

West Virginia TBI Quality Improvement Advisory Council Meeting-Corrected	November 13, 2014 10:00 am - 2:00 pm Center for Excellence in Disabilities 4510 Pennsylvania Ave. Charleston, WV
Members Present:	
Rose Lowther-Berman (Co Chair) Mark Fordyce (Chair), Brad Anderson(by telephone), Lou Ellen Blake, Betsy Peterson, Angela Vaught	
Members Not Present:	
Don Ashworth, Provider-Vacancy, Member-Vacancy	
Others Present:	
Teresa McDonough - BMS, Brian Holstein-BMS-TMH Sally Burchfiel – PPL, Katherine Randall – PPL, Barb Recknagel - APS Healthcare,	

MINUTES

Agenda Item	Welcome/ Introductions/Old Business	Presenter	Mark Fordyce, Chair
Discussion and Conclusions:			
Roundtable introductions were made by meeting attendees, and housekeeping issues were discussed. Old business: The minutes from the August 14, 2014 QIA Council meeting were approved Motion to approve: Betsy Peterson Motion seconded: Rose Lowther-Berman			
Action Items	Person Responsible	Deadline	
N/A			

Agenda Item	Membership Committee Nomination- Provider	Presenter	Mark Fordyce, Chair
Discussion and Conclusions:			
Copies of Ms. Lotonia Morrison, RN, MSM membership application were provided to Council members for review. Rose Lowther-Berman made a motion that the Council approves the application, and Betsy Peterson seconded the motion. The Council unanimously approved Latonia Morrison application. APS Healthcare staff will contact Ms. Morrison to inform her of the Council’s decision. A brief discussion was held regarding orientation for new members. The Council determined that the Procedures Handbook would be a good resource.			
Action Items	Person Responsible	Deadline	
Contact Ms. Morrison, provide orientation and QIA Council Procedures Handbook	B Recknagel	Orientation Phone Call scheduled with Ms. Morrison on 11/19/2014. Ms. Morrison received the QIA Council Procedures Handbook via email on 11/18/2014.	

Agenda Item	TBI Waiver Program Updates	Presenters	Teresa McDonough—BMS Brian Holstein—TMH Sally Burchfiel—PPL Barb Recknagel—APS
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Discussion and Conclusions:

BMS Updates: Teresa shared with the Council that the first draft of the reapplication is completed and BMS is reviewing it. Initial feedback from BMS was positive for the following changes/additions: lower the age criteria to three (3) years and adding anoxia due to near drowning. The reapplication timelines are the following: BMS plans to submit the Waiver reapplications to CMS in 2/2015. Once CMS approves the State’s Waiver application, the required Public Comment will occur. As the reapplication is developed, BMS and the ASO continue to review/revised language in the Manual (Chapter 512). BM has submitted the first sixty day extension to CMS in order to line up the TBI Waiver reapplication due date with the other two Waiver programs. Teresa informed the Council that a large part of the Waiver reapplication process involves a review of provider controlled settings and CMS new requirements. BMS contracted with Lewin to assist the State in the development of its’ Transition Plan. Council Members asked Teresa if the Level of Care recommendations were included in the first draft of the reapplication. It was determined that BMS and the ASO will review the Council recommendations to the reapplication and/or manual and provide summary of inclusions. The ASO reminded the Council that both the reapplication and manual would have a Public Comment Period.

Take Me Home WV updates: Brian Holstein provided the Council an update on the intakes-transitions since the program started in 2013 , eighty-one (81) individuals had been transitioned home, fifty (50) of those transitions occurred during 2014. Brian reported that sixteen (16) individuals have completed the TMH program, with 365 days in the community criteria achieved. Brian provided the following data relevant to TBI Waiver program: two (2) TBI Waiver Members are participating in the TMH program, two (2) individuals are in active applicant status with TMH/already determined medically eligible for TBI Waiver and one (1) TMH participant will be enrolled as a TBI member in December 2014. Brian shared the following program developments: A.)Peer support is an identified need. TMH staff will be meeting with BBHFF staff to discuss the possibility of engaging existing peer support/recovery coaches in local communities as a possible resource for transitioning individuals B.)Barrier continues to exist for individuals transitioning from Sharpe and Bateman hospitals due to the CMS requirement that Medicaid must be billed for one (1) day prior to transition. This appears to be a systemic barrier. C.)Expanding statewide partners to increase the number of Transition Navigators. D.) Addressing program components sustainability by incorporating transition services into the Waiver programs, projected to be reflected in the 2020 Waiver reapplication to CMS. E.) TMH transition Goods and Services dollars have purchased items such as personal emergency response systems, durable medical equipment, stair lifters, ramps, and bathroom modifications.

PPL Updates: Sally Burchfiel provided an update. Sally reported that twenty (20) members are self-directing their personal attendant services. Sally relayed that a lot is needed to support the member with TBI such

factors including family dynamics, legal and behavioral issues requires more frequent contact with the member. Sally reported positive feedback on the training modules developed jointly by APS Healthcare and CED. Sally felt that two major training needs: case managers knowing how to create budgets and how to meet the needs of caregivers.

APS Healthcare updates: Barb Recknagel, APS Healthcare Manager for the TBI Waiver Program, provided an update, including handouts of the SFY 2014-2015 Discovery & Remediation (D & R) report and the September 2014 monthly activity report. Teresa and Barb reviewed the existing D&R Report to the handout Modifications to Quality Measures and Reporting in §1915© Home and Community-Based Waivers (March 12, 2014) with the Council Members. It was agreed that the D&R report would be sent along with the meeting agenda to allow time for the council members to review the document. APS will offer quarterly provider training on November 18th and November 20th on the topic of Creating and Utilizing an Effective Quality Management Plan. Council members were encouraged to attend. BMS suggested the possibility of joint training events with the Aged and Disabled Waiver providers and the TBI Waiver providers. BMS, APS Healthcare and the Bureau of Senior Services (BoSS) will be meeting to explore this further.

TBI Waiver QIA Council Work Plan: Barb Recknagel, APS Healthcare Manager for the TBI Waiver Program, provided a review of the TBI QIA Council Work Plan goals, objectives and quarterly update was delivered. Objective 2B was not completed and the Council took time during today's meeting to generated questions for Case Managers Survey. The questions included:

- 1). As a result of this training, are you better informed of CRT
- 2.) Do you have a TBI Waiver member that could benefit from CRT , if yes what county does the member reside in
- 3.) Do you plan to utilized this service

APS Healthcare agreed to formulate the survey and send it out to the case managers in attendance at the August training.

Action Items	Person Responsible	Deadline
1.)Develop a comparison summary of Council Recommendation/reapplication/manual and email to Council Members	1.)Teresa and Barb	1.)Completed and sent to Council Members on 11/18/2014
2.) Prior to meeting date, agenda, minutes from previous meeting and D&R report will be emailed to Council Members	2.) APS Healthcare	2.) On going

Agenda Item	Public Comment/Lunch	Angela Vaught -CED
Discussion and Conclusions:		
Angela informed the Council that CED TBI program is fully staffed with six (6) TBI resource Coordinators throughout the state. Council members received a regional map with the contact information and counties covered for each coordinator. Federal positions resulting from the grant are still vacant		
Action Items	Person Responsible	Deadline
NA		

Agenda Item	New Business	All Council Members
Discussion and Conclusions:		
<p>A discussion of the Council training needs/topics for 2015 was held. The following suggestions were made: Working with children with TBI (projected training date May 14th) Best Practices with individuals with TBI (CED Federal Staff)</p> <p>Teresa (BMS) requested the Council complete an annual report. It was agreed that an annual report would developed and would contain the following elements: General Program Overview, Membership listing (past and current), Council Activities/Projects-completed and work planned for 2015.</p> <p>Teresa suggested that WV Advocates brochure: <i>It's Your Money Protect It!</i> given to enroll TBI Waiver Members. The Council agreed. APS Healthcare will include this brochure when mailing out the Participant Handbook to newly enrolled members.</p>		
Action Items	Person Responsible	Deadline
1. Council member will assist in securing trainers for two topics and coordinate with APS Healthcare	1. Angela Vaught	1. Confirm trainers by the 2/2015 Council Meeting
2. Development of 2014 TBI Waiver QIA Council Annual Report for 2014	2. Mark Fordyce and Barb Recknagel	2. Distribute at 2/2015 Council Meeting
3. Distribution of <i>It's Your Money Protect It!</i> brochure to newly enrolled members	3. APS Healthcare	3. On-going

Agenda Item	Wrap Up/ Confirm next meeting date	All Council Members
Discussion and Conclusions:		
<p>Established 2015 Council Meeting Dates/Time and Location February 12th, May 14th, August 13th and November 12th (2nd Thursday) Time allotted for Council Meeting will remain the same 10:00am-2:00pm Location for Council meetings will remain the same- CED Charleston office located at 4510 Pennsylvania Avenue, Charleston, WV</p>		
Action Items	Person Responsible	Deadline
Complete administrative functions for the Council in 2015	APS Healthcare	On-gong

Minutes submitted by	Barbara Recknagel APS Healthcare	11.26.2014
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