

<b>West Virginia TBI Waiver Quality Improvement Advisory Council Meeting Minutes</b>	<b>DATE: August 11, 2016 TIME: 10:00 am - 2:30 pm LOCATION: WVU Extension Office 4700 MacCorkle Ave, SE Charleston, WV 25304. 10th Floor Conference Room</b>
<b>Members Present:</b>	
Mark Fordyce, Latonia Morrison, Brad Anderson (by phone), Tracy Wine, Don Ashworth, Angela Morales, Carolyn Lecco, Regina Desmond	
<b>Members Not Present:</b>	
Shannon Hughart	
<b>Others Present:</b>	
Luann Summers BMS, Brian Holstine TMH-BMS , Katharine Randall PPL, Vanessa Van Gilder, Olmstead Coordinator Office of the Inspector General, Barb Recknagel KEPRO	
<b>Guest Speaker</b>	
Pam Rockwell, Positive Behavior Support Specialist CED	

## MINUTES

Agenda Item	Welcome/ Introductions/Old Business /New Business	Presenter	Mark Fordyce, Chair
<b>Discussion and Conclusions:</b>			
Roundtable introductions made by meeting attendees and housekeeping issues discussed.			
Council members reviewed three sets of minutes, the 2015 Annual Report, and two council membership applications.			
<u>Old Business:</u>			
The minutes from the February 11, 2016 TBI Waiver QIA Council meeting were reviewed and approved.			
Motion to Approve: Latonia Morrison			
Motion to Second: Tracy Wine			
Motion carried.			
The minutes from the March 3, 2016 TBI Waiver QIA Council Conference Call were reviewed and approved.			
Motion to Approve: Latonia Morrison			
Motion to Second: Tracy Wine			
Motion carried.			
The minutes from the May 12, 2016 TBI Waiver QIA Council meeting were reviewed and approved.			
Motion to Approve: Latonia Morrison			
Motion to Second: Tracy Wine			
Motion carried.			
The 2015 Annual Report was reviewed and approved.			

Motion to Approve: Tracy Wine  
 Motion to Second: Latonia Morrison  
 Motion carried.

New Business:

The voting council members reviewed TBI Waiver QIA Council Membership application for Mark Holmes (Stakeholder) position that became vacant due to Eric Tissenbaum change in employment.

Motion to Approve: Regina Desmond  
 Motion to Second: Latonia Morrison  
 Motion approved.

The voting council members reviewed TBI Waiver QIA Council Membership application for Rodney Smith (Member) position that became vacant due to Brad Anderson vacating his position with the Council.

Motion to Approve: Regina Desmond  
 Motion to Second: Latonia Morrison  
 Motion approved.

The Council expressed their gratitude to Brad for his time on the Council. Brad expressed his desire to remain informed and be involved with any re-application discussions.

Action Items	Person Responsible	Deadline
1. Notify new members of Council acceptance	Barb Recknagel	1. 8/12/2016
2. Provide New Council Membership Orientation	K. Davidson M. Holmes R. Smith	2. Prior to next Council Meeting 11/10/2016

Agenda Item	Person-Centered Planning	Presenter	Pam Rockwell, MSW, Positive Behavior Support Specialist(PBSS)
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**Discussion and Conclusions:**

Pam Rockwell, PBSS with CED, today provided training. The training session objectives were:

- Identify the connection between person centered planning and positive behavior support
- Identify the core principles and characteristics of person centered planning
- Identify and demonstrate a person centered tool that can be used for assessing and goal setting (MAP).

The training session was informative and highlighted how person-centered planning when utilized with service planning can result in an increase in one's quality of life.

Action Items	Person	Deadline
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	Responsible	
None at this time.		

Agenda Item	Program Updates	Presenter	Luann Summers -BMS Brian Holstine-TMH/MFP Katharine Randall-PPL Barb Recknagel-KEPRO
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**Discussion and Conclusions:**

**Take Me Home/MFP Updates-** Brian Holstine provided the following updates: since February 2013 until present, one hundred and seventy-six (176) transitions have occurred. For calendar year 2016, as of today, forty (40) transitions have occurred within the following program type: ADW-35, Personal Care-4, and TBIW-1. Brian informed the council that planning meetings at BMS would be starting with the HCBS staff to determine the implementation of transition services into both the ADW and TBIW programs. Brian reminded the group that the last transition under the grant would take place in December 2017.

**BMS Updates-** Teresa was unable to attend today. Luann Summers, Program Manager for the ADW program represented BMS at the Council. Program updates include the following: the program ended the state fiscal year without a Management Enrollment List. The state fiscal year started on July 1, 2016 and the MEL was reestablished. BMS continues to work closely with the TMH/MFP staff regarding slot allocation and utilization.

**PPL Updates-** Katharine Randall provided the following PPL updates: currently twenty-seven (27) TBIW participants are self-directing. PPL has one TBIW applicant in the referral status and one member in a pend enrollment status. Katharine shared with the Council that the greatest challenges facing those individuals residing in rural counties is access to employment and DRS services.

**KEPRO Updates-** Barb Recknagel provided an update on the UMC functions since the last council meeting. Barb reviewed the monthly activity report and the fourth quarter and year to date report on Service Plan and Participant Safeguards Performance Measures from the Discovery and Remediation Report. The Council did not have any questions about either report. Barb shared with the Council that it was announced on July 18, 2016, that APS Healthcare would began to serve West Virginia as KEPRO. All forms, letters, and systems referencing APS Healthcare have been rebranded. Barb informed the Council that impact for providers would be minimal. Emails will temporarily be redirected; however, Council members will want to update their contact list with Barb's KEPRO email address. Barb shared with the Council that the first TBI Waiver Provider meeting would be held on August 23<sup>rd</sup> at the Days Inn Conference Center in Flatwoods, WV. Quarterly provider training usually held by webinar will be conducted during the afternoon portion of the Provider Meetings.

Barb provided a handout that summarized the impact of expanded criteria (lower of age and number/type of PAS deficits) for initial medical eligibility assessments since the implementation of the changes.

Action Items	Person Responsible	Deadline
No Action Items.		

Agenda Item	Lunch/Public Comment		
<b>Discussion and Conclusions:</b>			
<p>No public comments made.</p> <p>Angela Morales with TBI Services with CED updated the Council. She reported that CED is hiring a Program Manager for the TBI Services Program and two new Resource Coordinators, one vacancy replacement and the other is a new position. Angela reported that the Resource Coordinators plan to reach out to the existing TBI Waiver Providers for information and referral to the TBI Services offered through CED.</p> <p>Angela informed the Council that the updated <i>Funds for You</i> application is now on the CED website at <a href="http://tbi.cedwvu.org/">http://tbi.cedwvu.org/</a>. Tracy Wine asked if existing applications would need to be redone on the new format and Angela told her no.</p>			

Agenda Item	Service Plans and Council Quality Work Plan	Presenter	Mark Fordyce, Chair
<b>Discussion and Conclusions:</b>			
<p>Barb passed out the following handouts: CMS document <i>Common Errors in Person-Centered Plans that lead to Improper Payments for Home and Community-Based Services</i> and a blank copy of the Service Plan format currently used for the program. Tracy Wine and Latonia Morrison, both experienced with the development of service plans for the TBIW program, led a discussion. Several suggestions were made to reduce the length of the current format, replace pages 2-3 with the attendant worksheet, and conduct a comparison of the service-planning format between the ADW and TBIW programs. Brian Holstine provided a brief overview of the planning documents used for transitions. It was decided that a time-limited work group would be formed to review and make recommendations to BMS on the current Service Plan format. Work group members were recruited and Tracy Wine agreed to serve as the Chair. The Council also requested Brian to provide a formal overview at the next Council meeting on the planning documents used for those transitioning from nursing home to community setting. The Council reviewed the 2016-2017 Work Plan and made the following decisions: maintain Goal 1 and Objectives 1.A, 1.B, and 1.C. It was decided that Objective 1.D had been met based on the data reported in February 2016. Goal 2 and Objectives 2.A and B will be maintained as well.</p>			
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>	

1. Form work group	1. Tracy Wine – Chair Latonia Morrison Katharine Randall or representative from PPL	1. Work Group formed
2. Ask for additional work group members	2. Tracy/Latonia will ask at the August 23rd provider meeting	2. August 23, 2016
3. Receive training on TMH Planning Documents	3. Brian Holstein/Council Members	3. November 10, 2016

Agenda Item	2016 Meeting dates and location	Presenter	Mark Fordyce
<b>Discussion and Conclusions:</b>			
The next Council meeting is Thursday, November 10, 2016 from 10:00am-2:30pm. The new meeting location was met with positive feedback. The parking lot is accessible, and parking at the side of building is allowed beyond the two-hour limit according to WVU Extension staff. Barb agreed to confirm the location of the men’s accessible bathroom, since the one on the 10 <sup>th</sup> floor was not. Council agreed to continue to meet at the 10 <sup>th</sup> floor conference room located at the WVU Extension Office on 4700 MacCorkle Ave, SE Charleston, WV 25304.			
Action Items	Person Responsible	Deadline	
1. Continue to complete administrative functions for the Council in 2016	Barb Recknagel	1. On-going	

Minutes submitted by	Barb Recknagel, KEPRO	Date: 08/17/2016
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