

**Shawnee County CDDO
Affiliate Meeting
February 13, 2017**

Present: Lisa Frazier, SDCMS; Cheryl Davenport, CDDO; Nancy Rhone, CDDO; Adrian Rivera, CDDO; MaryAnn Hughes, Sunflower Supports; Paula O'Brian, CDDO; Becky Patterson, Becky's Bridge's; Ramona Macek, ESCF; Merilee Larson, Lifeworx; Sabrina Winston, CDDO; Jess Reling, CDDO; Coleen Hernandez, CDDO; Shelby Fry, TARC; Frankie Holloway, EVF; Janice Duran, Enabled Hearth; Rachael Lamond; Tracey Herman, TARC; Dave Skinner, Monaco; Anita Gueary, Compassionate Care; Diane Hanes, CDDO; Callie Baker, TARC; Billie Padilla, CDDO

Call: Tim Gorton, SLI; Lisa Marx, DCCCA; Jenell Jones, Pearlie Mae's Compassionate Care

I. CDDO Updates:

- December 2016 and January 2017 Affiliate Report Overview – See Attachments
- MFEI – Shawnee County has been chosen as one of the testing sites for the new Assessment Tool. Assessors will be attending training in March. The Assessment can be accessed on the KDADS website.
- Assessments – The Assessors have drafted a Checklist for Assessment Meeting Attendees (See attachment). If you have any suggestions send an email to your Assessor. Once the Checklist has been completed it will need to be signed, dated and returned to the CDDO. The new Assessment Tool is slated to be in effect in 2018.
- Special Diets should be included in the PCSP.
- Any Psychotropic medication increases need to be approved by the HRC. Please share the information with all the providers.
- Behavior Tracking needs to be initialed by the staff who observes the behavior.
- BCI is in the process of being moved to the Cloud. Volunteers for testing are: TARC, CM, TIES, Sunflower Supports, Easter Seals Capper Foundation and Enabled Hearth.
- Cheryl Davenport is retiring in November after 22 years of service. The CDDO is in the process of interviewing applicants.
- Remember to notify the CDDO of any changes regarding BCI users.
- Final Rule – Day Service visits went very well. Please send any policy changes per the Final Rule to Billie Padilla at bpadilla@sncddo.org and please include when the information was sent to the individuals/guardians.
- TCM Reviews – You will be notified one month prior to submit documentation for review.
- There have been complaints about the Clearing House. Be sure that everything has been filled out correctly and completed, otherwise there will be further delays with no notification.

- A list of individuals showing Non-Utilization was sent to the CDDO by the State. The CDDO has reviewed the list and sent information to KDADS. We are waiting for notification of individuals to come off the Waiting List.
- Please notify the CDDO if someone has contacted your agency about services.
- Please notify the CDDO if a referral for TCM is received and there is no contact.
- The State submitted a request for a one-year extension for the KanCare program.
- Continue to submit CIR's to the CDDO as well as AIR's to the State.
- Changes at the State: Kimberly Reynold's last day was Feb. 10, 2017. Melissa McDaniel and Karla Werth are Co-Interims for that position.

II. Guest Speaker:

- Justin Broxterman, FBI, Task Force Officer, spoke about Internet Safety.
- ✓ The group discussed what to do for individuals with special needs.
 - Individual's approval to monitor
 - Training
 - Risk Assessment
 - ✓ A CDDO team member and a small group will meet with Justin to develop a training for individuals at risk. Please send Jess Reling at jreling@sncddo.org an email if you are interested in being part of the discussion or training.
 - ✓ Online Resources:
 - www.fosi.org
 - www.netsmartz.org
 - www.growingwireless.com
 - www.common sense media.org

V. Upcoming training opportunities:

- March 17 - Bed Bugs Boot Camp – 10-12 TARC Training Room
- March 30 – CDDO Quarterly Training 8:30-12:30

Next meeting is scheduled April 10, 2017 at 2 pm

December 2016
Shawnee County CDDO Affiliate Report

Individuals receiving service: 1100
850 adults; 250 children

- 277 Receiving in home supports
- 721 Receiving day services
- 499 Receiving residential; 487 adults,
(12 children's residential)
- 1039 Receiving TCM

Determined Eligible: 6

Determined Ineligible: 4

Re-entry: 0

Redetermination: 0

Eligible (re-determined after age 8): 1

Transferred In: 6

Transferred Out: 0

Individuals in Crisis Year to Date: 5
(July 1, 2016 - June 30, 2017)

Crisis Request Reviewed: 8
Crisis Request Approved: 2
Crisis Request Denied: 2
Crisis Request Pended: 4

Individuals exiting Medicaid Services: 3

Provider Changes

- ◆ **Day:** 7
- ◆ **Residential:** 5
- ◆ **Case Management:** 10
- ◆ **In-Home Support Providers (FMS, SHC):** 2

CDDO (TCM) Representative: 61

Medicaid Eligible: 35
Non-Medicaid Eligible: 26

January 2017
Shawnee County CDDO Affiliate Report

Individuals receiving service: 1101
851 adults; 250 children

- 278 Receiving in home supports
- 719 Receiving day services
- 496 Receiving residential; 485 adults,
(11 children's residential)
- 1038 Receiving TCM

Determined Eligible: 3

Determined Ineligible: 6

Re-entry: 0

Redetermination: 1

Eligible (re-determined after age 8): 0

Transferred In: 3

Transferred Out: 2

Individuals in Crisis Year to Date: 9
(July 1, 2016 - June 30, 2017)

Crisis Request Reviewed: 9
Crisis Request Approved: 4
Crisis Request Denied: 1
Crisis Request Pended: 4

Individuals exiting Medicaid Services: 4

Provider Changes

- ◆ **Day:** 11
- ◆ **Residential:** 9
- ◆ **Case Management:** 25
- ◆ **In-Home Support Providers
(FMS, SHC):** 5

CDDO (TCM) Representative: 63

Medicaid Eligible: 36
Non-Medicaid Eligible: 27

CHECKLIST FOR ASSESSMENT MEETING ATTENDEES

Please bring the following items with you regarding the person served to the Assessment meeting. These documents are expected to be given to the Assessor at the meeting. If there are circumstances which they cannot be submitted the day of the meeting, you will have three (3) business days (5 pm deadline) in which to submit.

_____ **Behavior Tracking – REQUIRED.** Submit tracking from all providers. Tracking runs from the day following the previous Assessment to the day before the current Assessment. Tracking form must include person's name, date and provider. **Effective immediately-All tracking needs to be submitted with first and last initial of the staff who observed the behavior.** If missing dates are due to extenuating circumstances, please include dates and reasons. If no documentation is provided the score for each question will drop by one (1) each year tracking is not provided. **Extenuating circumstances** include: hospitalizations, vacations from day and/or residential providers, camps, or time away from paid providers – does not include weekend visits to parent's house.

_____ **Diagnosis – if applicable.** Submit medical documentation that shows a list of all NEW diagnosis/medical conditions for the person served.

_____ **Seizure Tracking – if applicable.** Submit tracking since the last Assessment was held. Written tracking can be submitted in any form as long as dates are included. If the person has daily seizures, then you may submit medical documentation from a physician that states that the person has daily seizure activity and also include the type of seizure(s).

_____ **Prescribed Medications – if applicable.** Submit a current list of daily prescribed medications including injections and/or topicals. PRNs and OTC (over the counter) medications are not included.

_____ **Special Diet - if applicable.** Submit a copy of the prescribed specialized diet within the last two (2) years. A doctor **recommended** diet will not be counted.

_____ **Individualized Education Plan (IEP) – If currently attending** school must submit documentation regarding para support and/or BIP with this information hi-lighted.

_____ **Person Centered Support Plan (PCSP) –** With staff physical intervention information hi-lighted or if other pertinent information is included. Internal incident/information reports documenting physical intervention may also be provided if applicable.

_____ **Behavior Intervention Plan – if applicable.** Submit a current copy with name of person who wrote it and person served/guardian signature to the Assessor. **The plan must include date and signatures of the Human Rights Committee (HRC) approval, if restricted plan. If a Behavior Intervention Plan (BIP) is submitted, the following four (4) criteria MUST be met:**

- 1) There is a clear definition of the behavior(s) at issue &
- 2) There is a clear definition of what support staff are doing with regard to the behavior (prevention and support strategies, responses) &
- 3) As required by regulation, there is collection of information as to the **frequency and severity** of the behavior(s) at issue. &
- 4) The plan ensures that the supports are specific to the individual involved.

_____ **Time Out Tracking – if applicable.** If someone has a BIP and time out is reported – submit a copy of Time Out tracking to the Assessor. Must be used a minimum of one (1) time per week for this to be counted.

Guidelines for an Effective Functional Assessment Meeting

1. The CDDO Assessor will facilitate the meeting.
2. Please put all cell phones on vibrate or silent. If you must take a phone call, please step outside the meeting room.
3. Please only one person talking at a time so that everyone can be heard.
4. Wait until the Assessment is completed before discussing other issues.
5. CDDO releases needing the person/guardian's signature must be signed before other provider's releases.
6. HIPAA policies must be followed at all times.
7. Please do not bring food into the meeting unless it is provided to all attendees.
8. Please be on time as late arrivals can disrupt the meeting.

Thank you for your assistance

Agency Director/Provider

Date