

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

**MARCH 20, 2015**

**ADVISORY COUNCIL ATTENDEES:** Estelle Duncan (**Acting Chair**), Dr. Bruce Lindemann, Curt Harrison, Rita Young, Lynnette Bragg, Twana King, Charles Harrison, Heidi Moore, June DiPolito, Debbie Conway, Nandi Isaac, and Sheryl Arno (**Participated via Phone**)

**STATE OFFICE STAFF:** Dan Howell, Frank Kirkland, Catherine Ivy, Byron Sartin, Fatma Jones, Robert Bell, Beth Shaw, Mary Price, Eddie Towson, Judy Fitzgerald, Melissa Sperbeck, and Nikki Douglas (**Recorder**)

**DD CONSULTANTS:** Robin Cooper (NASDDDS) and Derrick Dufrense (CRA Consultant)

**VISITORS:** Beacon Health Options Staff (Jason Bearden, Mona Allen, and Marion Olivier)

Topic	Outcome
<p><b>Welcome &amp; Introductions</b></p> <p>Ms. Estelle Duncan</p>	<ul style="list-style-type: none"> <li>❖ The meeting began at 9:30 AM.</li> <li>❖ Ms. Duncan welcomed everyone and opened the meeting with a roundtable discussion of what is going well.               <ul style="list-style-type: none"> <li>• Powerful and enlightening stories were shared.</li> </ul> </li> </ul>
<p><b>Business:</b></p> <p><b>Approval of Minutes</b></p> <p><b>Election of Vice Chair &amp; Secretary</b></p> <p>Ms. Estelle Duncan</p>	<ul style="list-style-type: none"> <li>❖ There was a motion to approve the January 16, 2015 meeting minutes.               <ul style="list-style-type: none"> <li>• Ms. DiPolito motioned to approve the minutes.</li> <li>• Dr. Lindemann seconded the motion.</li> <li>• Minutes were unanimously approved.</li> </ul> </li> <li>❖ Ms. Estelle Duncan is currently acting as Chair.               <ul style="list-style-type: none"> <li>• The DDAC is awaiting formal appointment of Ms. Duncan as Chair.</li> </ul> </li> <li>❖ Mr. Curt Harrison has been elected to serve as the new Secretary.</li> <li>❖ Dr. Bruce Lindemann has served graciously as the Vice Chair for two years.               <ul style="list-style-type: none"> <li>• Dr. Lindemann will continue to serve as the Vice Chair.</li> </ul> </li> </ul>
<p><b>Waiver Re-write</b></p> <p>Ms. Robin Cooper</p>	<ul style="list-style-type: none"> <li>❖ Mr. Howell described Ms. Robin Cooper as the national expert who will be helping to rewrite our waiver.</li> <li>❖ Discussed the public forums and the direction the department will potentially be going in.</li> <li>❖ Ms. Cooper has great knowledge of what other states are doing and she will enlighten us with that knowledge.</li> <li>❖ According to Mr. Howell, she knows how we should look at moving forward and he thanked her for all of the work she has done thus far with the assistance of Ms. Ivy and Mr. Kirkland.</li> </ul> <ul style="list-style-type: none"> <li>❖ Ms. Cooper gave a brief update to the Council on the work she is doing related to waiver rewrites.               <ul style="list-style-type: none"> <li>• She is serving in a consultative role providing guidance around what other States have included in their waivers and what CMS will approve.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>• Ms. Cooper spoke about the new CMS rules and reports that every state and provider is struggling with how to implement. The rules put us on a path and set the end goals – getting there will be a process of everyone.</li> <li>• One of the new waiver rewrite service options will be the concept of “shared living”, a concept by which people are “matched” rather than “placed”, decide to live together and share supports.</li> <li>• Ms. Cooper stated that Georgia’s current waiver has lots of services. <ul style="list-style-type: none"> <li>▪ Adding service options is not really necessary but definitions should be improved for clarity.</li> </ul> </li> </ul>
<p style="text-align: center;"><b>Division Reorganization</b></p> <p><b>Introduction of New Management Team</b></p> <p>Mr. Dan Howell</p>	<ul style="list-style-type: none"> <li>❖ <b>Division of DD Reorganization:</b></li> <li>❖ Mr. Howell spoke about the reorganization at both the Department and Division levels <ul style="list-style-type: none"> <li>• Mr. Howell introduced the new DBHDD management team: <ul style="list-style-type: none"> <li>▪ The Division Director of Compliance - Robert Dorr.</li> <li>▪ Office of Performance Improvement &amp; Quality Management - Chris Gault</li> <li>▪ Division Director of Developmental Disabilities – Dan Howell</li> <li>▪ Division Director of Behavioral Health – Monica Parker</li> <li>▪ Director of Hospital Operations &amp; Chief Medical Officer – Dr. Emile Risby</li> </ul> </li> <li>• DD has been functionally realigned: <ul style="list-style-type: none"> <li>▪ Office of Field Operations – Ronald Wakefield will assume this position once his current role of Regional Coordinator has filled. The regional offices will now be called field offices. <ul style="list-style-type: none"> <li>• Mr. Wakefield will assume this position with three (3) goals: <ul style="list-style-type: none"> <li>○ Provide consistency - all answers to questions/processes should be the same.</li> <li>○ Planning list, eligibility and communication strategies amongst the regions – Mr. Wakefield will be the point person for the planning list (<b>almost 8,000</b> individuals) <ul style="list-style-type: none"> <li>▪ Will standardize how we view the planning list. <ul style="list-style-type: none"> <li>• Ms. Catherine Ivy and Ms. Esther Park will assist Mr. Wakefield in redefining the planning list.</li> </ul> </li> <li>▪ The time it takes to enter into services is too long. Ms. Robin Cooper stated that the average should be 90 days. DD does not know exactly our average.</li> <li>▪ Should review individuals who are most in need because these are the individuals that should be in service.</li> </ul> </li> <li>○ Strengthening the regional staff.</li> </ul> </li> <li>▪ Office of Health &amp; Wellness – The position is closed and currently has two (2) applicants. <ul style="list-style-type: none"> <li>• A Director is needed to lead the Behaviorist to help create policies around clinical issues for individuals with intellectual/developmental disabilities to help lead any clinicians around the state.</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li></ul>

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	<ul style="list-style-type: none"> <li>• Will be responsible for integrated clinical support teams that will start in Region 2.</li> <li>• Mr. Howell hopes to have this position filled in ten (10) days.</li> <li>▪ Assistant Director of DD – Frank Kirkland <ul style="list-style-type: none"> <li>• According to Mr. Howell, Mr. Kirkland has the ability to deal with high level strategic issues of the Division.</li> <li>• Mr. Kirkland commented on having great staff members: <ul style="list-style-type: none"> <li>○ Ms. Catherine Ivy – Medicaid Waivers</li> <li>○ Mr. Byron Sartin - Supported Employment</li> <li>○ Mr. Robert Bell - Support Coordination</li> </ul> </li> <li>• Mr. Kirkland commented that there is a sense of momentum and enthusiasm. <ul style="list-style-type: none"> <li>○ He is working directly with Employment and Self-Direction as those are two services that he is passionate about.</li> </ul> </li> <li>• Mr. Kirkland feels that a go-to person for crises is needed. <ul style="list-style-type: none"> <li>○ There is an effort to combine DD and BH crises.</li> <li>○ Self-direction is working well but can always be better.</li> <li>○ More support for self-advocates is needed.</li> <li>○ Mr. Kirkland would like regional staff to be specialized in areas such as supported employment, self-direction, etc.</li> </ul> </li> </ul> </li> <li>▪ Office of Transitions - Ms. Beth Shaw <ul style="list-style-type: none"> <li>• Mr. Howell introduced Ms. Shaw who will lead transitions.</li> <li>• Ms. Shaw introduced herself – originally from Virginia, worked in Washington, DC with Ms. Elizabeth Jones and has been in Georgia for the last 1.5 years.</li> <li>• Ms. Shaw reports that the Division is re-engineering and creating a vision for transitions and working closely with CRA Consulting on the Pioneer Project in Region 2. <ul style="list-style-type: none"> <li>○ She spoke about the non-institutional to community transitions that her team will also provide oversight for: <ul style="list-style-type: none"> <li>▪ Forensics</li> <li>▪ Children currently in nursing homes</li> <li>▪ Community transfers – includes individuals that have already been placed in the community but for some reason needs to be transferred from one placement to another.</li> <li>▪ Transitions from educational (school-based) services to adult services.</li> </ul> </li> </ul> </li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>❖ Mr. Howell stated that he would like his Leadership Team to view all stakeholders as partners and be kind and respectful.</li> <li>❖ Mr. Howell reported that new waiver drafts will be shared with stakeholders for input only before being submitted to CMS for final</li> </ul>

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	<p>approval.</p> <ul style="list-style-type: none"> <li>❖ Mr. Howell is very excited about his new Leadership team. <ul style="list-style-type: none"> <li>• He requests that the Leadership team show him an organizational chart that is most functionally aligned and they will discuss, as a division, how it will work for everyone.</li> </ul> </li> </ul>
<p style="text-align: center;"><b>Pioneer Project Update</b></p> <p>Ms. Derrick Dufrense</p>	<ul style="list-style-type: none"> <li>❖ Derrick Dufrense gave a brief update on the Pioneer Project. <ul style="list-style-type: none"> <li>• He stated that Georgia did an excellent job with the Settlement Agreement of transitioning individuals.</li> <li>• Efforts of the 5 part Pioneer Project have exceeded goals for transitioning individuals. <ol style="list-style-type: none"> <li>1. Pre-stabilization</li> <li>2. Stabilization</li> <li>3. Pre-transition</li> <li>4. Transition</li> <li>5. Post Transition</li> </ol> </li> <li>• Region 2 has 105 individuals that have been transitioned since 2010.</li> <li>• The pre-stabilization/stabilization for the 105 individuals transitioned from Region 2 will be completed by the end of April.</li> </ul> </li> <li>❖ Mr. Dufrense is very encouraged by the momentum and what has been happening.</li> <li>❖ He reported that everyone has been open and working as a team toward the common goals.</li> </ul>
<p style="text-align: center;"><b>Cost/Rate Study</b></p> <p>Ms. Mary Price</p>	<ul style="list-style-type: none"> <li>❖ Ms. Mary Price discussed the waiver rewrite. One of the requirements is the submission of a cost analysis that is ongoing. <ul style="list-style-type: none"> <li>• The current study is focused on residential services and includes community residential alternatives (CRA), community living support (CLS) and Respite services.</li> <li>• A stakeholder group has been assembled and is working with Human Research Institute/ Burns and Associates on the process</li> <li>• The survey has been changed based on the feedback from the stakeholder group and distributed.</li> <li>• Ms. Price hopes to have draft rates in early May for internal comment. <ul style="list-style-type: none"> <li>▪ The rates will be published in mid-May with 2 weeks for informal comment.</li> <li>▪ Then a formal comment period of 4 weeks with approval by DCH by the end of June.</li> </ul> </li> <li>• Ms. Price stressed that both she and Mr. Stephen Pulaski from Burns and Associates are available to help any provider who has difficulty in completing the survey.</li> <li>• Ms. Price invited an advisory committee of ten (10) members to assist in guiding this project and the members are: <ul style="list-style-type: none"> <li>▪ Mr. Charles Harper – Southern Community Services</li> <li>▪ Whitney Fuchs – GA Community Supports &amp; Solutions &amp; enAble /Respite Provider</li> <li>▪ Diane Wilush – UCP of Georgia</li> <li>▪ Michelle Robison – Lookout Mountain CSB</li> <li>▪ June DiPolito – Pineland CSB</li> </ul> </li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Jay Farber – RHA of Georgia</li> <li>▪ Laura Campbell – National Mentor</li> <li>▪ Matt Hatcher – Eastern Seals</li> <li>▪ Mr. Earnest (last name unknown) – Host Home Provider w/ Mentor</li> <li>▪ Heidi Moore – Family Advocate</li> <li>• The advisory committee met on March 9, 2015 and had an external kickoff meeting with state office staff and DCH.</li> <li>• A cost survey will be distributed by Burns and Associates. <ul style="list-style-type: none"> <li>▪ Providers will have three (3) weeks to complete the survey.</li> </ul> </li> <li>• Ms. Price and Mr. Stephen Pulaski from Burns and Associates will present at the DBHDD Board meeting that is scheduled on August 16, 2015.</li> <li>• The waiver and proposed rates have to be submitted to DCH by June 30, 2015.</li> <li>❖ Ms. Catherine Ivy discussed concerns with residential rates. Some people have higher needs so the cost will be greater.</li> <li>❖ She discussed respite and the void due to the low rate.</li> <li>❖ She will review all of the comments received when considering the service definitions, which will be a part of the renewal process.</li> <li>❖ Ms. Ivy would prefer just rewriting the definitions versus creating new services.</li> </ul>
<p><b>Proxy Caregiver</b></p> <p><b>HCBS Transition Plan/Self-Assessment Tool</b></p> <p><b>Status of Draft Policies</b></p> <p>Ms. Catherine Ivy</p>	<ul style="list-style-type: none"> <li>❖ Ms. Ivey provided an update on waiver rewrite issues and reported that they are working on reviewing DBHDD developed proxy forms and policies.</li> <li>❖ When providers have questions/inquiries regarding the proxy caregiving policy, they should be directed to policy questions on the website.</li> <li>❖ The policy has to be approved before training can be held.</li> <li>❖ Ms. Ivy also reported that proxy care does not affect individuals on self-directed services.</li> <li>❖ The provider self-assessment tool was tested via the web with about thirty (30) providers from multiple waivers. <ul style="list-style-type: none"> <li>• There were issues with the tool itself and the comments section.</li> <li>• Created a way for Support Coordinators to validate the provider self-assessment.</li> <li>• DCH is ready for Support Coordinators, Case Managers, Care Coordinators and CCSPs to begin the test for the validation process.</li> <li>• 5% of the provider self-assessments will be validated.</li> <li>• Will roll out providers in Georgia.</li> <li>• A similar tool will be sent to individuals, family members or representatives to evaluate the study.</li> </ul> </li> <li>❖ Three (3) of the draft policies have been written:</li> </ul>

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	<ol style="list-style-type: none"> <li>1. Behavioral Support Services</li> <li>2. Behavioral Support Consultation</li> <li>3. Nursing Manual <ul style="list-style-type: none"> <li>▪ These three policies are currently going through policy review.</li> <li>▪ Afterwards, they will be sent to DDAC members for review.</li> </ul> </li> </ol> <ul style="list-style-type: none"> <li>❖ The Health &amp; Wellness committee and subcommittees are reviewing all of the policies.</li> <li>❖ Ms. Ivy and Mr. Kirkland would like to have these policies uploaded and published by April 1, 2015.</li> </ul>
<p><b>Quality Indicators</b></p> <p>Mr. Eddie Towson</p>	<ul style="list-style-type: none"> <li>❖ Mr. Eddie Towson gave an update on the Quality Indicators that have been developed for service outcomes.</li> <li>❖ There are currently 26 indicators and training will be held soon.</li> <li>❖ Mr. Towson will discuss the final list of indicators with Mr. Howell and Mr. Kirkland. <ul style="list-style-type: none"> <li>○ The indicators will then go to the internal CQI group for review.</li> <li>○ He will then send the final list of indicators to the DDAC members.</li> </ul> </li> <li>❖ Training has been scheduled for families and individuals on April 20<sup>th</sup>, training a total of eighteen people in April and May.</li> <li>❖ He hopes the indicators will roll out on July 1<sup>st</sup>, 2015.</li> </ul>
<p><b>Supported Employment Pilots/SELN</b></p> <p>Mr. Byron Sartin Mr. Frank Kirkland</p>	<ul style="list-style-type: none"> <li>❖ Mr. Byron Sartin gave an update on Supported Employment. <ul style="list-style-type: none"> <li>• The three pilot projects are wrapping up. <ul style="list-style-type: none"> <li>▪ Pilot #1 – 55 individuals were enrolled and 12 have been employed.</li> <li>▪ Pilot #2 - 40 enrolled with 5 employed.</li> <li>▪ The Family Support Pilot - 91 enrolled and 5 employed.</li> </ul> </li> <li>• Employment opportunities are steadily increasing.</li> </ul> </li> <li>❖ Mr. Frank Kirkland is working closely with SELN and focusing on employment opportunities for people with IDD. <ul style="list-style-type: none"> <li>• New components may be added: <ul style="list-style-type: none"> <li>▪ Benefits Counseling: a service that can be purchased under the waiver.</li> <li>▪ Exploring the idea of utilizing “Community Guide” service to help with benefits counseling as this is a huge barrier to employment for many. <ul style="list-style-type: none"> <li>• Can have people trained as benefits counselors.</li> </ul> </li> <li>▪ Reviewed having a bridge service for a more traditional program.</li> <li>▪ Also exploring the idea of unbundling employment services.</li> </ul> </li> <li>• Will have 2 subgroups work more specifically on definitions <ul style="list-style-type: none"> <li>▪ Employment, prevocational and community access.</li> <li>▪ Meetings will be held on March 25<sup>th</sup> and 31<sup>st</sup>.</li> </ul> </li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Several providers and some family members will be participating in the subgroup meetings.</li> <li>▪ Mr. Kirkland stated that the need to support and guide providers is recognized.</li> </ul>
<p><b>Georgia ASO Presentation</b></p> <p>Ms. Melissa Sperbeck Mr. Jason Bearden</p>	<ul style="list-style-type: none"> <li>❖ Mr. Jason Bearden, CEO of the Georgia Collaborative ASO from Beacon Health Options and Ms. Melissa Sperbeck, Deputy Chief of Staff, gave a presentation about the Georgia Collaborative (<b>attached</b>).</li> <li>❖ Mr. Bearden was accompanied by Ms. Mona Allen and Ms. Marion Olivier.</li> <li>❖ Ms. Sperbeck acknowledged Mr. Towson as working on the ASO project since the beginning.</li> <li>❖ She also mentioned that there are others working on this project.</li> </ul>
<p><b>By-Law Review/Discussion</b></p> <p>Ms. Estelle Duncan</p>	<ul style="list-style-type: none"> <li>❖ Ms. Duncan proposed that the members review the bylaws. <ul style="list-style-type: none"> <li>○ Ms. Duncan would like feedback from all members. <ul style="list-style-type: none"> <li>▪ She will send a reminder for members to provide feedback in written form.</li> </ul> </li> </ul> </li> <li>❖ Commissioner Berry should contact Ms. Duncan regarding the new Chairperson.</li> <li>❖ According to the current bylaws, new members can be approved/appointed by the Chairperson.</li> <li>❖ Ms. Duncan will contact the three nominees for membership to ascertain if they are still interested/willing to serve on the DDAC.</li> </ul>
<p><b>Public Comment</b></p>	<ul style="list-style-type: none"> <li>❖ There was no public comment.</li> </ul>
<p><b>Adjournment</b></p>	<ul style="list-style-type: none"> <li>❖ The meeting adjourned at 2:37 PM. The next scheduled meeting is Friday, May 15, 2015.</li> <li>❖ Ms. Duncan will email the group other days to possibly have the DDAC meetings.</li> <li>❖ Ms. Duncan will not be attending the May 15<sup>th</sup> meeting but Dr. Bruce Lindeman will act as Chair in her absence.</li> <li>❖ There will be a conference call scheduled for Friday April 17th. <ul style="list-style-type: none"> <li>○ An agenda and call in number will be sent out to members the week of the call.</li> </ul> </li> </ul>