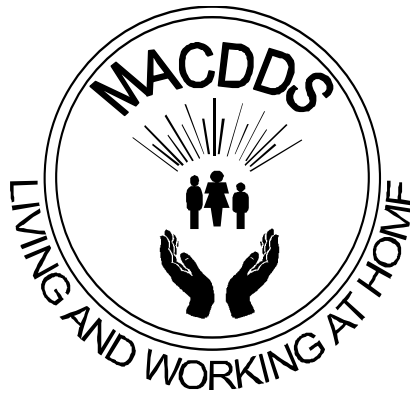


Jake Jacobs, President
Developmental Disability Services
Of Jackson County - EITAS
8511 Hillcrest
Kansas City, MO 64138
816-363-2000; fax 816-363-1755
jjacobs@eitas.org



Les Wagner, President Elect
Boone County, executivedirector@bcfr.org
Jan Jones, Secretary
Greene County, jan@abilitiesfirst.net
Ann Graff, Treasurer
Pettis & Saline Counties, agraff@chs-mo.org
Deb Miller, Member-at-Large
Howard County, dmiller@endlessoptions.org
Jennifer Wooldridge, Past President
Jefferson County, jgwooldridge@jcddrb.org

*Missouri Association of County
Developmental Disabilities Services
www.macdds.org*

Our Mission:

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

MINUTES

Wednesday, September 28, 2011

Capitol Plaza Hotel – Jefferson Room, Jefferson City, MO

1:00 – 2:00 PM

Call to Order: Jake Jacobs, President

Introductions/General Announcements/Celebrations of Success

- Ann Graff stated that their agency was selected to provide TCM in Clay County and they plan to get started in January.
- Lynn Smith announced they finished their second HUD project and it is almost full.
- Michelle Darden announced that they are a finalist in “most healthy employer” contest by their business journal.
- Jim Casey announced that he has celebrated his 25th year with Cole County.

1. Minutes from August meeting – Betsy Barnes made a motion to approve the minutes. Dan Cole seconded and the motion passed unanimously.
2. Finance/Treasurer Report - August Financials: Ann Graff, Treasurer. Mary Sullivan-Thomas made a motion to approve the financials. Lynn Smith seconded and the motion passed unanimously.
Presentation and Approval of 2010 Audit. Ann stated that overall the audit was good and asked. Jim Casey made a motion to accept the audit. Jan Jones seconded and the motion passed unanimously.
Ann stated that she has received an RPO request from Judevine. Max Lytle made a motion to accept and Betsy Barnes seconded. The motion passed unanimously.
3. **Agency Liaison Reports:**
MARF (B. Barnes), Betsy reported that they had a speaker from Wisconsin where managed care has been implemented with Medicaid. She reported that the speaker indicated several issues with this which had a negative impact on providers, including that the system changed to a medical model. Betsy stated that DMH representative indicated that the group was getting back together to work on Medicaid Waiver definitions. Betsy stated that Representative Grisamore reported on his committee and that he was

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outstanding and very well informed about the DD system and areas of need. He hopes to have animal assisted therapy funded. He also discussed the issues with rate inequities and the need to correct it. Betsy recommends that MACDDS ask him to speak in December so that the membership can hear all of the initiatives he is supporting.

Voc Rehab (*M. Cook & R. Largent*), There is a new CRP agreement effective October 1 and SEP will not be as prescriptive with regard to assessment at worksites. The new agreement will remain in effect until it needs to be updated rather than automatically having to be done every three years. Supports are now going to be available off the job as well as on the job up to 20% of the time worked. It is now called job supports rather than job coaching. The agreement emphasizes employment and outcomes.

Supported Employment (*W. Hays*), No report.

MO Planning Council (*B. Blackwell*), Susan Pritchard-Green reported discussion about the enormity of the school systems and how to pull it all together and define common goals. The Council has been concerned about the varying quality of education for students with developmental disabilities around the state. She stated that Cindy Mueller had talked to the Council about some of the children's programs merging. DHSS is trying to increase the level of screening for care providers by putting stronger legislation in place regarding the background screenings required. Susan indicated that the disability calculator project will have a rough draft ready in January and the working calculator should be ready sometime in the Spring. Betsy reported that CMS sent guidance indicating that providers should check the OIG list at least monthly.

Sheltered Workshops (*A. Graff*), No report.

Congress on Disability (*M. Whitlock*), No report.

Mental Health Commission (*D. Miller*), The September meeting had a lot of discussion on budget and on the special session. The system transformation grant ends on Friday.

4. **Committee Reports:**

Executive (*J. Jacobs*); Jake reported that the committee met this morning and discussed the issue of exempt-non-exempt status for service coordinators. There was discussion about the sound system and about hiring an executive director for MACDDS.

Public Awareness (*D. Miller*); Deb reported that the annual report is finished and has gone to the printer. She distributed the new MACDDS brochure for member recruitment.

Education & Training (*J. Casey*); Jim reported that the conference has already collected more than \$12,000 more than was collected in total last year.

Governmental Affairs (*P. Capo/M. Sullivan-Thomas*); Sarah gave update at last conference call indicating that at that time nothing was done in the special session.

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

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

Quality Assurance/Enhancement (*R. Kruse*); No report.

College of Direct Support (*R. Garlich*); Ann Graff reported that the Division indicated that they will support the college next year.

Respite Coalition (*J. Casey*). Jim will be emailing the bylaws to the membership. They are asking for all participants to re-enroll.

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5. **Workgroup Reports:**

TCM (K. Butler); Kelly reported that the ISP guidelines review is out for comment. Discussion ensued about what is optional and what is mandatory in the plans. The group also discussed concerns about getting plans back from the Regional Office for URC review in a timely manner. There are some areas in the state where plans are not being signed by regional offices due to insignificant mathematical or other insignificant errors. The TCM group will look at the issues and develop a checklist to be used statewide and to ensure consistency and expediency in getting plans through the entire process.

SIS (A. Purdome), no report.

2:00 – 2:15 PM Break

2:15 – 3:45 PM Legislative Priorities – Sarah Topp and Bill Gamble
Gamble & Schlemeier Governmental Consultants

Bill discussed the Special Session. He reported that the language was dramatically changed on the floor. When the elimination of the circuit breaker tax credit for the elderly and people with disabilities was removed, it took away a large amount of the funding for the bill. The House is still working on a bill to give to the Senate. It should be voted out of the house very soon and the Circuit Breaker is definitely out. The House did pass a bill that has a provision that was put in on the Senate side that will not allow the bill to go until the economic development bill passes. This creates an effect of holding bills hostage so that they can get another bill passed and Bill expects a Court challenge which will likely be appealed all the way to the Supreme Court. Bill does not expect to see a lot happen out of this special session. Bill discussed the legislative priorities for MACDDS. He recommended that the membership stay with its priorities. State revenues are higher than projected, but there are no specifics available about next year's budget due to the focus on the special session. The legislative committee conference calls will begin regularly again in January.

3:45 – 5:00 PM General Discussion – Issues, Task List

General Discussion Items:

- Report on Representative Jeff Grisamore's presentation at MARF (Betsy Barnes, Pike County) discussed earlier in meeting.
- DMH's ongoing changes to paperwork requirements (Ron Kruse, Franklin County). The group discussed the possibility of making recommendations to DMH to be more efficient in the way they change directives, requirements, paperwork, etc. At this time, there are numerous changes coming at no regular interval. Having a consistent time to make changes would make things flow more smoothly on all levels.
- 72 hour timeline for entering logs into the system (Brenda Rocaberto, Phelps County). Brenda stated that this guideline is not negotiable regardless of business days. If a circumstance arises which prevents the note from being entered in a timely fashion this must be documented.
- OHCDs contract—the membership discussed changes in the OHCDs contract including FBI background checks. Jane Kruse asked for DMH to draft a template for all OHCDs contracts with subcontractors. Robin Rust provided a template, but it was not sufficient. Robin Rust indicated that it was too much liability for the Division to provide a sufficient contract. Mary stated that it was pointed out at the last meeting that we can

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use the Regional Office as an OHCDS. Jane agreed that this is the best way, however, there is often a problem with timeliness in getting DMH to complete contracts and that some subcontractors are averse to working with an entity as large as DMH, but would contract with a County Board as a smaller entity.

- Department of Labor audits regarding independent contractors vs. employees. Les discussed the importance of adding to our legislative agenda a fix for the issues found when a County Board uses independent contractors through its OHCDS versus the way the law is written to cover how this issue is viewed when the same service is provided by an independent living center. Betsy made a motion that the membership ask Gamble and Schleimeier to work on an amendment to present law to resolve the conflict around a County Board contracting for in home support and community services versus the law when an independent living center. Jeff Richards seconded and the motion passed unanimously.
- Taking the pulse of eligibility determinations around the state (successes & issues). Discussion was held and there are widely varying standards being used around the state for determining eligibility and the timeliness of doing so.
- Governor's request for an economic impact study of the Partnership for Hope waiver (Jake Jacobs, Jackson County) Jake asked that the membership get him stories and to particularly forward stories which illustrate the economic impact—family members who have been able to go to work due to the services provided through the waiver, jobs created for staff, etc.
- Issues related to job/career prep definitions (Jane Kruse, Boone County) Jane stated that these definitions appear to be for individuals who are not yet employed and there is a need for this type of service for some individuals who are employed. There are issues with vocational rehabilitation and the requirement that there be a denial from VR. Rebecca Largent stated that there is a pending meeting with DMH and VR will be working to resolve the issues created by DMH requiring a written denial of services, but VR is not permitted to deny services. Jane suggested that it might be beneficial to have a MACDDS representative at the meeting.
- County-based MOCABI completion—Les stated that he was asked to put this on the agenda because he was asked to have discussion regarding whether the Division or the TCM provider is completing MOCABIs. The membership reported that this is being done differently in the various regions. Some Regional Offices will not allow County Boards to do the MOCABI, others insist the County Board does the MOCABI. Ann suggested that the issue be given to Vicki and Marci to resolve.
- Ann discussed that she has been asked to sit on a committee with the Division to discuss the issues around the state's willingness to accept electronic records. She believes the biggest issue is transferring the records because only paper or microfiche is allowable at this time. Ann stated that it is in both state and federal regulation that we can use electronic signatures.
- Jeff Richards discussed issues surrounding the conflict in eligibility for those individuals who are in a DHSS waiver getting Adult Daycare and also DMH services.

Jake began the discussion about an Executive Director for MACDDS. The membership previously voted to hire an Executive Director and a grant was submitted to MFFH. The MFFH grant was not awarded. Jake shared information he has received from other SB40s. Ann distributed a draft job description for the position. A lengthy discussion was held about the need for an Executive Director and how that position should be funded. Lynn Smith made a motion for the membership to hire a full-time Executive Director. Janice Tillman seconded. Jake called for a roll call vote. There was one abstention and all other members voted yes.

Jake Jacobs adjourned the meeting at 5:35 pm.

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9:00 AM **Call to Order** – Jake Jacobs, President

- Jim Casey distributed the Highway Patrol has a publication for Highway Patrol background checks which gives the information as to where to call for fingerprints. He also indicated that he tried to research a new microphone system and became aware that he did not have the expertise to discern which equipment was best for MACDDS. He therefore has asked the Executive Committee to do further research.
- Lynn Smith made a motion to send flowers to Ron Kruse after his recent heart attack. Mary Sullivan Thomas seconded and the motion passed unanimously.
- Andrea Purdome discussed the importance of MACDDS having an Executive Director to provide necessary support to smaller Boards and to be a presence at the National as well as State level.
- Boone Wagner pointed out that by delaying the hiring, the membership misses out on the next legislative session. The membership also discussed the importance of having time for notifying Boards as well as budgeting for those agencies that operate on the State fiscal year as opposed to a calendar year. Boards which operate on a fiscal year have already budgeted MACDDS dues and may not be able to accommodate the dramatic increase in the midst of a fiscal year.

9:00 – 9:30 AM **Discussion and Vote on the Executive Director Position and Revised Dues Structure** – Executive Committee

Jake provided a synopsis of yesterday afternoon’s discussion. He indicated that due to timelines with the budget, the decision should be made at November’s meeting.

9:30 – 10:15 AM **Special Olympics Update** – Mark Musso
President/CEO, Special Olympics Missouri

Robyn Kaufman introduced Mark and Special Olympics in Missouri. Mark offered to provide some information to the membership regarding the executive director discussion this morning. Mark thanked the County Boards for assistance they provide to athletes. He stated that everything done for the athletes is free of charge to the athletes. There will be regional games in the future that will be a cost savings due to less travel expense than for the state games. Mark distributed brochures. Special Olympics has 21 different sports. 52% of Special Olympics athletes are employed. Special Olympics does health screenings for athletes at the state events free of charge. They can have glasses made by the end of the games. In Missouri, both the volunteers and the athletes must pass a background check. The “fan clubs” are family groups that fundraise for the teams. Mark explained the “spread the word to end the r word” campaign. Information and the pledge can be found on the www.somo.org website.

10:15 – 10:30 AM **Break**

10:30 – 11:30 AM **Updates and Open Discussion** – Bernie Simons

Bernie stated the only new decision item is \$7.4M in caseload growth. Bill 631 by Rep. Grisamore is the check box on income tax forms to donate to the trust fund. Bernie stated that March 15-16 is the date for the Division’s conference. It is to be a leadership network training and focus on system change. The NASDDS website has the list of presenters. Several of these individuals have committed to present at the conference. There are some sponsors committed and discussions are continuing. Discussion was held regarding

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inconsistencies in eligibility determinations. Vicki stated that some of the larger regional offices do have a backlog. Marcie said they are adding intake workers to try to improve the timeliness of determinations. The group also discussed inconsistencies around the state with the MOCABI and who can administer it. Vicki stated Cindy Mueller should attend the TCM meeting. Training is being developed for elearning and then everyone can be trained to administer the MOCABI. The Division will address how the training will be rolled out and who will be required to attend and who will be administering MOCABIs. They are considering having everyone either take the class or test out of it. Marcie said if a county is not currently doing the MOCABI they will not be expected to do so in the future. Jake asked if the Division could choose a consistent way to roll out changes in Directives, forms, information requests etc. He suggested that changes could be rolled out quarterly, annually, etc. Vicki asked specifically what paperwork was a concern. Darlene Heinline will have Ron Kruse send Vicki specific examples of items of concerns. Jeff Grosvenor addressed concerns the group has about OIG background checks. The fact is that if a non-qualified person is providing a service, the money will have to be repaid. The guidance says “should.” The agency is responsible for determining what it considers to be due diligence. Jeff stated that the professional registration license or Medicaid license may be sufficient. He has a call in to determine this and will share the information as soon as possible. Jane suggested that this would indicate that a change should be made in the language of the OHCDS contract. Jeff agreed. Further discussion about FBI background checks ensued. The OHCDS contract now requires FBI background checks. Janice said there is a tutorial on the OIG website that everyone should do. Jake asked about the exempt status of service coordinators and if the State could provide a justification or some information in this regard. Jeff will research and respond to the question. Jeff responded to a question about the B.I.P. (Balancing Incentive Payment Program) program and said this was to help states rebalance budgets. There is a statement in that which requires conflict-free case management. DMH has taken the position that we have conflict-free case management. There is an enhanced match with this program and it is designed to get the institutional and community care in balance. Kelly stated that the TCM group has concerns about delays getting plans back from Regional Office through UR process. Vicki asked if this was in a specific location. Kelly said the group indicated it was a problem statewide. Jane found additional relevant information from CMS and believes the fingerprinting may not be a mandate. She stated she was willing to do the research.

11:30 AM – Noon

Update on Med Aid Training – Margy Mangini

Director of Quality Enhancement, Division of DD-DMH

Margie discussed the possibility that this training will be shifting to be more tailored to the individuals we serve. The curriculum is being updated and best practice is being emphasized. The Division envisions the trainers being local rather than in Jefferson City to train the instructors. The Division also believes this would reduce travel costs and the Division may be able to help with the cost of training the instructors. In order to get the instructor into the DHSS classes it can take considerable time. Local training at the Regional Offices would improve the wait time. The model would include basic med aid training and would also have advanced curriculum available such as insulin injections, feeding tubes, and epipen use. The development should be around the first of next year. The implementation date will be determined when the contractor is established. There is an RFP being developed now.

Jake Jacobs adjourned the meeting at 11:40 a.m.