

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

SEPTEMBER 18, 2013

ADVISORY COUNCIL ATTENDEES: Debbie Conway (Chair), Estelle Duncan, Dr. Bruce Lindemann, Rita Young, Sheryl Arno, Twana King, Lynnette Bragg, Nandi Isaac, Nicki Wilson and June DiPolito

STATE OFFICE STAFF: Sara Case, Eddie Towson, Dr. Darlene Meador, Robert Bell, Doug Scott, Michael Link and Nikki Douglas (Recorder)

EXCUSED: Eve Bogan, Mitzi Proffitt, Heidi Moore, William (Scott) Crain and Bobby Holcombe

VISITOR: Robin Cooper (Support Coordination Consultant) and Marion Olivier (Delmarva Foundation)

Topic	Outcome
<p>Welcome & Introductions</p> <p>Ms. Debbie Conway</p>	<ul style="list-style-type: none"> ❖ The meeting began at 10:09 AM. ❖ Ms. Conway welcomed all attendees. ❖ There was an opening round and each council member had the opportunity to share a positive experience and what is going well in supporting people with disabilities.
<p>Business: Approval of Minutes</p> <p>Ms. Estelle Duncan</p>	<ul style="list-style-type: none"> ❖ There was a motion to approve the August 20th meeting minutes. <ul style="list-style-type: none"> • Ms. King motioned to approve the minutes. • Dr. Lindemann seconded the motion.
<p>DBHDD Housing White Paper</p> <p>Mr. Doug Scott</p>	<ul style="list-style-type: none"> ❖ The housing white paper was written to use as a basis of discussion to provide a broader dialogue of the department's position. ❖ The housing white paper will assist with the settlement agreement that requires the state to fund 2,000 housing vouchers for individuals with mental illness. ❖ Vouchers are given on a case by case basis. ❖ A Regional Office Coordinator can advise if an individual qualifies for vouchers. ❖ An individual has to have a mental health diagnosis in order to be counted toward the settlement agreement. ❖ Council members may submit comments regarding the housing white paper to DBHDD. ❖ There was discussion about the possibility of using housing vouchers for individuals with developmental disabilities. ❖ Mr. Scott advised council members to contact him for additional information regarding housing options if necessary. <ul style="list-style-type: none"> • May also visit www.georgiahousingsearch.org to locate places for rent throughout the entire state under most circumstances <ul style="list-style-type: none"> ▪ income-based – search for subsidized housing. ▪ credit issues – search for those that do not require good credit. ▪ rent – search \$0 to the maximum amount the individual can pay. ▪ criminal background – search ex offender.
<p>Policy Calendar & Process for</p>	<ul style="list-style-type: none"> ❖ Dr. Meador has worked with Ms. Conway and Ms. Bogan related to getting input on policy and standards. <ul style="list-style-type: none"> ○ A handout was distributed that explains the review process. Dr. Meador reviewed the process with the council.

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<p>Changes</p> <p>Dr. Darlene Meador</p>	<ul style="list-style-type: none"> ❖ The policy coordination team will review any feedback and decide if they should proceed with any changes. ❖
<p>Council Activities Update</p> <p>Review of Workgroup Spreadsheet</p> <p>GSU Self-Advocacy Training Update</p> <p>Public Forums (ASO input)</p> <p>Ms. Debbie Conway</p>	<ul style="list-style-type: none"> ❖ Ms. Conway provided an updated workgroups list detailing work of the Division of Developmental Disabilities' staff. The work continues with different priorities. ❖ Ms. Arno clarified that the intent to delay workgroups was not an indication of being burned out but was a decision made by council to work smarter. <ul style="list-style-type: none"> ○ Council members will proceed when decisions have been made on previous issues discussed during the workgroups. ❖ Ms. Isaac will be participating in self-advocacy training in November which will be facilitated by Suzanna Miller of Georgia State University ❖ Training will also be held beginning in February through the end of March 2014. ❖ Ms. Conway encouraged council members to sign up for public forums. <ul style="list-style-type: none"> ○ If members are unable to attend, they should go online to complete the survey. ○ Must provide email in order to gain access to the survey. ○ Give feedback on the four main areas: access, quality, coordination and involvement. ❖ Ms. DiPolito attended one of the forums and stated that the input received was great.
<p>Customer Focus:</p> <p>State Employment Leadership Network (SELN)</p> <p>Mr. Byron Sartin</p>	<ul style="list-style-type: none"> ❖ The Georgia Supported Employment workgroup continues to work towards the areas outlined in the Nation SELN's observations report. The sub-committees continue to gather information and make recommendations in the following areas: <ul style="list-style-type: none"> ○ SE Funding – DOE and DRS have been discussing funding and reviewing funding structures for other states. A work plan in place of an ISP may be a recommendation. ○ SE Capacity – There will be an opportunity for a couple of people from SELN to attend a forum in Vermont regarding transition from sheltered workshops to employment. ○ SE Leadership – Regional level staff with communicate with the Board of Education.
<p>System Structure:</p> <p>Support Coordination</p> <p>Mr. Robert Bell</p>	<ul style="list-style-type: none"> ❖ Ms. Robin Cooper, a consultant for Support Coordination has worked in all states. ❖ Ms. Cooper feels that: <ul style="list-style-type: none"> ○ Support Coordination is a critical service and it should “support people to have good lives.” ○ Every level has to work well together in order for Support Coordination to work and it cannot be done in isolation. ❖ Ms. Cooper wanted to know the thoughts and concerns of the council focusing on Support Coordination. <ul style="list-style-type: none"> ○ Ms. Cooper will ask questions related to support coordination to many different groups around the state and will then formulate suggestions/recommendations.

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Ms. June DiPolito	<ul style="list-style-type: none"> ▪ What do we want for Georgia? ▪ Who should complete what functions? ▪ Who does compliance? ▪ What do we want Support Coordination services to look like? ▪ What should Support Coordination in Georgia look like? ▪ How do we support families with an adult child living at home? ▪ What processes can be done away with or consolidated that are currently exist? <p>❖ Ms. Cooper will only make suggestions and will not develop Georgia’s plan. If anyone has questions/suggestions for Ms. Cooper, she can be contacted by email at rcooper@nasdds.org.</p>
System Design:	<p>❖ The Transition Team is ensuring that providers are completing their corrective action plans (CAPs).</p> <p>❖ Providers will visit hospitals for an entire day learning what it takes to support individuals.</p> <ul style="list-style-type: none"> ○ Providers must demonstrate competency-based training before transition is made. ○ Support Coordinators will be involved in the training. ○ September 23, 2013 is the proposed date for the next person to be transitioned into the community.
Transition	
CRA/CAI	<p>❖ There was discussion about the provision of Community Access Individual (CAI) services outside of normal day services hours for individuals who receive Community Residential Alternative Services (CRA).</p> <p>❖ CRA providers should provide community activities according to their contract/letter of agreement.</p> <p>❖ CAI providers have been scheduling activities outside of normal program hours (8:00 AM to 4:00 PM, Monday – Friday)</p> <ul style="list-style-type: none"> ○ Providers (the same providers or different providers) can be in recoupment if they provide CAI services to someone receiving CRA services out of normal program hours. <p>❖ Prior Authorizations, the following information should be reviewed to ensure accuracy before submitting:</p> <ul style="list-style-type: none"> ○ Provider number for all services - support coordination, residential and day ○ Site specific provider number for residential
Exceptional Rate	<p>❖ The first round of exceptional rates instruction has been completed.</p> <p>❖ A new ER request template has been created.</p> <ul style="list-style-type: none"> ○ “Initial and Renewals with change and no change” was added to the type of packet being submitted. <p>❖ A new ER budget template has been created.</p> <p>❖ A sample of how to write ER supports has been placed in the ISP.</p> <p>❖ A Regional Office review/authorization template has been created to take the place of the Regional letter.</p> <ul style="list-style-type: none"> ○ Will be able to review provider numbers according to site location, budget errors and ISP accuracy.
Ms. Sara Case	

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	<ul style="list-style-type: none"> ○ Will be able to track reasons for returning to the provider. ❖ Procedures and timelines of ER process revised to process summary. ❖ Ms. Annie Webb will be facilitating a webinar training.
<p>System Design: Policy Revision Process Dr. Darlene Meador</p>	<ul style="list-style-type: none"> ❖ There has been a change in the Community Living Support (CLS) definition in a “home of your own”: <ul style="list-style-type: none"> ○ An individual should have free access to a kitchen and bathroom.
<p>System Performance: Quality Management Project Mr. Eddie Towson</p>	<ul style="list-style-type: none"> ❖ Mr. Towson asked to refer to the DD matrix handout, which is just an example of a much larger report. ❖ There will be a review of duplication of efforts and what policies will be affected if changes are made. ❖ The DD matrix will be a permanent document and will be accessible for review. ❖ Ms. Mary Lou Bourne has completed the focus groups. ❖ Ms. Bourne is in the process of writing the “As Is” report and it should be ready the week of September 23rd. ❖ The Statewide QI Council, the department, division and regional staff will participate on a workgroup providing intensive review to redesign the quality manual, which will begin in October 2013.
<p>System Performance: New ISP Overview Mr. Eddie Towson</p>	<ul style="list-style-type: none"> ❖ The new ISP workgroup is large – consists of 30 people. ❖ The ISP is ready for distribution but has been put on hold. ❖ An Information System vendor is up for RFP and will be for all disability groups. ❖ A curriculum for training on ISPs will be developed. ❖ Train the trainer: Will have 24 master trainers – 2 people from each provider will be asked to become trainers. ❖ Will the new ISP be piloted? How will the pilot providers be selected? ❖ The ISP will be completed electronically. ❖ Sample screen shots will be shared. ❖ Can update plans without completing an addendum; they can be made as needed. ❖ No longer a once a year event.
<p>System Performance: Provider Report Card</p>	<ul style="list-style-type: none"> ❖ A workgroup is currently working on the provider self-reporting website: www.georgiaddproviders.org <ul style="list-style-type: none"> ○ This website will allow providers to add multiple sites ○ much more user friendly ○ educational materials have been added ○ tip sheets for individuals/families in selecting a provider

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Mr. Eddie Towson	<ul style="list-style-type: none"> ○ provider “one page profiles” can be uploaded ○ the HFR reports may ultimately be connected to the report card ❖ What other information should be included in the report card? Critical Incidents, staff turnover, support coordination ratings? ❖ Advisory Council Members, providers, individuals, families and advocates are encouraged to provide input to the Department and Division as to the content of the report card. ❖ There was discussion related to a recent proposed “Satisfaction Survey” that had been developed by some members of the workgroup. ❖ According to Mr. Towson, the Department and Division does not back the use of the survey. It is not their data and would not be posted on the Provider Report Card. There has been no final decision made yet about how data will be gathered for the Provider Report Card. ❖ Mr. Towson also discussed a recent survey that was sent out from the Region 3 Office. The survey was sent out by an employee as part of her graduate project. It appeared to be linked to DBHDD; however, that was not the case.
Public Comment	<ul style="list-style-type: none"> ❖ Dave Zilles (from GCDD) indicated that GCDD would be interested in partnering to pursue housing vouchers for individuals with developmental disabilities.
Adjournment	<ul style="list-style-type: none"> ❖ The meeting adjourned at 2:45 PM. The next meeting is scheduled for October 16, 2013. Council members will be notified of the time and location once determined by Ms. Conway.