

**Shawnee County CDDO
Affiliate Meeting Minutes
October 3, 2019**

Present: Sabrina Winston, CDDO; Coleen Hernandez, CDDO; Tiffanie Krentz, CDDO; Robert Smith, CDDO; Christine Hurla, CDDO; Rachael Piecukonis, CDDO; Michelle Shirey, Caring & Compassionate Care; Elizabeth Barkley, Serenity; Stephany Semple, TARC; Angie Dougan, TARC; Sara Ditch, Caring & Compassionate Care; Shawna Hauck, Caring & Compassionate Care; Sean Parks, Serenity; Vincent Garcia, RICO Services; Tim Gorton, SLI; Jason McKenney, GT Independence; Shayla Bleidissel, AIS; Evan Faulkner, AIS; Billy Lewis, S&L Ranch; Tina Ruecker, TARC; LaDeen Allen, CALM; Olga Henessey, TARC; Cindy Domingos, D.C.; Tracey Herman, TARC; Robert Haddon, Supportive Living, Inc.; Juvy Haddon, Supportive Living, Inc.; Antonio Castaneda, LHTC; Ramona Macek, Capper Foundation; Nancy Hinrich, LHTC; MaryAnn Hughes, Sunflower Supports; Becky McCall, Becky's Bridges, LLC; Eileen Doran, TARC; Gina Allen, Compassionate Care Community Services; Jon Allen, Compassionate Care Community Services; Roneisha Gueary, Compassionate Care Community Services; Corby Lockwood, TARC; Jesse Cox, LHTC; Donna Holstein, SLI; Quinta Avance, ACA; Erica Koontz, Life Bridge; Janice Duran, Enabled Hearth; Lisa Marx, DCCCA; Mary Stafford, Exploring Life; Tonja Schuster, Monaco & Associates; Merilee Larson, Lifeworx, Inc.; Angie Reinking, The Arc of Douglas County

CDDO Updates:

- The KDADS title Quality Management Specialist and its abbreviation QMS is to be replaced with Intellectual Developmental Disabilities Surveyor (IDD Surveyor).
- Rachael Piecukonis, CDDO Assessor, completed the KDADS BASIS Forms Training and Case Managers Online Assessments. Contact her to schedule assessments for individuals with last name A-K. Contact Paula O'Brian for L-Z.
- Tiffanie Krentz, CDDO Liaison presented at the Stormont Vail Courageous Conversations workshop on August 30.

Agenda:

TCM BCI updates

- TCM's are responsible for uploading documents to BCI. Self-Determination is no longer going to be responsible for uploading, effective immediately.

CDDO Training

- The CDDO sponsored trainings will no longer be tracked in BCI effective today 10/3/19. Sabrina asked whether people would still like to have the certificates of completion and it was answered yes. Christine will email certificates to training attendees after the training is completed.

Addendum to PCSP's – Coleen

- A PCSP addendum needs to be completed when there is a minor change. A few examples of when an addendum should be completed are: change of address, change of guardian, change in medications, a TCM change, or an FMS provider change.
- The CDDO QMC could not locate any PCSP addendum template to share. Currently it's up to each TCM to create their own addendum at this time.

CDDO & Provider home visits – Sabrina

- Direct staff are being told not to speak to the CDDO staff or TCM's when they do provider home visits. However the CDDO is happy to speak with direct staff during visits and that is not the atmosphere we want to create. We all appreciate the work they do.

Behavior Tracking- Coleen

- There should be separate behavior tracking for the BSP than the BASIS behavior tracking. The tracking form should be attached to the BSP and made available for the Assessors to review, effective November 1.
- Q: If a person is diagnosed with a mental illness does there need to be a BSP? A comment was made that in Article 63 it says there needs to be a risk assessment and BSP for mental health diagnoses.
A: Coleen commented that you don't need to track behaviors for depression or anxiety.
- Q: Who is responsible for writing the BSP?
A: It is the team's responsibility or a contracted professional.

Fees for private pay

- We are asking providers to send us their fee schedules for private pay. If you have not yet done so, please let us know whether you accept private pay and send us your fee schedules.

Submit comments for State Draft Policy Review to KDADS by October 30:

[https://kdads.ks.gov/commissions/home-community-based-services-\(hcbs\)/hcbs-policies](https://kdads.ks.gov/commissions/home-community-based-services-(hcbs)/hcbs-policies)

PRTF

- Ensure the Status Action Form is completed with updated information. The CDDO Liaison should be notified and invited to all conference calls. A CIR needs to be submitted.

CIR – date & time

- A CIR needs to be filed when an individual has an unexpected medical visit. This includes a visit to express care or urgent care. The date and time needs to be completed. When an APS report is filed, a CIR needs to be completed.

CM updates

- The CDDO is working diligently to connect individuals on the TCM waitlist and who had Capper Foundation for TCM services.

Affiliation

- We have someone who is in the process of affiliation. Make sure that if you're connecting someone with a service that they are an affiliated provider with the CDDO.

Transfers In and Out of Shawnee County

- As soon as a provider or TCM is aware of an individual moving to or from Shawnee County, they need to let the CDDO know. Notify Tiffanie Krentz of individuals moving to Shawnee County and notify Robert Smith of individuals moving out of Shawnee County.

Affiliate Agreements were due 10/4. Agencies who have not sent us their Agreements and required documents will be closed for referrals on the Affiliate List.

Providers, please notify us of events or send us your events calendars so CDDO staff can attend.

Training Opportunities/Resources:

- October 22, 8:30-12:00 CDDO Training Session Two (BCI & Transition Checklist)
- October 25, 2:00-5:00 Charting the LifeCourse Training presented by Aetna
RSVP: <https://chartingthelifecourseaetnatopeka.eventbrite.com>
- December 5, 8:30-12:00 CDDO Training Session One (CDDO Overview, Article 63, BASIS, Status Action Forms)

Policy Review:

New and changed policies were reviewed. Policies will be updated on the CDDO website and an announcement will be made when they are posted. Updated forms will be made available on the website.

The following policy changes were reviewed:

06-004 Gatekeeping – Referral to I/DD Public/Private ICF

The State Gatekeeping policy has changed. Contact Tiffanie Krentz to schedule a face to face meeting to request admission to a private or State ICF/IID. Tiffanie has a guideline for facilitating the meeting.

06-006 Functional Assessment

Functional Assessment scheduling must occur no later than 6 weeks prior to the 358th day of the last completed assessment. The Functional Assessment itself must be completed 2-3 weeks prior to the 358th day of the last completed assessment. In the event that a Functional Assessment is not scheduled 6 weeks prior to the 358th day of the last completed assessment, an email will be sent to the TCM, the TCM director, the CDDO Quality Management Coordinator and the CDDO Director.

06-011 TCM Requirements

We removed the hourly training requirements for TCM's as that should be up to the agency to decide. We have updated the TCM training log form.

06-013 Options Counseling, Referral, and Transition

When completed Options Counseling/Choice forms are uploaded to BCI, a notification gets sent to the TCM. Service provider choice forms are no longer to be used. This was effective 8/20/19. We are sending completed Options Counseling/Choice forms to the MCO's on a monthly basis.

Sabrina brought up the question of whether individuals have their own mail address and are opening their own mail.

TCM's and Providers need to let the CDDO know when a tour is being scheduled so we'll be aware of the possible need for options counseling to be provided.

Please update BCI with email addresses for individuals and/or guardians.

Q: It was asked that if we are doing Options Counseling during the annual BASIS assessment, then why do we need to do Options Counseling again?

A: It was discussed that the State is requiring the CDDO to provide Options Counseling each time an individual wants to make a change in services.

Q: It was asked what to say when an individual or guardian asks a TCM to help them fill out the Options Counseling/Choice form.

A: The TCM should refer the individual or guardian to the CDDO for help.

Q: When an individual in crisis starts services do we need to refer them to the CDDO for Options Counseling?

A: We do Options Counseling as part of the crisis request process, so we will have already completed Options Counseling at that time.

06-046 Records Management

This is a new policy on document retention schedules.

Guest Speakers:

Michele Heydon, HCBS Director & Brutus Segun, HCBS Policy and Program Oversight Manager

Michele presented on the Community Connections website and the Final Rule Self-Assessment. What the assessment comes down to is showing that services provided have inclusion and choice for individuals. The website can be accessed at www.communityconnectionsks.org.

Q: How often will sites be required to complete the assessment?

A: "We don't completely have process in place."

Q: Do sites that are owned or leased by the individual require assessment?

A: If billing for residential service dollars, yes the site needs to do the assessment.

Q: When the residential setting is not provider owned or operated, do we have to take photos of the inside of the home?

A: A lot of the assessment can be done through uploading the policy, you aren't required to take photos, only if it's possible. The PCSP can also reflect information.

Q: Do providers billing for day service for supported employment in the community need to do the assessment?

A: Michele will get back with an answer.

Q: Do sites need to be ADA accessible?

A: No, sites just need to be accessible to the individual.

Providers should start working on the assessment as soon as possible.

Next Affiliate Meeting:

December 5