

Meeting Minutes
Wednesday, January 26, 2011
Capitol Plaza Hotel, Jefferson City, MO

1:00 – 2:30 PM

Call to Order: Jake Jacobs, President

Introductions/General Announcements/Celebrations of Success

- Jackson County will be hosting a conference with the Governor celebrating the Partnership for Hope Waiver this Friday
- DeKalb County is going to do Case Management
- Franklin County is having ballot issue to raise levy to 20 cents, double current level
- Camden County looking for Case Manager
- Cape Girardeau County has new Executive Director, Bob Dale, and will be doing Case Management
- Morgan County-Kevin G new Executive Director
- Johnson County hiring a manager for Employment services.
- Lincoln County had a family member be part of the State of the State address and Mary Sullivan-Thomas was also invited to attend.
- Pike County had a home donated to their agency
- Callaway County just hired another case manager and will provide case management to half the citizens receiving services
- Pettis County just got 3 year accreditation from CARF
- Howard County just started Case Management
- St. Charles just hired their 20th and 21st Case Managers
- Jefferson County just moved into new building
- Taney County is now doing their Case Management

1. Minutes from December 2010 meeting

Tim Crews moved approval
Jennifer Wooldridge Second
All approved

2. Finance/Treasurer Report – November & December 2010 Financials (A. Graff)

Dan Cole moved approval
Charlie Washburn Second
All Approved

3. **Agency Liaison Reports:**

MARF (B. Barnes), Had 110 legislators at MARF legislative dinner.

Coalition (A. Graff), Still discussing electronic signature issue, lengthy discussion on waiver rewrite process, Department of Justice interviewed Emmaus homes to get comparison to habilitation centers, discussed what the future holds for the SIS data, plan to discuss follow up with Bernie Simons regarding Dept. of Justice visit, staffing guidelines and SIS, electronic signature

Voc Rehab (M. Cook & Rebecca Largent), no report

Supported Employment (W. Hays), no report, the meetings will be moved so they will no longer coincide with MACDDS meetings

MO Planning Council (V. McCarrell), MACDDS still needs a representative since Vicki now works for the Division

Sheltered Workshops (A. Graff), no report

Congress on Disability (C. Snow), legislative visits will be held on Feb 9. Would like 2-3 representatives from MACDDS. Volunteers should contact Chuck Snow.

Mental Health Commission (Alecia Archer) the member at large will be the official representative from MACDDS

4. **Committee Reports:**

Executive (J. Jacobs); The Division has offered their office space for MACDDS to hold meetings if we wish. The group appreciates the offer but does not wish to meet at DMH central office. Roger Garlich and Vicki McCarrell would like to meet with exec com at exec com meetings. Executive Committee will meet with them at the end of the regular exec mtg. DMH is meeting with Peg, Les, and Jake on monthly basis to discuss issues. Department cuts of \$28 Million are not core cuts, but moving funds into habilitation center. District Administrator jobs are being eliminated. Regional Center Directors will all report to Vicki McCarrell. DDD also consolidating some business functions to be shared among Regional Offices. All Regional Offices will still have Directors. DDD still has 44 satellite offices around the State. Will be closing six of those this year. Governor has budgeted \$8 Million for the Partnership for Hope Waiver. The Committee discussed reapplication for MO Foundation for Health grant to expand the Partnership for Hope Waiver by helping counties pass SB40 legislation or increase the amount of the levy already passed so they can participate and/or expand the . DDD would like a plan to address SB40 Counties who do not participate in the Partnership Waiver and counties which do not have an SB40. Betsy Barnes made a motion that MACDDS pursue the expansion ideas in a grant proposal to Mo Foundation for Health. Seconded by Jan Jones 8 am meeting for anyone who would like to participate in the work group to develop the grant application. TCM group needs funds for the phone line to Capital Plaza Meeting rooms. Mary Sullivan-Thomas suggested that the group investigate using SKYPE since it is free.

Public Awareness (A. Archer); Will be meeting soon to develop annual report. The campaign, "Clean Up Your Language," will have a second segment from what was begun last year. Television and radio PSA's were done last year in the greater Kansas City area starting in March and they were aired for about a three month period. Jake has the file and will send out to the group.

Education & Training (J. Casey);

Governmental Affairs (P. Capo/M. Sullivan-Thomas); Mary testified last week at the Senate appropriations committee. Discussion was held about the Partnership for Hope. Mary answered questions regarding why the waiver is not statewide. Cost effectiveness of Habilitation Centers was questioned by the committee. Mary testified this week to the House appropriations committee. Discussed rate cuts and the ensuing difficulties providers have faced as a result. Mary encourages all SB40s to contact our new legislators. Notes from committee meeting were sent out to MACDDS members. Mary moved that the group have Bill and Sarah take the lead on SB106. Janice seconded. Motion carried unanimously. Mary stated that the committee voted to support Senator Rupp's bill, SB56, to close the Habilitation Center and made a motion that MACDDS

support the bill. SB40 representatives should talk to legislators about the bill. Discussed how members will support the bill. Motion passed unanimously.

Regulations/Standards/Policy (*J. Tilman*); no report, Janice encouraged participation in committee.

Finance (*A. Graff*); no report. Doris presented information on the capacity grant and has entered the information in Quickbooks on the laptop that will be passed from Treasurer to Treasurer.

Quality Assurance/Enhancement (*R Kruse*); no report

College of Direct Support (*R. Garlich*), Jackie Coleman is being phased out. She took a job with a school district. Bob Tyree is transitioning into the role for the Division.

First Steps (*R. Kruse*); No report.

Respite Coalition (*J. Casey*). No report.

5. **Workgroup Reports:**

TCM (*K. Butler*); Jackson County presented information to the group about person-centeredness, Consumer satisfaction surveys are going to be sent to Lincoln County and will be posted on the MACDDS website. Consumer relations group will meet in March. Service Coordination manual will be added to the e-learning site when it is complete. Jim Reudin will be taking over the leadership for the group. The group thanks Robyn Kaufmann for her many years of leadership and support. Next meeting March 17 in Boone County. The group has talked about having a Case Management track at the MACDDS conference and is working on ideas to do so.

QE (*M. Sullivan-Thomas*); No report.

SIS (*A. Purdome*) No report.

Roger Garlich reported that the Caseload growth funds in the budget are the largest amount in the budget in its history and encouraged the MACDDS group to support it.

Eligibility/UR Discussion - Cindy Mueller, DD

Intake/Eligibility Coordinator, Children's Services

Cindy also coordinates children and youth, SIS, and utilization review. In December, Cindy directed the Intake Team leaders to work something out with their counties to have the counties be able to do application packets. Counties can get application packets from the Regional Office. She stated that she needs to ensure that people who do the assessments are well trained and qualified to do them. She is concerned that MOCABI is not being administered correctly across the board. Need to have an agreement on the qualifications and training of people administering adaptive assessments because they are part of the Medicaid Waiver process. Have to maintain assurances to CMS. She believes a one day training could be sufficient for the MOCABI, but still has concerns about how the Regional Office can provide the reliability assurances for the assessments. Cindy wants to ensure that reliability is maintained over time. Cindy Langford indicated that they have realized that in their program they not only need to track that MOCABI's are done, but also that the Case Managers are doing it correctly. If counties want to do intake and assessment DDD will partner with us, but eligibility is ultimately the responsibility of the Regional Office because statute says the Regional Office Director's make eligibility determinations. Cindy indicated that ideally to adequately do eligibility determination there should be an assessment team with diagnostically trained staff (LPC, LCSW, licensed psychologist), nurse, someone with specialization in special education, and someone with specialization in employment to establish the interdisciplinary team to do eligibility. Cindy prefers that there be an interdisciplinary team available (at least three people) to make eligibility determinations. Cindy stated that there are approximately

3000 determinations done per year, with the vast majority coming out of Kansas City and St. Louis. Cindy stated that she does not know of any payment sources for intake and eligibility. Deb Wohlers asked about the administrative rate being logged and paid during intake and eligibility. Cindy indicated that it is her understanding that no billing is acceptable prior to eligibility. Bob Dale stated that the CPS side does bill for eligibility determination. Cindy stated CSR allows declaration of immediate eligibility determination in some situations. The Regional Office Director would have to sign that the person was eligible. Eligibility is officially the date that the Director signs. The Regional Office can say that the person does not appear to be eligible and not proceed with intake and assessment, however the person should then be allowed the right to appeal. If there is a disagreement with the Regional Office determination, Cindy is the person to contact on appeal. Cindy stated that her involvement with SIS is to assure the ongoing inter-rater reliability and negotiates with AIDD for the rate. Also for the SIS, Cindy acts as consultant for data team. 96% of persons over 18 have been through the initial screening with the SIS. They are working on using the algorithm that has been developed from the first round of SIS. They will be including some supplemental questions with the next group. The first set took three years to get. Cindy stated it will not take nearly as long for the second set. Cindy stated that at least one state uses the algorithm to determine all of its waiver allocations. The goal is for equity and parity across the state. Peg noted that waiver information does not capture all the information because there is County money being spent to provide services and that is not being taken into account. Cindy indicated that she has never heard any discussion of SIS being used to determine any allocations that are not state monies, but if a partnership effort could be improved that may be possible. Cindy indicated that the SIS is all about ranges. Individuals with higher needs, most likely should have higher cost for services. Cindy stated they want to identify outliers and evaluate those situations.

Committee Roster – Doris Boeckman

Doris provided a copy of the roster to the members and asked for any corrections or changes. Members need to ensure that their email addresses are correct.

General Discussion -Issues; Task List; develop questions for Bernie

Discussion Items:

- OHCDS—Organized Healthcare Delivery System. Allows the entity to become the provider of record for providers who are eligible, but would not otherwise enroll to become a Medicaid provider.
- Provider Rate Cuts—Jake stated that Keith Shaeffer, DMH, has encouraged discussion to better articulate the argument as to why providers cannot sustain further rate cuts. Providers have lost staff, eliminated pension programs, cut staff training, cut health insurance benefit, etc. Max suggested that each region determine the actual fiscal impact and what it does to the services delivered. Peg suggested that we try to determine leading indicators for decline in quality due to rate cuts. Discussion about the rate cut impact was held.
- Maintenance of State rate for TCM services--Jake asked the group to send him information about the individual costs for each County Board to provide case management and he will compile the list. Some Boards have used the uniform cost report from DMH to establish the rate.
- Role of Regional Offices—Discussion was held about some questions which have arisen as to the need for some of the new positions in the Regional Offices. Several members expressed concerns regarding the elimination of the District Administrator positions and the consolidation of the business functions when adding/keeping less essential functioning positions.

- Discussion was held about the possibility of MACDDS working toward a grant to help set up ABA training centers around the state.
- Jake stated that DMH has asked if any regions are having problems finding people eligible to participate in the Partnership for Hope Waiver. Some people are afraid to give up their Choices for families services or autism project services.

Meeting Adjourned at 5:00.

Thursday January 27, 2011
Capitol Plaza Hotel, Jefferson City, MO

Minutes

Call to Order – Jake Jacobs, President

Introductions/General Announcements/Celebrations of Success

- Taney County has been operating their TCM program for 27 days. Just hired their 3rd case manager and is working on finding a way to provide case management to Ozark County in order to get the Partnership for Hope Waiver into as many counties as possible.
- Osage County received two grants to provide books and CDs for consumers.
- Jake and Doris met this morning to discuss the grant application. Need to include a historical perspective of contributions MACDDS has made to get more services in the state. Please send any pertinent information in this regard to Jake. The goal is to get the grant completed and submitted within the next couple of weeks.
- Discussion ensued regarding CIST and QDDP definitions and qualifications and some confusion regarding the status of such.

Updates and Open Discussion – Bernie Simons

- Bernie spent the last 3 days with dept of justice at Bellefontaine, Sikeston, and Poplar Bluff. DOJ review of all the Habilitation Centers has been completed. Expect to receive information and results in approximately one month. Focus is expected to mirror the Georgia settlement, but will not be known until report received from DOJ. Behavior Resource Team positions were eliminated several years ago, and it is expected that they will need to come back based on feedback from DOJ. DDD cut additional \$1.245M in FY2012 budget. DDD will be changing the functions of current employees by the end of tomorrow. Need to continue to strengthen case managers. Only as good as we have a well-trained workforce. Want to include resources for case managers to access because they cannot be experts in everything. Peg stated that CMS is having a hearing in St. Louis seeking information on the impact of their action of not approving the Waiver at the Hab Centers. DDD will have representatives there. At this point DDD has not been informed as to the impetus or possible implications of the results of the hearing. Peg also inquired as to the rationale for cuts being made in Division, particularly the District Administrator positions. Bernie stated that he essentially had to make a choice between eliminating Regional Office Directors or District Administrator and believed based on the Recommendation 24 committee findings that Regional Office Directors were more critical, understanding that the District Administrator role is nonetheless and important function. Jeff Grosvenor will work on putting together a group to address concerns with the consolidation of business functions in Regional offices and how to minimize any impact on timely payments to providers. Vicki McCarrell reported on the issues regarding CIST and QDDP definitions. Robin Cooper at the federal level says that QDDP is outdated terminology. The duties will continue, but they will be called something else—most likely community professional. Requires bachelor's degree and 1 year experience or associate degree with 3 years experience. These are not applicable to Case Managers. Partnership for Hope Waiver slots are encouraged to be filled asap. Believe the new slots per the amendment will be available around February 15. If there are any counties not in the amendment, please let Vicki McCarrell know. There are six counties entering the Partnership for Hope Waiver per the new amendment which do not have an SB40 Board so the state is paying the entire match for those. Alecia asked how a non-public dollar

can be put in the Mental Health Trust fund. Historically only public dollars were eligible to be put into the Mental Health Trust Fund. Alecia asked Vicki to provide written documentation of how it is allowable to put non-public dollars into the Mental Health Trust Fund. Jake asked if the \$12K cap is working in most counties. Discussion was held about raising the caps on the Community Support and Partnership Waivers due to costs increasing. Les made a motion that due to the outdated nature of the caps, the Division of Developmental Disabilities increase the individual service caps so they can provide adequate services. Peg seconded. The motion passed unanimously and Jake will send a letter to the Division in that regard. Margie Mangini with the Division discussed issues with CSRs regarding fire safety standards and how they apply to group homes and onsite day habilitation programs. She stated that fire marshal inspections are not appropriate for individual apartments or ISLs. The fire marshal inspection rules apply to when the provider is bringing people to the building to receive services. Peg described a situation where a fire marshal would not allow a walkout basement to be acceptable since there is only one exit on that level and told the provider the home would have to be closed immediately. Margi indicated that there is an exception process which can be sent to the Division's formal exceptions committee. No guarantee that every exception request will be granted, but the process does exist. Janice indicated that her agency has gone through the exceptions process regarding the fire marshal inspections. The results of the exceptions process is recommendations for construction which eliminates the "home" feeling in the house and creates an institutional look which is not functional—to the extent that the fire doors recommended to meet the fire marshal inspection would eliminate access to the living room. Discussion was held about the fire marshal rules and possible ways to mitigate the unrealistic situations resulting from inspections. Mary pointed out that the Department has delegated its authority to the State Fire Marshal's Office. Janice asked if the Division could impose a moratorium on the inspections due to the conflicting statutes and undue hardships being placed on agencies until such time as the Division has looked at the issue more thoroughly. Jake will send a letter from MACDDS to Bernie in this regard. Discussion ensued regarding the origins and intent of deemed status for provider agencies.

- Jim Casey reported that the Respite committee is working on bylaws.
- Jake asked for volunteers to serve on the Regional Office restructuring committee. Alecia Archer, Tim Crews, Nancy Hayes, Jim Casey, and Andrea Purdome volunteered. Discussion ensued regarding the positions at the Regional Offices.
- Jake asked the membership to consider what the MACDDS position regarding providing TCM should be and be prepared to discuss at the February meeting.
- Jake asked the membership to consider what it means when it says "first come, first serve" with regard to distribution of the 500 slots expected to come with the amendment to the Partnership for Hope Waiver.

Operating Reserves – Heidi Chick, CPA

Member/Owner Williams Keepers LLC, Columbia

- Heidi is an expert in government accounting practice with a firm founded in 1923 and located in Columbia and Jefferson City. When discussing reserves she will use the accounting definition. Equity section is assets minus liability. Does not mean it is a bank account or money set aside for anything. It can mean cash but does not have to. Net assets and fund balance are related terms. Net assets applies to enterprise funds—includes capital assets, accrued vacation, really a reflection of your net worth. Things are done on a full accrual basis. Usually used by proprietary funds. If you are government fund you have a term called fund balance. Do not count capital assets in fund balance. On a modified accrual basis. Both are just terms for equity. Both entities should have an operating reserve policy. Operating reserves within accounting standards include invested and capital assets, restricted net assets, non-restricted net assets. Governmental funds exclude capital assets but include restricted and non-restricted assets. If you can't change it then it is reserved or restricted. Fund balance reporting only applies to governmental funds. Reserve policy critical for good financial management. Long-term viability is dependent upon reserve policy. The appropriate body should be involved in the process for developing the policy and the proper authority should approve it. Should be a formal policy, not just something recorded in the minutes. Policy should be publicly available. Policy should be reviewed on a regular basis. Terms that are important in the policy should be defined. Should define a maximum as well as a minimum. Potential uses of the fund should also be specified in the policy and the usage should comply with the policy and be approved by the Board. GFOA-Government Finance Officers Association puts out guidelines and helpful information. Auditor can help an entity determine if it is an enterprise fund or a government fund.
- Jim Casey inquired as to what has been decided about a new sound system for MACDDS. Jake stated that Ann Graff is working on getting information about systems which might work for MACDDS.

Meeting adjourned at 12:06.