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Developmental Disabilities Services  
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### Our Mission:

MACDDS is dedicated to the promotion of county initiatives in developmental disability services.

### Meeting Minutes Wednesday, February 23, 2011 Capitol Plaza Hotel, Jefferson City, MO

**1:00 – 2:30 PM**

**Call to Order:** Jake Jacobs, President

Introductions/General Announcements/Celebrations of Success

- Mary Sullivan-Thomas presented the materials prepared by MACDDS and the Missouri Planning Council to be used in March Developmental Disabilities Month. Susan Pritchard-Green said that organizations which wish to print their own posters can get the artwork off the Planning Council's Website and off of the MACDDS website. It is suggested that the posters be put throughout Missouri communities. The Planning Council also has some printed posters to distribute which are available upon request. The link to order silver ribbon pins is on the MACDDS website.
- Jake Jacobs announced they have filled their 85<sup>th</sup> slot in the Partnership for Hope.
- Les Wagner announced they have filled their 58<sup>th</sup> slot in the Partnership for Hope.
- Kirksville was approved for a new dental school.
- Brenda Rocoberto Phelps County now on Board with the Partnership for Hope and hosted a press conference with the Governor yesterday to announce the expansion of the Partnership for Hope.
- Taney County will begin Case Management for Stone and Ozark Counties.
- Platte County is putting up a billboard for DD awareness month.
- Macon county has purchased an office building in Macon County and now has 17 people in the Partnership for Hope.
- Cooper County has Jennifer Waible as its new Executive Director.

- Jan Jones reported that the Governor also visited Springfield yesterday for a press conference and met with families enrolled in the Partnership for Hope from both Greene and Taney Counties.
1. Minutes from January, 2011 meeting. Betsy Barnes made a motion to approve the minutes as presented, Chuck Snow seconded. The motion was approved unanimously.
  2. Finance/Treasurer Report – January, 2011 Financials (A. Graff). Charlie Washburn made a motion to approve the report as presented, Lynn Wells seconded the motion. The motion was approved unanimously.
  3. **Agency Liaison Reports:**
    - MARF (B. Barnes)*, No report.
    - Coalition (A. Graff)*, The Coalition has sent a letter to Bernie Simons asking his opinion as to what he believes the roles of the different groups are. Discussion was held about the differences in the DMH/DD districts and how losing a district administrator can significantly impact a district and how the impact can be different for each district.
    - Voc Rehab (M. Cook & Rebecca Largent)*, Rebecca Largent stated that VR has its annual report posted on its website. She provided copies of some highlights from that report. Max Lytle inquired as to whether transition numbers were trending upward and Ms. Largent responded in the affirmative. Mr. Lytle indicated that he hosted a transition meeting with local school districts and DD providers earlier this month. The meeting addressed the issue that transitions cannot happen if they don't know the individuals. Wendy Hays asked about a change in procedure for billing VR services. A unique invoice with a unique number must now be developed and submitted from outside providers rather than being able to use the authorizations as had been allowed previously.
    - Supported Employment (W. Hays)*, APSE professional development day is April 26. Announcement is posted on MACDDS website. APSE summit is August 11.
    - MO Planning Council (Susan Pritchard-Green)*, The Council hopes to have several grants out by March. The Council hopes to purchase an online benefits calculator to be brought to Missouri in the near future. Wendy Hays stated that she had been able to try the calculator and that it worked very well. They are considering developing a project to help individuals develop their own micro-businesses. The Council Housing project is a cooperative agreement and needs to have publicity around the state. Interested parties should contact the Council. The Council still has its guardianship project. The council is also working on ways to help people with developmental disabilities be more connected to their community.
    - Sheltered Workshops (A. Graff)*, Ann sent the MASWM newsletter to the membership. A two month shortfall is projected for next year's funding.
    - Congress on Disability (C. Snow)*, No report.
    - Mental Health Commission (Deb Miller)* Deb Miller reported that she attended the meeting this month and at the meeting the Commission discussed having performance measures for all three Divisions.
  4. **Committee Reports:**
    - Executive (J. Jacobs)*; Jake reported that the Executive Committee will invite Roger Garlich, and Vicki McCarrell or anyone else appropriate to Executive Committee

meetings as needed rather than having individuals who are not a part of the Executive Committee attend every meeting. Jake reported that the Committee discussed a letter received from the Missouri Association from Counties indicated that their legal research found that they are not subject to Missouri Sunshine Law.

**Public Awareness** (*D. Miller*); No report other than that which was presented at the beginning of the meeting by Mary Sullivan-Thomas.

**Education & Training** (*J. Casey*); Jim reported that the committee recommends the April training be held the second day of the MACDDS meeting. The committee will send a survey to the membership to ask for opinions on what the Spring Training theme should be. The Committee is looking for ideas for a theme for the annual conference.

**Governmental Affairs** (*P. Capo/M. Sullivan-Thomas*); Mary Sullivan-Thomas is sending reports from Gamble to the membership and posting the weekly update on the website. Peg Capo reported that she had met with the Chair of the Committee for HB106 and reviewed the talking points with him. She reported that he agreed that it may not be the best policy for the State to enact legislation for local issues.

**Regulations/Standards/Policy** (*J. Tilman*); No report.

**Finance** (*A. Graff*); No report.

**Quality Assurance/Enhancement** (*R Kruse*); Ann Graff reported that Quality Enhancement and Provider Relations work groups for the DDD have been asked to come together again. Jim Casey discussed concerns about water temperature policy determined by the DDD. The MACDDS Quality Enhancement committee recommends that MACDDS take a position that Accreditation should be accepted by the Division in lieu of licensing and certification as adequate for DMH oversight requirement. After a brief discussion it was recommended that the discussion be held until Ron Kruse is available to take part in the discussion due to his extensive knowledge and research in this area.

**College of Direct Support** (*R. Garlich*), No report.

**First Steps** (*R. Kruse*); Conference call was held yesterday. The group wants to continue its existence, but will not be active at this time. Should the need arise the group will meet.

**Respite Coalition** (*J. Casey*). The group is trying to get the Governor to designate a lead agency. The group is actively meeting—2 or 3 times per month, usually by conference call.

5. **Workgroup Reports:**

**TCM** (*K. Butler*); No report.

**QE** (*M. Sullivan-Thomas*); a meeting is being scheduled for March to review the last year's activities.

**SIS** (*A. Purdome*) No report

Ann Graff reported that there is an ISL group which is going to begin meeting the first week of March.

6. **RPO Approvals:** *Woodhaven Learning Center; Life Skills, Chariton Valley Association; Missouri Planning Council for Developmental Disabilities, Community Support Services of Missouri*

Max Lytle made a motion to approve all of the aforementioned RPOs, seconded by Alecia Archer, Motion approved unanimously.

**Meeting Minutes**  
**Wednesday, February 23, 2011**  
**Capitol Plaza Hotel, Jefferson City, MO**  
**(Continued)**

**2:30 – 2:45 PM**     **Break**

**2:45 – 3:30 PM**     **Changes in Behavioral Supports Services** - Terri Rodgers  
DDD Chief Behavior Analyst - Community

Terri Rodgers discussed changes in the DDD service delivery system which initially may be painful, but in the long run will be helpful. Ms. Rodgers is reaching out to areas of the State to directly present the information to interested parties as much as possible. She has a PowerPoint presentation that can be emailed out to anyone who wishes it. Much of the change comes from the Autism insurance legislation which was passed in 2010. The law makes insurance companies responsible to pay for autism services for its insured up to age 18. The lack of credentialing process for ABA providers delayed implementation of the legislation initially. Division of Professional regulations in Missouri began working on licensure process for ABA providers and there is now a specific licensure process for the State of Missouri. Ms. Rodgers provided handouts which detailed the ABA definitions. Ms. Rodgers discussed the changes that will be occurring in the role of the Behavior Resource Teams at the Regional Offices.

**3:30 – 4:15 PM**     **Medicaid Administrative Claiming Options** - Kay Green  
President, Nucleus, Inc.

Kay Green presented information about Medicaid reimbursement. Medicaid reimbursement is either fee for service or administrative claiming. Costs are reimbursed with federal match with fee for service. Administrative claiming usually reimburses 50%, though there is a 75% and a 90% options, but these rates are not used for the common purposes of MACDDS members. Eligibility determination is an administrative function and could be an administrative claim. To get MO Healthnet to approve administrative claiming there would have to be an interagency agreement between MO Healthnet and DMH. Rates are normally determined by a time study, but could be determined by developing a logging system for the appropriate staff to record their activities. Ms. Green discussed and provided a handout outlining the potential process to develop the ability to administratively bill Medicaid. When considering administrative billing, the TCM rate must be considered since some of the costs that could be administrative might be in the TCM rate.

**4:00 – 5:00 PM**     **General Discussion** - Issues; Task List; develop questions for Bernie

**Discussion Items:**

- Ron Kruse reported that the Quality Enhancement Committee recommends that MACDDS write a letter requesting that the DDD relook at the interpretation of the rules regarding the State Fire Marshal. Another option is to have the State Administrative Rules Committee (a joint Committee) examine how the rule is being applied.
- County Treasurer Holding & Investing Tax Levy Funds—Les Wagner indicated that there are some new Government Accounting Standards which may be creating different interpretations with regard to this issue around the state.

- Provision of Staff During Client Hospitalization—Lynn Wells stated that her agency was informed that they could not provide staff during a hospitalization and had received a memo from DMH in this regard. Ms. Wells stated there is a Division Directive that is contrary to this. She is concerned that the Division is not communicating this information to families. Jake Jacobs asked Roger Garlich to follow up on this issue and report back to the membership.

- Financial Disclosure & Conflict of Interest Policies and Reporting Requirements—Les Wagner posed the question to the group as to whether or not it would be beneficial to have a speaker address the membership in this regard. County Boards with a budget over \$1 Million are impacted by this requirement. The group agreed it would be beneficial to get a speaker at a MACDDS meeting.

- Supporting the THRIVE program at UCM—the membership discussed this issue and determined that it would not be appropriate for MACDDS to provide funds which would lead to counties investing funds in services not provided to their citizens.

- County Based Authorization and Billing

- Managed Care—Centene is a managed care organization in St. Louis and is lobbying strongly to do managed care in the DD community. It is reported that they have hired 15 lobbyists in this regard. A pilot project has been proposed by this company in the Springfield area. John Scherer requested talking points on this subject. Mr. Jacobs recommended that we ask Bernie Simons for talking points. It is reported that Mercer is a company which has done a study in this regard and found that there would not be savings resulting from managed care for people with DD.

- Waiver Services may go to Medicaid State Plan services—It is possible that with the Healthcare Reform bill Waiver Services could be moved to State Plan in 2014 and all Waiver services would then be entitlement services. Deb Miller reported that handouts in this regard were distributed at the Mental Health Commission this month.

- Roger Garlich discussed the impact Healthcare Home will have on DD consumers. CMHCs are designated to be the healthcare home for DD consumers who are not in a medical healthcare home. The Division is currently advocating that those consumers be “spun back” to the DD case management system rather than becoming case management for the CMHCs to provide to DD consumers.

- Discussed questions for Bernie Simons tomorrow:

- What is the accepted process for County Boards to assist with the application process for Regional Office services?
- Ask Bernie about rebasing the TCM rate. Is it really due July 1, 2011?
- Joe Davis from Howell County asked the membership for assistance with moving forward with Targeted Case Management. Max Lytle and Alecia Archer said they will try to attend the Howell County Board Meeting on March 22.
- When will we get specific information regarding the consolidation of the Regional Offices?

Mr. Jacobs adjourned the meeting at 5 p.m.

**Meeting Minutes**  
**Thursday, February 24, 2011**  
**Capitol Plaza Hotel, Jefferson City, MO**

**9:00 AM - 9:30 AM**

**Call to Order** – Jake Jacobs, President  
Introductions/General Announcements/Celebrations of Success

**9:30 AM – 10:15 AM**

**Self-directed Supports and Self-Determination** - Kyla Eversman  
Director of Special Community Services

Kyla Eversman provided a handout regarding Self-Directed Supports. Information included the names of the Self-Directed Supports Coordinator for each Regional Office and what if any other duties the person has within the Regional Office. Ms. Eversman discussed self directed supports. Ms. Barnes brought up a letter that had been suggested to send out by the Hannibal Regional Office. Ms. Barnes indicated that the letter had not been sent out and now will not be sent out. Ms. Eversman stated that Self-Directed supports are offered through the waivers. Ms. Barnes inquired as to issues surrounding billing that have been reported across the state. Ms. Eversman said there are bugs in the system which are being worked out and that it has been a learning process. Trainings are taking place this week. She stated they are being proactive in fixing things and asks that if anyone is aware of any problems or issues to please inform her of them. They are trying to create consistency throughout the State. Discussion ensued regarding when a County is paying match and the dollars are tied to a program, then the County may not be able to continue providing the funding. Ms. Eversman stated that participation in the Waiver demands the offer of free choice. Les Wagner inquired as to what protections are built into the program for those people, who are clearly in the minority, but who have family members who do not have the best interest of the individual at the forefront and are perhaps primarily interested in financially benefitting themselves. Ms. Eversman indicated that CMS asked for assurances in this regard and also asked that these situations be addressed individually. Ms. Eversman discussed the importance of natural supports and how they can be more effective than paid supports. Cindy Langford stated that Jasper County has a lot of individuals in Self-Directed and have had tremendous success. She asked Ms. Eversman to address the issue that the individuals not having the resources to get quality staff. They do not have the resources to advertise, interview, etc. Ms. Langford stated that it boils down to the individual needing funds to run an advertisement for staff. Ms. Eversman said she would investigate ways to address this need.

**10:15 AM – 11:15 Am**

**Updates and Open Discussion** – Bernie Simons

Bernie Simons stated that the Governor's recommended budget included an extra \$800,000.00 in reductions which will cause them to lose 22 FTE in the various Regional Offices. Last year 14 FTE were lost. This year another 14 FTE are going to MoHealthnet per Governor's budget. Mr. Simons stated that the District Administrator positions are being eliminated and the smaller Regional Offices will have their business offices combined. Marcy Volner will be an assistant to Vicki McCarrell and will supervise some of the Regional Office Directors. They will each have six Regional Office Director's reporting to them. Mr. Simons has asked Margi Mangini to ensure that we are meeting the assurances for the Waiver and the QE and PR workgroups are being asked to meet again to review the recommendations in this regard. They propose three year as opposed to annual reviews. Uniform cost reports are also suggested to be completed every three years rather than annually. Providers would use their own forms rather than having to massage their data to fit a form created by the State. Mr. Simons discussed the need to address issues surrounding fire safety and determine how to change it so that it makes sense at the local level. Mr. Simons reported that CMS was due to visit Missouri in February but they cancelled due to weather. They will be visiting Missouri Monday through Thursday the week of March 21<sup>st</sup> and interviewing individuals at Habilitation Centers as well as those with

community providers. They will be available at a meeting for community conversation at 9:30 on Monday March 21<sup>st</sup>. They will visit Marshall, St. Charles, and South County. Peg Capo asked if a person in the Habilitation Center could be offered a service they get in the Habilitation Center in the community. Mr. Simons stated that the ICF funding is not available to be used in that manner. Jeff Grosvenor explained we can't bill for a waived service to keep them out of an ICF when they are in an ICF. Discussion ensued about possible mechanisms to use other funding sources to help those individuals in the ICF begin to get out into the community. Lack of exposure to the community is a barrier to people wanting to be in the community.

Mr. Grosvenor discussed the approval of the 500 new slots for the Partnership for Hope Waiver and how to get people enrolled quickly. The new slots can be used for both new services and refinance. Roger Garlich stated that there is a meeting in Kansas City to teach Workshops how to form another corporation and provide other employment services through the Partnership for Hope. Mr. Grosvenor stated that all new invoicing on the Partnership for Hope will be paid at the 50/50 match rather than refinancing being paid 100% by the County. Mr. Grosvenor stated that it is hoped that this will allow more elimination of the waiting lists and encourages County Boards to move quickly to get the slots out to the people who need them as soon as possible. Counties should proceed with getting the slots assigned immediately.

Discussion was held regarding communication issues with County Boards and DMH and working on building relationships. Mr. Simons presented a PowerPoint presentation detailing some of the difficulties DDD has encountered with budget cuts. Jake Jacobs requested that Mr. Simons send MACDDS a copy of the presentation.

Mr. Jacobs inquired about the TCM rate being rebased. Mr. Grosvenor will send out some information to Mr. Jacobs next week. Mr. Jacobs inquired about any administrative claiming. Mr. Grosvenor stated he will get the information and send it to Mr. Jacobs. Mr. Jacobs informed the DDD representatives that there are still issues occurring around the state regarding the application process. Vicki McCarrell stated that if there are issues to please let her know. Mr. Jacobs inquired as to if there is any conflict with Medicaid rules of choice when a person chooses another provider of service and then it is denied due to funding. Mr. Simons stated that the individual has to stay within their means and there is no conflict with Medicaid regulations in this regard. Mr. Jacobs asked about specific information about the Regional Office restructure and if there is anything in writing that Mr. Simons could provide. Mr. Simons stated that until the budget process is complete, this is not completely defined. Ms. Archer asked if Counties will still be able to receive wait list monthly even though the lists will be at central office versus locally. Mr. Simons said the lists will be provided to County Boards by Central Office. Ms. McCarrell asked that if any issues arise to please notify her immediately rather than feeling like you have to wait until the MACDDS meeting to address concerns.

**11:15 am - Noon**

**DD Employment Coordinator Mission & Mission of the Advocacy Specialists** - Nancy Nickolaus, DDD Employment and Training

Nancy Nickolaus discussed the advocacy mentor role. DDD hired individuals with developmental disabilities to provide peer to peer support. They are providing training around abuse and neglect, self determination, etc. The toolkit includes the use of People First language. These individuals also participate in People First chapters or work to create new chapters where they do not exist. Ms. Nickolaus reported that there will be a speaker's bureau developed in each Region. She asks that if a County Board is supporting an individual who would be inclined to be a speaker to send them to the local advocacy specialist. Ms. Nickolaus discussed the importance of employment and the plan to push forward the agenda to have individuals with DD working in the community. Ms. Nicholas stated DDD is looking at doing cross-training with Vocational Rehabilitation. They are discussing systems change and different employment alternatives for people. Micro-enterprises are

an option. They are promoting different tools for individuals to use. APSE MO is providing training on Micro-enterprises on April 26 in Jefferson City.

Mr. Jacobs adjourned the meeting at noon.