

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

JUNE 19, 2013

ADVISORY COUNCIL MEMBERS ATTENDEES: Debbie Conway (Chair), Sheryl Arno, Rita Young, Twana King, June DiPolito, Eve Bogan, Dr. Bruce Lindemann, Heidi Moore, Estelle Duncan and Bobby Holcombe

STATE OFFICE STAFF: Dr. Charles Li, David Blanchard, Sara Case, Michael Link, Dr. Darlene Meador, Eddie Towson, Robert Bell, Doris E. Johnson, Joseph Coleman and Nikki Douglas (Recorder)

PARTICIPATED VIA CONFERENCE CALL: Lynnette Bragg (Advisory Council), Clint Trusty (DD Staff) and Mary Lou Bourne (Partner w/ Support Development Associates)

EXCUSED: William (Scott) Crain Nandi Isaac, Mitzi Proffitt, and Nicki Wilson

Topic	Outcome
Welcome & Introductions	<ul style="list-style-type: none"> ❖ The meeting began at 10:08 AM. ❖ Ms. Conway welcomed all attendees. There was an opening round and each council member had the opportunity to share something that is going well in supporting people with disabilities.
Business: Approval of Minutes	<ul style="list-style-type: none"> ❖ Motion to approve the May 15th meeting minutes. <ul style="list-style-type: none"> • Ms. King motioned to approve the minutes. • Ms. Bogan seconded the motion.
Quality Management Project	<ul style="list-style-type: none"> ❖ According to Mr. Towson, quality management (QM) data is being gathered and interviews are being held with Regional and State office staff. <ul style="list-style-type: none"> • Focus groups will begin the week of July 8th. <ul style="list-style-type: none"> ○ Groups will include each individual part. <ol style="list-style-type: none"> 1. Support Coordination 2. Service Coordination and Supervisor 3. Quality and Service Director 4. CSB Association 5. PAs & Regional Staff 6. Regional Quality Council 7. Family & Parent Self-Advocates (but will rely on the Council for input) <ul style="list-style-type: none"> • Will speak on the quality of life of their loved ones. ❖ Mr. Towson introduced Mr. Bob Scanlon, who works closely with Mary Lou Bourne who participated in this meeting via telephone. <ul style="list-style-type: none"> • Methods used to collect data and the utilization of that data is being reviewed. • A matrix has been created to capture the QM data and distributed to members and attendees to show the framework and design.

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

JUNE 19, 2013

Topic	Outcome
	<ul style="list-style-type: none"> • A proposed survey has been created to assess QM activities. <ul style="list-style-type: none"> ◦ The survey will be completed by Regional and State Office staff only, not providers. • Dr. Lindemann voiced concern about data not be maintained at the state office. <ul style="list-style-type: none"> ◦ Mr. Towson stated that they are in the process of figuring out how the department can pull all the data together. • Providers should submit their completed QM forms to the regional offices. • Estimated completion on the new QM system is December 31, 2013. • Dr. Lindemann would like to be copied on QM correspondences.
Communications	<ul style="list-style-type: none"> ❖ A quick assessment of what's working and what's not working was completed. <ul style="list-style-type: none"> ◦ Dr. Lindemann will review the plans and advise the council of his finding at the next meeting. ❖ Mr. Michael Link discussed communication concerns with his staff and is currently working with training staff to put together a training session on communication. ❖ Mr. Links' goals are the following... <ul style="list-style-type: none"> ◦ Meet with Regional Coordinators individually in July 2013. ◦ Will have a Consultant to visit each region and review the staff responsibilities. ◦ Develop a core set of duties for each individual in July 2013. ◦ Have a recorder take minutes at provider meetings (Suggested by Ms. Eve Bogan). ◦ Send an email to regions advising them that the end of the fiscal year is approaching. <ul style="list-style-type: none"> ▪ Identify individuals with a need. ▪ Applications should be submitted to the regions. ❖ Mr. Link invited council members to attend Regional Coordinator meetings.
Georgia Council on DD	<ul style="list-style-type: none"> ❖ Eric Jacobson and D'Arcy Robb facilitated a presentation on the purpose, mission and vision of the Georgia Council on Developmental Disabilities (GCDD). ❖ GCDD is located in state government but is a part of federal DD network. ❖ The DD Act embodies 19 decision makers that create the vision, the strategic plan and hold staff accountable. ❖ The strategic plan is submitted to government every 5 years. ❖ GCDD is looking to expand supported projects in the next year. ❖ The individuals are the focus in everything that is done in GCDD.
Updates from the Assistant Commissioner	<ul style="list-style-type: none"> ❖ Dr. Li stated that DBHDD is at a critical moment with DOJ. <ul style="list-style-type: none"> • Threat: It is possible that DOJ may take over the system • Opportunity: Be able to make changes that DOJ has said should be made to improve the system. ❖ DOJ's focus is on quality and making sure individuals are safe. <ul style="list-style-type: none"> • The providers should ensure quality. ❖ Dr. Li requests that council members provide suggestions/ideas on the following...

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

JUNE 19, 2013

Topic	Outcome
	<ul style="list-style-type: none"> • Plan to ensure quality and safety for individuals. • Rates: Supported employment has a 20 year old rate so changes will be made. <ul style="list-style-type: none"> ❖ Dr. Li requests that council members support DD through the DOJ ordeal. ❖ According to Dr. Li, Commissioner Berry suggested making state grants available for providers to give to individuals. ❖ There are 1,370 individuals that need new services and 670 plus individuals on the planning list toward the end of the fiscal year. ❖ Amendments to the waivers will be made in July 2013. ❖ Dr. Li suggested asking people to join an amicus (amicea) group or a formal request from council members should be sufficient. ❖ An amicus group would include individuals that speak objectively and knowledgeably when advocating for DD individuals, system-wide advocacy, provider networks and family members.
Committee Updates	<ul style="list-style-type: none"> ❖ Customer Focus Committee <ul style="list-style-type: none"> ○ The supported employment (SE) brochure was reviewed. Members agreed that it looked good. ○ It was recommended that the brochure be sent back to SELN to work with Council on when and how it will be utilized. ○ A review for the guide book will be added before it is utilized. ○ The guide book is draft and needs improvement. <ul style="list-style-type: none"> ▪ The guide book will be distributed to Support Coordinators. ○ The national team of SELN delivered their findings on 8 areas involving supported employment but voted on the 3 that they feel are most important: <ul style="list-style-type: none"> ▪ Funding and the whole funding structure in rates. ▪ Building capacity for providers in more rural areas ▪ Regional leadership, that would include SE personnel to assist families and providers with accessing SE services at the local level and work closely with the Department of Education (DOE) and Vocational Rehabilitation (VR) to transition individuals from high school into employment. ○ A strategic plan will be created for the 3 areas. ❖ System Structure Committee <ul style="list-style-type: none"> ○ Support Coordination <ul style="list-style-type: none"> ▪ Mr. Robert Bell is the Director of Community Supports. ▪ Mr. Bell facilitated the workgroup that met on June 13th. ▪ Ms. June Dipolito stated that consistent communication is needed across the state. ▪ Met with many stakeholders in April. ▪ The workgroup will meet every 2 weeks. ○ Dr. Li stated that regional community supports will be hired first in Region 3. ❖ System Design Committee <ul style="list-style-type: none"> ○ Transition:

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

JUNE 19, 2013

Topic	Outcome
	<ul style="list-style-type: none"> ▪ Mr. Joseph Coleman is the new DD Transition Director. ▪ Mr. Coleman distributed handouts and discussed the transition update. ▪ Mr. Coleman wants to ensure that providers are providing quality services. ▪ Forty individuals were placed on hold for transitioning due to the 45-day suspension. ▪ Ms. Sara Case stated that there has been a remarkable difference in individuals that have been transitioned in the community. For example, one individual had a feeding tube and was underweight before going out into the community. Recently, he was seen sitting at the table feeding himself. ○ Exceptional Rates <ul style="list-style-type: none"> ▪ ER workgroups met on May 9th and June 18th. ▪ Currently, 4 workgroups have been reviewing what's not working. <ul style="list-style-type: none"> • Tools • Assessments • Billing process • Policy changes and education <ul style="list-style-type: none"> ○ Recommendations were made to help exceptional rates with special medical supplies (SMS) such as: <ul style="list-style-type: none"> ▪ Over the Counter (OTC) medications ▪ Vitamins ▪ Fish oils that are sometimes prescribed by doctors. ○ Written information regarding SMS should go in the state medical plan. ○ SMS limit has been the same rate for a long time. <ul style="list-style-type: none"> ▪ Is there a way to increase the annual rate? ○ Participant Direction <ul style="list-style-type: none"> ▪ Ms. Doris E. Johnson discussed participant direction and offered to provide a full presentation to the council. ▪ Most training sessions are scheduled on an as needed basis by families and their specific issues. ▪ A mandatory training series has been scheduled to ensure that individuals who self-direct their waiver services clearly understand the Participant-Direction service delivery option. <ul style="list-style-type: none"> • At the completion of the training series, everyone will sign an agreement that states all roles are understood. • Postcards were mailed to all individuals, regional offices and providers to make sure the information was delivered to individuals • This is a one-time only mandatory training. • Ms. Johnson distributed postcards to council members that were mailed out to all participant-direction individuals. ○ Policy Revision Process

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

JUNE 19, 2013

Topic	Outcome
	<ul style="list-style-type: none"> ▪ Dr. Meador informed that departmental and standard policy changes can affect the NOW/COMP policies. ▪ Survey monkey will be utilized to figure out different views for major changes. <ul style="list-style-type: none"> ❖ System Performance Committee <ul style="list-style-type: none"> ○ Quality Management (QM) Project <ul style="list-style-type: none"> ▪ The goal is to have the QM project completed by the end of 2013. ▪ Mr. Towson extended an invitation to council members to attend their workgroup. He will provide the details. ○ Individual Service Plan (ISP) Revision <ul style="list-style-type: none"> ▪ A workgroup has been created to review ISPs and rebuild into the CIS upgrade. ▪ Training should begin in October 2013. ○ Dr. Darlene Meador will advise on which policies the revisions will affect.
Informed Consent	<ul style="list-style-type: none"> ❖ Mr. Coleman distributed a draft copy of the “DBHDD Position Statement” to council members for review. <ul style="list-style-type: none"> ○ Once finalized, this statement will be distributed to Regional office staff, Support Coordination agencies, and DD Provider agencies. ○ Some council members feel that more clarification is needed in the position statement regarding Community Residential Alternative (CRA) and Community Living Arrangement (CLA). <ul style="list-style-type: none"> ▪ Mr. Coleman will review the CRA and CLA statements.
Message from Chair	<ul style="list-style-type: none"> ❖ Ms. Conway suggested that when thinking of best practice, council members should concentrate on those that are really focused on making a decision.
Public Comment	<ul style="list-style-type: none"> ❖ Renee Pruitt from the Georgia Advocacy Office invited council members to join the People First of Atlanta at this year’s Long Road Home event. It will be held at the Georgia Capitol on June 21, 2013 from 10:00 AM until 12:00 PM.
Adjournment	<ul style="list-style-type: none"> ❖ The meeting adjourned at 3:50 PM. The next meeting will be held on July 17, 2013. Council members will be notified of the time and location once determined by Ms. Conway.