



# Developmental Disabilities Advisory Council

## Meeting Agenda and Minutes

<b>Date</b>	December 5, 2019
<b>Time</b>	1:00pm – 4:00pm
<b>Location</b>	Herschler Building-East, 2nd Floor, Conference Room #227, 122 W. 25th Street, Cheyenne <b>Call In Information:</b> <a href="https://uwyo.zoom.us/j/202849015">https://uwyo.zoom.us/j/202849015</a> <b>(669) 900-6833 Meeting ID: 202 849 015</b>
<b>Purpose</b>	To assist and advise the Division in implementing a statewide service delivery system for persons who are identified as having developmental and intellectual disabilities, and acquired brain injuries (ABI).
<b>Members</b>	Rita Basom, Ginny Chidsey, Heather Dodson, Jeff Gardner, Kayla Green, <del>Buck Gwyn</del> , Arkansas Le Marr, Wayne Lindgren, <del>Shaye Moon</del> , Erin O’Neill, Sandy Root-Elledge, Bob Sell
<b>Division Staff</b>	Jessica Abbott, <del>Elizabeth Forslund</del> , Teri Green, <del>Lee Grossman</del> , <del>Samantha Mills</del> , Shirley Pratt

### AGENDA ITEMS/KEY POINTS DISCUSSED

	Topics	Highlights
1.	Welcome and roll call	Jeff called the meeting to order at 1:10PM. Members welcomed Heather and Erin to the Council
2.	Approval of minutes	Rita moved that the minutes of September 5, 2019 be approved as circulated. Wayne seconded. Motion carried.
3.	Division updates	<ul style="list-style-type: none"> <li>• Staffing updates               <ul style="list-style-type: none"> <li>○ Leigh Schindler has filled the Provider Support Specialist position serving Lincoln, Uinta, and Sweetwater Counties.</li> <li>○ Phillip Browning has retired and resigned his position as Participant Support Specialist serving Sheridan and Sweetwater Counties. The Division is currently interviewing to fill this position.</li> <li>○ The Division is interviewing for a Quality Improvement Coordinator. This position will oversee the National Core Indicators (NCI) contract, the Developmental Disabilities (DD) Section quality improvement strategy and case manager reporting.</li> <li>○ The Division is currently accepting applications for the Provider Support Operations Manager. This position will oversee process documentation and improvement for the Provider Support Unit, conduct staff training, provide technical assistance to Division staff and waiver providers, and manage special projects.</li> </ul> </li> <li>• SFY2019 Annual Report               <ul style="list-style-type: none"> <li>○ The State Fiscal Year 2019 Annual Report for the DD Section was released on December 2nd, 2019, and was distributed to the Council for review.</li> <li>○ The report provides data on key demographic, budgetary and utilization indicators, and aligns with the Division of Healthcare Financing (Division) core value of transparency. The Division intends to release an annual report every year.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ The Council was asked to provide feedback on other information that would be useful to include in future reports. Wayne suggested that we continue to provide the year-by-year NCI comparison. Overall, the Council offered positive feedback on the report.</li> <li>● Interagency partnerships <ul style="list-style-type: none"> <li>○ The Division does not have an update at this time.</li> </ul> </li> <li>● Rule promulgation process <ul style="list-style-type: none"> <li>○ The public comment period for revisions to Chapters 44, 45 and 46 of the Department of Health’s Medicaid Rules ran from September 18 - November 1, 2019. The Division received comments from 10 individuals, 2 organizations and 1 association. Responses to the comments will be released when the rules are released and will be sent to Council members.</li> <li>○ The Division has been working with the Governor’s Office, and the rules are on track to be effective by December 24, 2019; however, the Governor’s Office does have 75 days to sign the rules, so the effective date may be pushed into next year.</li> </ul> </li> <li>● Waiver amendments <ul style="list-style-type: none"> <li>○ The public comment period for amendments to the Supports and Comprehensive Waivers opened on November 25, 2019 and will run through December 27, 2019. A phone conference will be held on December 10th at 10am to accept public comment.</li> <li>○ A summary of the amendments was distributed to the Council. The Council was asked to review the summary and provide comment if desired.</li> <li>○ The amendments will be effective upon approval from the Centers for Medicare and Medicaid Services.</li> <li>○ Jeff asked for further clarification on unduplicated counts. The unduplicated count is the number of unique individuals who participate in the waiver during a waiver year, regardless of when the individual entered the waiver and length of stay on the waiver. A person who enters, exits and re-enters the waiver during a waiver year counts as one unduplicated waiver participant.</li> </ul> </li> <li>● Rights Restriction Review Tool <ul style="list-style-type: none"> <li>○ The Rights Restriction Review Tool (Tool) was distributed to the Council for review.</li> <li>○ The requirements that must be met in order to restrict a participant’s rights are established in Chapter 45, Section 4 of the Department of Health’s Medicaid Rules. The Tool was developed by the Participant Support Unit (PSS) to help determine if a rights restrictions listed in a participant’s individualized plan of care (IPC) complies with rule, and provide a clear and consistent way for the PSS to review these restrictions.</li> <li>○ Training on this Tool will be presented on December 9th during the Case Manager Support Call, and the Tool itself is available on the Division’s</li> </ul> </li> </ul>
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		<p>website. Case managers will be encouraged to share the Tool with all plan of care team members.</p> <ul style="list-style-type: none"> <li>○ Council feedback was positive. Jeff appreciated the fact that it would be available to all team members, which could help legally authorized representatives understand what is required in order for a right to be restricted. Bob also stated that it would help to ensure consistency from case managers and Division staff.</li> <li>○ The Tool will be edited to ensure the final document is professional.</li> <li>● Suggestion Box <ul style="list-style-type: none"> <li>○ As a result of feedback received from several case managers, a Suggestion Box has been added to the Division’s website.</li> </ul> </li> </ul>
4.	Member updates	<ul style="list-style-type: none"> <li>● The Department of Education is holding an early education Preschool to Kindergarten Transition Summit in Casper. Ginny will share the link and the Division will send the information with case managers.</li> <li>● The Wyoming Governor’s Council on Developmental Disabilities (WGCD) will be conducting listening sessions on its five year plan. Dates will be shared once they are available.</li> <li>● The Wyoming Institute for Disabilities is proceeding with plans to develop a direct support professional training. The School of Nursing received funding to integrate mental health care into general practice care.</li> </ul>
5.	Guardianship update	<ul style="list-style-type: none"> <li>● Kayla provided an update on the project to revise the Wyoming guardianship statute, starting with a brief history of the project.</li> <li>● The proposed bill is 349 pages long, so it is not likely to be addressed in the upcoming budget session.</li> <li>● The WGCD anticipates that this bill will be addressed in the interim Judiciary Committee, and that a great deal of education will need to be provided in order to get the statute changed.</li> </ul>
6.	Rule implementation – <i>Division</i>	<ul style="list-style-type: none"> <li>● With revised rules anticipated in the near future, the Division will need to notify stakeholders of changes and provide training on how rules will be implemented.</li> <li>● In conjunction with the Partnership Improvement Team, the Division will finalize a training that will be presented in January 2020. The presentation will be available on the Division website as well.</li> <li>● The Council suggested several alternatives to posting the presentation slidedeck, including short modules that include a recording of the presentation along with the slides. Questions that demonstrate understanding were also suggested.</li> <li>● Although case managers and providers will be impacted by these changes, it is important to make this information available to participants, legally authorized representatives and other stakeholders as well. Rita suggested sending letters to participants and legally authorized representatives notifying them of the changes to the rules.</li> </ul>

		<ul style="list-style-type: none"> <li>• Council members indicated that an email distribution list for participants and families would be beneficial. Initial information could come from the Electronic Medicaid Waiver System (EMWS) and case managers could be tasked with providing information to people important to the individuals on their caseloads.</li> </ul>
7.	Rate Rebasing Project – <i>Division</i>	<ul style="list-style-type: none"> <li>• The next provider rate rebasing project is scheduled to begin on January 2, 2020. The project will encompass the Comprehensive, Supports, and Community Choices Waivers (CCW).</li> <li>• The Division will use the same approach for the upcoming project as they did for the last rebasing project. The Division will utilize a Provider Team to make recommendations and a Steering Committee to make final decisions on the project.</li> <li>• The Division has sent a call for applications for individuals interested in sitting on the Provider Team. It is anticipated that the Provider Team will represent various provider types and geographic locations.</li> </ul>
8.	Presenting quality outcomes	<ul style="list-style-type: none"> <li>• Continuous quality improvement is a core value of the Division and a primary focal point nationally. A number of states are exploring tying quality metrics to payment.</li> <li>• The Division has several initiatives in this area, including NCI, HealthStat and strategic planning. Over the next year, the DD Waivers and CCW will be collaborating to formalize a home and community based services quality committee that will provide needed structure for reviewing quality and participant outcomes across Medicaid Waivers.</li> <li>• The Council was asked to provide feedback on how to include them in the conversation and on any areas of concern for the Division to keep in mind as metrics are identified. <ul style="list-style-type: none"> <li>○ The Council has determined that this topic should be a standing agenda item.</li> <li>○ Discussion centered on the importance of continuous quality improvement, value based payments, Social Determinants of Health and non-monetary metrics given that quality isn't necessarily less expensive.</li> </ul> </li> </ul>
9.	Council bylaws – <i>Jeff Gardner</i>	Ginny, Kayla and Arkansas volunteered to serve on the Bylaws Review Committee. A meeting will be scheduled for sometime in January.
10.	2020 meeting schedule	The Council selected the second Thursday of the month of March, and the first Thursday of the months of June, September and December as meeting dates for 2020. Meetings will be scheduled from 2PM - 4PM.
11.	Public Comment	Ginny stated that the fact that the Division has instituted a suggestion box at the request of case managers demonstrates the Division's commitment to listen to public comment.
<b>NEXT MEETING – March 12, 2020</b>		