

DEPARTMENT OF BEHAVIORAL HEALTH & DEVELOPMENTAL DISABILITIES
DIVISION OF DEVELOPMENTAL DISABILITIES
DD ADVISORY COUNCIL (DDAC) MEETING MINUTES

MAY 15, 2015

ADVISORY COUNCIL ATTENDEES: Dr. Bruce Lindemann (**Acting Chair**), Sheryl Arno, Curt Harrison, Debbie Conway, Dr. Julie Kable, Marion Curry, Dorothy Harris, Rita Young and Nandi Isaac

PARTICIPATED BY PHONE: June DiPolito, Lynnette Bragg, Charles Harper, Estelle Duncan, and Twana King

DDAC MEMBERS EXCUSED: Heidi Moore

STATE OFFICE STAFF: Frank Kirkland, Catherine Ivy, Mary Price, Audrey Sumner, Michael Link, Fatma Jones, Veronica Rohrlack, Robert Bell, Eddie Towson and Nikki Douglas (**Recorder**)

Topic	Outcome
<p style="text-align: center;">Welcome & Introductions</p> <p>Dr. Bruce Lindemann</p>	<ul style="list-style-type: none"> ❖ The meeting began at 9:30 AM. ❖ Dr. Lindemann represented Ms. Estelle Duncan. He welcomed everyone and introduced the three new DDAC members: <ul style="list-style-type: none"> • Dr. Julie Kable – Pediatric Psychologist from Emory • Ms. Marion Curry – Director of Diversified Enterprises from Tifton, GA. • Ms. Dorothy Harris – Self-advocate from Fitzgerald, GA. ❖ Dr. Lindemann opened the meeting with a roundtable discussion of what is going well. <ul style="list-style-type: none"> • Powerful and enlightening stories with positive outcomes were shared.
<p style="text-align: center;">Business: Approval of Minutes</p> <p>Mr. Curt Harrison</p>	<ul style="list-style-type: none"> ❖ There was a motion to approve the March 20, 2015 meeting minutes. <ul style="list-style-type: none"> • Ms. Arno motioned to approve the minutes. • Ms. Young seconded the motion. • Meeting minutes were unanimously approved with minor changes.
<p style="text-align: center;">Division of DD/Update on Plans</p> <p>Mr. Frank Kirkland</p>	<ul style="list-style-type: none"> ❖ Division of DD Update: ❖ Mr. Kirkland represented Mr. Howell and discussed an update on the plans in DD. <ul style="list-style-type: none"> • Office of Field Operations – Ronald Wakefield <ul style="list-style-type: none"> ▪ Mr. Wakefield will assume his new role officially beginning Monday, May 18, 2015. ▪ Previously, he was performing an interim role over field operations and has taken the lead on the planning list. ▪ Mr. Allen Morgan will assume the role of Regional Services Administrator for Region 1. • Office of Transitions - Ms. Beth Shaw <ul style="list-style-type: none"> ▪ Ms. Shaw is in the process of determining staffing needs at the State and Regional level. ▪ One focus is to ensure forensic individuals are transitioned out of state facilities.

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	<ul style="list-style-type: none"> • Currently working with the Criminal Justice system. • Office of Health & Wellness (H&W) <ul style="list-style-type: none"> ▪ The position of Director for Health & Wellness was filled by Ms. Dana Scott. ▪ Ms. Scott is currently working with the H&W committee on the redesign. ▪ She is in the process of meeting with regional staff in clinical roles. ▪ Ms. Scott is also assisting with policies on clinical practices. • Assistant Director of DD – Frank Kirkland <ul style="list-style-type: none"> ▪ Mr. Kirkland has been focusing on the blueprint and assuring that all activities are being implemented. ▪ Also integrating the pioneer process by testing a lot of work being done with the blueprint. ▪ The waiver renewal is another major project and the rate study that will be discussed. • Ms. Sheryl Arno mentioned Mr. Byron Sartin visited the Southeast postsecondary education and was able to listen to the speech of students who wished they had this same program at UGA. <ul style="list-style-type: none"> ▪ Ms. Arno thanked Mr. Sartin for his support.
<p>Division Updates:</p> <p>Pioneer Project Update</p> <p>Ms. Audrey Sumner</p>	<ul style="list-style-type: none"> ❖ Audrey Sumner (Regional Coordinator in Region 2) gave a presentation related to the Pioneer Project/Process. <ul style="list-style-type: none"> • She described the process in detail including the Individual Support Plan (ISP) narrative, which includes all of the assessments. <ul style="list-style-type: none"> ▪ CRA’s Nurse Practitioner has been working on this. • The pioneer project has improved the quality of the ISPs and made the document much clearer for everyone in terms of what supports should be provided to each individual. ❖ Ms. Sumner also stated that they had worked through a new exceptional rate process for some individuals. <ul style="list-style-type: none"> • The new process involves partnering with Ms. Catherine Ivy and Ms. Annie Webb and has worked well. • More staff members are needed in order for this process to be scalable. ❖ Ms. Sumner reports that Support Coordination was involved earlier in transition (60 days prior to target transition date) and this is helping with the process. ❖ She reports that an Integrated Clinical Support Team (ICST) also joins 60 days prior to target. <ul style="list-style-type: none"> • This clinical team provides real, tangible support including developing clinical community based resources and direct clinical services, if needed. <ul style="list-style-type: none"> ▪ Completes staff training. ▪ Works with the Housemate process.

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	<ul style="list-style-type: none"> • Receives feedback from individuals • Potential housemates meet in advance. <p>❖ Ms. Sumner distributed the “ISP Fidelity Review” document and reviewed it with DDAC. (A copy will be emailed to all DDAC members participating by phone).</p> <ul style="list-style-type: none"> • The ISP Fidelity Review is a review/assessment by a group of staff members to ensure that the needs of an individual are being met. • Support Coordination has been receiving these as well.
<p>Legislative Update</p> <p>House Resolution 767</p>	<p>❖ Mr. Kirkland read a brief Legislative update emailed by Mr. Andrew Johnson.</p> <ul style="list-style-type: none"> • Meetings start around September and normally only five meetings are held. • The department will be involved at the Committee Chair’s request. • Appointments through the committee are typically made around the month of July.
<p>Cost/Rate Study</p> <p>Ms. Mary Price</p>	<p>❖ Ms. Mary Price gave an update on the current cost study being conducted for residential services (CRA, CLS and Respite).</p> <ul style="list-style-type: none"> • Several meetings have been held since the last DDAC meeting and have received a lot of feedback. <p>❖ Ms. Price reported that there has been a response rate of 11% of providers.</p> <ul style="list-style-type: none"> • This 11% represents approximately 40% of residential (COMP) claims. • Providers are still encouraged to support in completing the cost study survey. <ul style="list-style-type: none"> ▪ Currently surveying only residential providers. <p>❖ Ms. Price stated that they are working on considering all feedback and analyzing the data.</p> <ul style="list-style-type: none"> • Currently conducting data analysis on the survey, responses received from providers and they are considering a lot of the service options. • She stated that they are considering service delivery options for CRA and exploring national models for other residential waiver services across other states. <p>❖ According to Ms. Price, early June is the anticipated date of publication for the draft rates.</p>
<p>Waiver Rewrite</p> <p>Ms. Frank Kirkland</p>	<p>❖ Mr. Frank Kirkland reported that the department has requested some technical assistance from CMS for the waiver rewrite.</p> <ul style="list-style-type: none"> • The Department of Community Health (DCH), Medicaid Agency, must submit new waiver documentation to CMS on September 30, 2015. • Prior to the September 30th due date, the waiver and reimbursement rates must go to the DCH Board, be presented for public comment and approved by the DCH Board.

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	<ul style="list-style-type: none"> ▪ It will take about 60-90 days for completion of this process.
<p>Proxy Caregiver</p> <p>HCBS Transition Plan/Self-Assessment Tool</p> <p>Status of Draft Policies</p> <p>Ms. Catherine Ivy</p>	<ul style="list-style-type: none"> ❖ Ms. Catherine Ivy stated the proxy caregiving policy has been reviewed; however, there is a dilemma. <ul style="list-style-type: none"> • The Plan of Care is required to be signed by a physician every time medication changes, dosage changes or anything happens. • Based on one comment that was received, this policy was placed on the shelf. • Ms. Ivy asked the DDAC for their opinion on where we should go from here. • Mr. Charles Harper feels that a training curriculum should be established to initiate training. <ul style="list-style-type: none"> ▪ Mr. Curt Harrison is concerned with the proxy caregiver law because it reads that only a registered nurse, pharmacist, physician, PA or nurse practitioner is allowed to deliver training. ▪ Ms. Ivy will use the same disclaimer as the Health Facility Regulation (HFR) office utilizes at the bottom of their Q&A. ▪ By the next meeting, Ms. Ivy would like consensus from DDAC of how to move forward regarding the proxy caregiver policy. This discussion will take place via conference call. She provided two ideas for DDAC to think about: <ul style="list-style-type: none"> • A guideline could be developed with helpful tools. It would be the stakeholders’ choice if they want to use the tools. • The tools could be used in a template format as samples or maybe try a broader policy that would protect the stakeholders. ❖ Ms. Catherine Ivy updated the Council on the transition plan that was submitted to CMS to comply with the new “settings rule.” <ul style="list-style-type: none"> • A conference call was held with state Medicaid agencies, their partners and CMS on May 14, 2015. • CMS indicated there were a total of 46 state transition plans submitted. • CMS has rejected plans on the basis of lack of public comment but Georgia’s plan was very robust in this area. ❖ The current provider self-assessment tool is being tested with 25 providers. <ul style="list-style-type: none"> • Some modifications have been made to make the validation and analysis more efficient. ❖ Phase 2 of the transition plan is the support coordination validation. ❖ Ms. Ivy reported that changes are being made to Behavioral and Nursing waiver service descriptions based on the feedback that was received. <ul style="list-style-type: none"> • A draft of definition for Intensive Support Coordination is being worked on as well.

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	<ul style="list-style-type: none"> ❖ Related to Proxy, Ms. Ivy reported that Health Facility Regulations (HFR) has agreed that a Plan of Correction (POC) only requires an RN's signature, not physician. <ul style="list-style-type: none"> • There is still some work to be done in this area. • Mr. Curt Harrison expressed continued concern on behalf of providers for the practical implementation issues related to proxy and expressed that Service Providers Association for Developmental Disabilities (SPADD) would be pursuing legislative exemption or some other remedy in the next Legislative General Session. ❖ The nursing policy is in draft and is appropriately being circulated through the health and wellness committee, which is a group of nurses that are reviewing it and have made edits. <ul style="list-style-type: none"> • Ms. Dana Scott will be ultimately responsible for implementation and training of the nursing policy. ❖ The intensive support coordination policy is still in process of the draft being developed.
<p>Quality Indicators</p> <p>Mr. Eddie Towson</p>	<ul style="list-style-type: none"> ❖ Mr. Eddie Towson has given an updated list of the Quality Indicators to Mr. Howell and Mr. Kirkland. ❖ The list of quality indicators is going through the governance process. ❖ He reported that because of DBHDD's reorganization, Ms. Chris Gault requested to review the quality indicators before training occurred. <ul style="list-style-type: none"> ○ Mr. Towson will report back once the review is completed.
<p>Revisions to Community Standards</p> <p>Mr. John McCann</p>	<ul style="list-style-type: none"> ❖ Mr. John McCann, Director of Provider Performance, presented proposed changes to Community Standards. ❖ Under the new DBHDD organizational chart, the Provider Performance office is now under the office of Accountability and Compliance led by Mr. Robert Dorr. ❖ Mr. McCann stated that the proposed changes to Community Standards would be implemented on July 1, 2015. <ul style="list-style-type: none"> • Mr. Kirkland requested a draft copy of the proposed changes and agreed to delay implementation of these changes. • Mr. McCann will also forward a copy of the draft copy to DDAC to allow an opportunity to review and provide feedback.
<p>Supported Employment Pilots/SELN</p> <p>Mr. Byron Sartin</p>	<ul style="list-style-type: none"> ❖ Mr. Frank Kirkland reported on the supported employment pilot projects that have been ongoing. <ul style="list-style-type: none"> • For the legislative transition funding: <ul style="list-style-type: none"> ▪ 55 individuals are enrolled ▪ 17 supportive employment providers ▪ 16 have achieved employment.

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Mr. Frank Kirkland	<ul style="list-style-type: none"> ▪ This contract will be extended through December 31st because of delayed implementation. • The new rate pilot has: <ul style="list-style-type: none"> ▪ 40 individuals enrolled ▪ 5 supported employment providers ▪ 8 have achieved employment. ▪ This contract will also be extended through December 31st because of delayed implementation. • \$490,000 was allocated for the legislative transition funding. <ul style="list-style-type: none"> ▪ This will translate to approximately 70 slots for individuals (12 individuals per region). ▪ Planning List Administrators in each region are working on identifying these individuals. • DBHDD is also close to finalizing a Memo of Understanding (MOU) with Vocational Rehabilitation (VR) which will include Specialized I/DD Rehabilitation Counselors to work with our population. • Mr. Kirkland also reported that the first round of funding has been made to CSBs through an application process. • Up to \$50,000 is being provided to transition individuals from Day Services to Support Employment. <ul style="list-style-type: none"> ▪ Mr. Kirkland reported that this was currently available to only CSBs because this was easier from a contractual perspective. ▪ The goal is to make these funds available to all providers at some point in the future.
Family Support & Services Policy Changes HFR Residential Board and Care Ms. Veronica Rohrlack Mr. Robert Bell	<ul style="list-style-type: none"> ❖ Ms. Veronica Rohrlack sent proposed changes to the Family Support & Services policy to DDAC; however, she did not receive any comments due to an incorrect email address that was listed. <ul style="list-style-type: none"> ○ Ms. Rohrlack was sincerely apologetic for the error and for not stamping “draft” on the policy. ○ Ms. Rohrlack gave DDAC the correct email address and Mr. Harrison will compile all comments/feedback and ensure delivery to Ms. Rohrlack. ○ Due to this error, policy implementation will be delayed until October 1, 2015. ❖ Ms. Rohrlack and Mr. Robert Bell spoke briefly about changes to the Family Support & Services policies. ❖ They are continuing to collect and analyze feedback and will report back based on their analysis.
New Fire Safety Training Requirements	<ul style="list-style-type: none"> ❖ Curt Harrison spoke about the new fire safety training requirements that are listed in the Georgia State Amendments to the International Fire Code (2012 Edition), Chapter 4 (Emergency Planning and Preparedness), Section 406 (Employee Training and Response Procedures). <ul style="list-style-type: none"> ○ The requirements pose an issue for providers because of the costs for training and staff attending the training (not

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Mr. Curt Harrison	<p>offered online).</p> <ul style="list-style-type: none"> ○ According to Steve Neff (GACCP), he has met with and discussed the requirements with several officials. <p>❖ A copy of the Georgia State Amendments to the International Fire Code (2012 Edition) was given to Ms. Catherine Ivy and Mr. Frank Kirkland, who agreed to follow up to determine what might be possible to help mitigate this new, unfunded regulatory requirement.</p>
By-Laws Review/Discussion	<ul style="list-style-type: none"> ❖ Dr. Bruce Lindemann asked that Council members review current by-laws and provide feedback for any requested changes by the next meeting. ❖ DDAC should email their feedback to Dr. Lindemann and Ms. Duncan.
Public Comment	<ul style="list-style-type: none"> ❖ Mr. Steve Neff from GACCP (GA Association of Community Care Providers) asked if the cost study is a complete makeover or is any of the information being pulled from the previous cost study. <ul style="list-style-type: none"> ○ Mr. Kirkland believes it is more transparent and Ms. Ivy stated that we have received a lot of technical assistance in the cost study. <ul style="list-style-type: none"> ▪ There has been a lot of participation via surveys, webinars, etc.
Comments by Council Members	<ul style="list-style-type: none"> ❖ Ms. Estelle Duncan asked that all new members review and comply with timeframes before submission of the waiver rewrite. ❖ Mr. Charles Harper stated that while visiting the court system, he learned that Judges, the District Attorney and Solicitor General have no idea about the Georgia Crisis Hotline, Crisis homes or Benchmark Services. <ul style="list-style-type: none"> ○ He believes that we should reach out to the court system to make them aware of these resources. ○ Mr. Kirkland stated that he will discuss this information with Mr. Howell. ❖ Ms. Lynnette Bragg thanked staff for their hard work and for acknowledging the error in the email address sent for DDAC comments. ❖ Dr. Lindemann gave positive closing comments about the division, giving thanks for acknowledging input from DDAC.
Adjournment	<ul style="list-style-type: none"> ❖ The meeting adjourned at 1:30 PM. ❖ The next scheduled meeting is Friday, July 17, 2015.