

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

APRIL 17, 2013

ADVISORY COUNCIL MEMBERS ATTENDEES: Debbie Conway (Chair), Sheryl Arno, Rita Young, Twana King, William (Scott) Crain, June DiPolito, , Eve Bogan, Nandi Isaac, Mitzi Proffitt, Dr. Bruce Lindemann and Heidi Moore

STATE OFFICE STAFF: David Blanchard, Sara Case, Dr. Darlene Meador, Robert Bell, Mai Tan, Eddie Towson, Robert Bell, Joseph Coleman, Byron Sartin, Judy Feimster, Joetta Prost and Nikki Douglas (Recorder)

EXCUSED: Lynnette Bragg, June DiPolito and Estelle Duncan

Topic	Outcome
Welcome & Introductions	<ul style="list-style-type: none"> ❖ The meeting began at 12:10 PM with Ms. Conway welcoming all attendees. ❖ Each Council member discussed current works and who they are supporting. <ul style="list-style-type: none"> • Mr. Crain has a son who is developmentally disabled and a daughter who has a learning disability. He has been helping parents to better understand their options and what the possibilities are. • Ms. Isaac is a self-advocate and she looks forward to helping others become self-advocates. • Ms. Arno is proud to know that there will be access to more options in the future and thanked Ms. Rita Young for all the work she is doing. • Ms. Moore is the parent of a 13-year-old son with Down syndrome and cancer survivor of leukemia. She gave her son a “no cancer” party where 350 people attended. March 10th will be declared as Jacob Moore Day. Ms. Moore would like to use the party as a model to support individuals. • Ms. Bogan represents providers and announced the annual conference that will be held on May 6th and 7th in Macon, GA. <ul style="list-style-type: none"> ○ She shared information regarding individuals in prevocational programs making art pieces and creating pet portraits. ○ They won 2nd place in the National Competition. ○ The individuals have spoken about their pets in the community. • Ms. Young is conducting postsecondary work with the legislature program, which will be identified in South Georgia. <ul style="list-style-type: none"> ○ The Justice and DD Convening will be held on May 16th in Atlanta. • Dr. Lindemann has a 30-year-old daughter with a developmental disability. <ul style="list-style-type: none"> ○ He believes their roles as council members should involve having an entrepreneurial and innovative attitude when working toward Dr. Li’s goal of having the best delivery system. • Ms. Proffitt has an 18-year-old son with a developmental disability. <ul style="list-style-type: none"> ○ She believes that we are on our way to making an impact in Georgia as parents are becoming more aware of waivers and transitions.

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	<ul style="list-style-type: none"> • Ms. King has been supporting several high profile projects. In conjunction with Ms. Case and Mr. Bell, the Phase I project is complete. Her current works involves getting more funding for families. • Ms. Conway reiterated the importance of entrepreneurship as mentioned by Dr. Lindemann. <ul style="list-style-type: none"> ○ Three individuals have been trying hard to get some of their work patented. Recently, they found out that a large company is interested and wants to patent their work.
Business	<ul style="list-style-type: none"> ❖ Ms. Conway asked for a motion to approve the March 13th meeting minutes. <ul style="list-style-type: none"> • Ms. Bogan motioned to approve the minutes. • Mr. Crain seconded the motion.
Committee Updates	<ul style="list-style-type: none"> ❖ Updates for each committee were provided: <ul style="list-style-type: none"> • System Design Committee: • According to Ms. Bogan, 30 people participated in the System Design Committee meeting. • Some issues/priorities discussed by members are: <ul style="list-style-type: none"> ○ #1 Priority – Communication ○ Any policy or program changes should go through a public review process. ○ Resource manual for PLAs. ○ Feels crisis system needs work. ○ Provide flexible and timely changes when needs change. ○ Provider enrollment should be less onerous. ○ Database: <ol style="list-style-type: none"> 1. How should it be maintained and updated? 2. Should be a registry with an appeals process. 3. Mr. Towson mentioned that this is already being worked on. 4. Council members need a definition of best practice. • Ms. Case discussed the exceptional rates committee, which consists of Ms. Annie Webb, Ms. June DiPolito and Mr. Ronald Singleton. <ul style="list-style-type: none"> ○ There are two phases (Phase 1 and Phase 2) involved with this committee. ○ All rates have been placed at the maximum rate for which an individual has a clinical need. ○ Ms. Case thanked Ms. Webb, Mr. Singleton and Mr. Bell for their hard work. ○ A task analysis will be sent for phase 2 and should be completed by June 1, 2013.

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	<ul style="list-style-type: none"> ○ Completing an addendum still requires a meeting and the individual has to be physically present or there should be voice communication. ○ Exceptional rates are for the exceptional, behavioral and mentally challenged individuals. ○ System completion should... <ol style="list-style-type: none"> 1. Be user friendly 2. Address tier issues 3. Be flexible for LOC and service changes 4. make directions clear 5. provide education 6. complete front end work regarding clinical reviews for meetings and not have a Behavioral Analyst present. ● Mr. Blanchard discussed the FY14 contracts development in Dr. Li's absence. Dr. Li has been working with providers to improve accountability, resource utilization and to develop reasonable reimbursement rates. <ul style="list-style-type: none"> ○ Weekly meetings will be held after stakeholders have been identified. ○ By mid May, we should have a state service manual. ○ By the end of May, the Annex A should be reviewed and finalized. ● Ms. Price informed everyone that the draft Annex A has been sent to providers. <ul style="list-style-type: none"> ○ No approvals have been received from providers as of this date. ○ Once received, amendments will be sent. ○ Providers have received a revised programmatic report. ● Ms. Mai Tan discussed community standards and the different sections that have been condensed. <ul style="list-style-type: none"> ○ Sixteen categories have been reduced to five major areas. ○ She will add more requirements to improve quality. ○ A draft copy was distributed to the council. Ms. Conway suggested providing more detail to the standards and solicited volunteers from the council to assist. ● Ms. Judy Feimster represented the DD Enrollment policy for new providers, not existing providers. <ul style="list-style-type: none"> ○ Quality is an issue the PNM staff is trying to improve. ○ They are seeking providers who are experienced in quality. ○ Director, DDP and Nurse positions are not required full time but providers have used names of persons that are not dedicated. ○ Will be requesting 3 professional letters of reference – one must be from the entity that the agency resides. <ol style="list-style-type: none"> 1. There will be a budget that outlines 12-month projections with a minimum rate.

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	<ul style="list-style-type: none"> 2. Will need to know how many direct supports they have. 3. Providers should show where they will have double coverage so there will be one on one showing best practice. ○ Agencies will receive status reports to review. <ul style="list-style-type: none"> 1. They will have 5 days to make corrections. 2. If no response is received within the timeline, they will have to wait until the next enrollment cycle. ○ Ms. Feimster would like Ms. Bogan’s group to provide feedback on the policy by May 26, 2013 on the elements of the enrollment process that they acknowledge as being too onerous. • Ms. Doris Johnson shared that there has been a reduction in number of hours by day for participant direction. <ul style="list-style-type: none"> ○ Letters were mailed to families at Dr. Li’s request regarding a reduction in hours by day. ○ Acumen will pay the families for the hours that were reduced. ○ This does not apply to individuals that self-direct. • Ms. Joetta Prost suggested to the council that they should send any waiver of standard (WOS) questions to waiverofstandardsdd@dhr.state.ga.us. She will post changes that the division is considering related to the WOS policy. <ul style="list-style-type: none"> ○ Ms. Prost would like to set specific time changes for submission to allow time to approve WOSs before an individual leaves and when submitting renewals. She mentioned that providers are not submitting all needed information in order for WOSs to be processed. ○ She invites questions regarding the policy to be sent to policyquestions@dbhdd.ga.gov. ○ Deadline for review is May 26, 2013. • System Performance Committee: <ul style="list-style-type: none"> ○ Ms. King stated that they continue to recruit members for their committee. ○ A conference call was held with 11 members participating. ○ She has concerns with how to move forward with only 11 members with 3 being family members. ○ Priorities are performance indicators, training development and crisis development • Quality Management (QM) System Improvements – Mr. Eddie Towson <ul style="list-style-type: none"> ○ Mr. Towson will evaluate the entire QM system. ○ He asks for input from the council to assist in building a better QM system. ○ Training will be provided once the system is complete. ○ A QM manual will be created to define quality. • Ms. Geri Lincoln works as support for the Development Association on the QM project. She will develop a training module and work on the final report. <ul style="list-style-type: none"> ○ Mr. Towson is collecting all of the monitoring tools from providers.

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	<ul style="list-style-type: none"> ○ Interviews and focus groups will be held. ○ Mr. Towson would like representation from council at the next consortium on quality management regarding what's working with crisis and what's not working. ● System Structure Committee: Ms. Sheryl Arno provided categories discussed during a conference call. <ul style="list-style-type: none"> ○ Communication <ol style="list-style-type: none"> 1. Needs to clear who will take ownership 2. Needs representation from regional offices. ○ Regional Office and system structure ○ Support coordination ○ Screening providers ○ Policy reporting ○ Per Ms. Conway, an adhoc committee will be needed. She will ask Mr. Michael Link to be included on this committee since he is over the Regions. Council members Ms. Moore, Mr. Crain and Ms. Young will be involved and more discussion will take place at the next meeting. ● Support Coordination: Mr. Robert Bell has a new employee that will begin as the Support Coordination Manager. Ms. Tonji Joiner is currently working as a Training Specialist but will start her new role on May 1, 2013. She comes with 22 years of experience and is a qualified SIS Specialist. A Support Coordination workgroup will be established to find out what's working and what's not. ● Transition: Ms. Sara Case <ul style="list-style-type: none"> ○ ADA Settlement to get folks who are in Intermediate Care Facility (ICF) or state hospitals, skilled nursing into the community. ○ Plan to hire a Director, Transition Coordinator and an ADA Quality Monitor. ○ The ADA Quality Monitor will assist the Regional Quality Monitor. ○ Currently, 60 individuals have been transitioned into the community. ○ Our goal is to transition 150 individuals. ● Informed Consent: Mr. Joe Coleman <ul style="list-style-type: none"> ○ Mr. Coleman provided handouts regarding informed consent showing many options that are available. ○ He also cleared up any misconceptions. ● Customer Focus Committee: Mr. Scott Crain discussed the priorities of his committee. <ul style="list-style-type: none"> ○ To inform providers of things to happen ○ How we communicate with other areas

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	<ul style="list-style-type: none"> ○ Focus on their ability to understand what is being conveyed to them. ○ Adding videos to the website to make information user friendly for families and providers was suggested. • SELN Update from Mr. Byron Sartin: <ul style="list-style-type: none"> ○ Mr. Sartin reported that there are 28 states with DD agencies that have joined the focus of improving employment. ○ Onsite visit was conducted on March 25th and 26th. ○ Committee will meet on May 28th to discuss findings and give recommendations. • Throughout all four committees, the council recognized their priority for improved communications and recommended that this issue be an immediate priority that the entire council work on together during the next working meeting on May 15th. The Division of DD would extend an invitation to Michael Link to join the conversation.
ADRC	<ul style="list-style-type: none"> ❖ Ms. Maria Lee has 25 years experience in providing long-term support needs and family support in homes. She provides cross-training and speaks different languages. She works with anyone, including 60 year olds and older. ❖ The ESP database is agency specific and is owned by the Atlanta Region Commission. ❖ Only long-term support needs are listed in this database. ❖ Go to www.gaadrc.com to connect to the lighter version of the database. ❖ Ms. Lee will send the number for Triple A to the council members. ❖ Planning List Administrators currently have access to the ESP database.
Public Comment	<ul style="list-style-type: none"> ❖ Steven Neff represented Assisted Living and has requested having a public notice.
Adjournment	<ul style="list-style-type: none"> ❖ The meeting adjourned at 3:20 PM. The next working meeting will be held on May 15, 2013. Council members will be notified of the time and location once determined by Ms. Conway.