened scrutiny. He also stated that the process would be taking place over the next six months along with the regular monitoring schedule. Mr. Williams will send Ms. Sawyer the procedures of how the tool will be used for recommendations or decisions for heightened scrutiny. An initial training has been provided to the staff on the revised tool and the heightened scrutiny rule; however, there will be more trainings on the tool by the end of the month.

Other recommendations were presented along with the revised workplan and completion dates.

- **Pre-Vocational and Day Services:** Byron White presented the recommendations and revisions of the workplan from the workgroup. He stated the continuum of vocational and employment waiver services had been approved and included in waiver amendments. He stated that he had spoken with Jeff Williams about adding another waiver service that could impact the ratio for community, pre-vocational and day habilitation services versus the building 1 to 15 ratio, which is fine but out of the building it should be 1 to 8 people. He indicated Mr. Williams stated a new service would be added under the day service umbrella and the waiver would be community inclusion or support.

Mr. White also reported that he had received the self-assessments and is in the process of reviewing those assessments. By August 31, 2018 those pre-vocational sites that do not comply with the new rule would be identified. Once identified, notification would be sent to providers to determine if they plan to comply and continue participation in the waiver program. According to Mr. White, this action item should be completed by September 30, 2018. Mr. White stated that he would give a copy of his analysis of the self-assessment to Connie Batiste to help determine if the vocational sites are complying by reviewing the certification standards for the sites as well. Ms. Batiste stated she could review the reports from Mr. White and compare the information; however, a visit may not be scheduled until two or three years later. She stated they would have to figure out what to do if a site is not in compliance and a visit is not scheduled at that time. However, after discussion on determining if a site is in compliance or not, Ms. Sawyer charged the workgroup to get with Kevin Laporte on revising the day services monitoring tool to use the same tool as the residential tool for monitoring compliance and heightened scrutiny.

Mr. White stated the workgroup recommended to delete the employment waiver because of budget issues. There were concerns and discussions from the DD Transition Task Force regarding the deletion of the employment waiver. Mr. Williams stated that the decision to delete the waiver came from the DD sub-committee who did not identify the employment waiver as one of its top priorities, thus it was deleted. It was noted that the workgroup recommendation was to not remove the employment waiver from the plan. Ms. Sawyer stated that she would get with Shirley Hicks and review the minutes and verify the DD sub-committee voted to delete the employment waiver from the plan. She also asked Andy Slate to send her the projected costs for the employment waiver since he had the employment waiver previously budgeted in the plan. Mr. Slate

stated that it was discussed by the DD sub-committee in June to postpone and possibly put in the 2020 request, which he did not since it was not a priority.

Mr. White stated that another recommendation from the workgroup was to continue the Employment First State Leadership Mentoring Program and to add three new transformation agencies next year. He stated those letters would go out by the end of this month and the selection would be made by September 30, 2018. The projected cost would be \$20,000 in the 2020 budget. Ms. Sawyer stated that she will take full responsibility for combining the Day and Vocational Services and will get with Bryon White and Kevin Laporte to discuss on pulling Day services from Vocational services.

Mr. White discussed other recommendation and the revised workplan completion dates.

- **Person-Centered Planning & Personal Outcome:** Kathy Sawyer presented the workgroup recommendations and revisions of the workplan for the workgroup. She stated that there was a lot of discussion regarding the mandatory two-day training for Executive Directors and the concern that the original plan was limited to personal outcome measures. She stated that the recommendation from the workgroup was to revise the curriculum and schedule to include a broader more comprehensive overview of all CMS requirements related to person-centered planning including the HCBS rule, PCP/POM, etc. The workgroup discussed the Community of Practice Life's Course and PCP/POM models that were introduced by the department and whether the models had generated good outcomes.

The workgroup also discussed the pilot that was completed a couple of years ago but there was never an analysis completed of its effectiveness. The workgroup decided to pilot both models and identify two case management agencies to pilot these models using a very organized pre-scripted protocol with measurable outcomes. It was reported that a workgroup had been established to develop the protocol and process for the pilot and Beth Schumacher had been charged to work with case management agencies to identify two agencies that would be willing to pilot the two models.

The workgroup's third issue was the standardized procedures for completing person-centered plans. The workgroup recommended to develop standardized policy and procedures/standards, including format, for completing person-centered individual service plans. Ms. Sawyer also stated a hold would be put on mandating a certain model until the results of the pilots had been completed. An

overview was given of the revisions to the workplan and completion dates for the action items. It was recommended that continuation of person-centered thinking training should be added to the workplan as well.

Remarks

Due to the meeting running overtime no additional topics were covered and the meeting was adjourned.

Next Steps and Meeting Date:

TBA