

**CMS Waiver Steering Committee Minutes - FINAL**

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| <b>Date:</b> October 12, 2006      |   | <b>Location:</b> 1575 Sherman St. Conference 4 <sup>th</sup> floor |   |
| <b>Present:</b>                    |   |  |   |
| Kathy Athens, Denver Options       |   | Jay Kauffman, DD   | X |
| John Bartholomew                   |   | Cami Learned, CCB Partners   | X |
| Josh Block, HCPF                   |   | Viki Manley, HCPF  |   |
| LeeAnn Bellum, Denver Options      |   | Kate MacLeod, Governor's Office                                    | X |
| Claire Brockbank, Segue Consulting | X | Mike Monkman, Governor's Office                                    |   |
| Judy Brown, DHS                    |   | John Nevins, Alliance/Imagine                                      | X |
| Chris Collins, Alliance            | X | Al Orlofsky  | X |
| Mike Crane, DHS/DDD                |   | Michele Patarino, Segue Consulting                                 |   |
| John Daurio                        |   | Roxanne Pinneo, CCB Partners                                       | X |
| Fred DeCrescentis, DDD             | X | Barb Prehmus, HCPF   |   |
| Marta Fyffe, HCPF                  | X | Barb Ramsey, HCPF  | X |
| Ted Hernandez, Denver Options      | X | Jeremy Schupbach, Alliance   |   |
| Luke Huwar, Governor's Office      | X | John Taylor, Alliance/Imagine                                      |   |
| Roger Jensen, Alliance/Starpoint   | X | Christine Thomas, DHS  | X |
| Matthew Solano                     |   | Rob DeHerrera, DDRC  |   |

| Agenda Item          | Status/Decisions Made   | Assignments  |
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| Administrative tasks | <p><u>Minutes</u><br/>Christine requested that the minutes for 10/5/06 reflect the fact that the material presented regarding CCB Payment for non-Medicaid Services should have been presented as the work of the DD Department and not the work of the subcommittee. Also that it should have been more clearly presented as a DRAFT document.</p> <p><u>Work Plan</u><br/>The SIS implementation is still missing dates. As soon as these are received from Al and Gail, Claire will finalize</p> | <p>Claire will make this change and distribute to Fred, Christine, and Ted Hernandez to make sure the language is satisfactory. Upon sign-off from them, the minutes will be posted as final.</p> <p>Al and Gail will get additional tasks (if</p> |

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|                | <p>and distribute for use as a planning tool. In order to be effective, the group urged that dates be provided as soon as possible</p> <p>CMS Plan of Correction: No news to date but CMS will have to resolve the 372 issue with the submission of the waiver.</p> <p>Christine is not sure if DDD has corrected the FAQ posting. She has referred this to Nathan Culkin.</p> <p>Long Term Rate Setting: Christine will be getting a detailed work plan from the consultants on 10/13. This will be included on the agenda for 10/26. If possible, the work plan will be distributed in advance.</p> | <p>any) and outstanding dates to Claire as soon as possible.</p> <p>Barb will check in with CMS regarding the 372s and the PoC.</p> <p>Claire will check in with Nathan on the status of the FAQs.</p> <p>Distribute rate setting work plan in advance of 10/26 meeting.</p> |
| Status reports | <p><u>3-way Contract</u><br/>Fred hopes to distribute the final version to the CCBs this afternoon (10/12). Signed copies must be returned by the morning of 10/27. It will then be signed by Barb Ramsey, Marva Livingston Hammons, and John Suthers. Barb will accommodate Marve's schedule to make sure it gets signed.</p> <p><u>FAQs</u><br/>The FAQs have still not been released, but Jay is hopeful that many will be available to Cami by Monday (10/16). Outstanding FAQs include ones on SLS, Billing, and the Appeals Process. Jay believes HCPF may also have some outstanding FAQs.</p> | <p>Christine will follow up with Marva's office to make sure she will be in town and available to sign the contract.</p> <p>Barb will check with Mary Dwyer regarding outstanding FAQs.</p> <p>Jay will forward those FAQs that are complete to Cami by 10/16.</p>           |

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|             | <p><u>Billing Issues</u><br/> Jay and Barb presented a draft policy for dental and vision billing to the Executive Directors yesterday. They just discovered that their proposed solution for item billing is in violation of HIPAA but have some alternative solutions in mind. They hope to have this resolved by the end of the week. They are also working on new codes for dental, but bills can still go through without them.</p> <p>John Nevins indicated that there still appear to be problems with CES regarding authorized billings. Jay indicated surprise because there have been no changes to CES but will follow up.</p> <p>Chris Collins asked if there had been any additional requests for emergency cash advances. Fred indicated none other than the original two discussed previously (one of which led to the only disbursement to date).</p> <p>Cami Learned expressed appreciation for the progress and work effort put forth by the departments to promptly resolve billing issues.</p> <p><u>BUS Case Notes</u><br/> Fred indicated that there will not be multiple standards between DD's QA requirements and HCPF's BUS. The Users Group will address this and create one standard. The two departments are also working on ways to streamline the information requirements and process.</p> <p><u>CCB Cost Data Collection</u></p> | <p>Jay will double check CES for issues.</p> |

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|                         | <p>All CCBs have received the work sheets and Claire has resolved those questions that have occurred. CCBs have been requested to get this information in as soon as possible, but no later than 10/20</p>   |             |
| <p>Waiver Amendment</p> | <p>Barb Ramsey met with Barb Prehmus and determined that HCPF is ready to go forward with the Waiver Application. It should be submitted by 10/20. The Amendment includes the 1.79% increase, the 3.25% COLA, and new resources.</p> <p>Christine indicated that it is critical to immediately discuss alternative options and contingencies in case the application is not approved. Essentially there are few remaining emergency resources. Jay explained that this is due to the following:</p> <p>There were 90 resources approved for Medicaid by the JBC. Since these are unusable without a waiver amendment, these resources were transferred (via a June supplemental) to pure GF for the first half of the fiscal year resulting in 22.5 GF resources (half of a half of 90). The remaining 45 Medicaid resources are still in HCPF's budget. However, DD may be making a net zero request to transfer them to DD as pure GF resources (again as 22.5 pure GF slots) for use while the State waits to hear from CMS.</p> <p>This will be an ongoing issue due to the changes in the waiver that no longer give the CCBs latitude to fund emergencies.</p> |             |
| <p>Training Update</p>  | <p>Fred and Barb both reported that communications and</p>   |             |

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|                    | <p>general work between the two departments has improved drastically and all staff are enjoying the more productive collegial interactions.</p> <p>Next week's BUS training will be jointly attended by both departments with the goal of continuing to promote collaborative work throughout the system.</p> <p>In addition, HCPF has hired one part time FTE whose purpose is to assure coordination between the two departments with respect to the IAG and DD waivers.</p> <p>Al indicated that there are issues surfacing with respect to Supported Employment training with DVR. Although nothing specific has changed, Jay noted that people are being realizing they are supposed to have been doing things differently. This has created confusion. Christine requested that Al produce a fact sheet or profile identifying What's Allowed, changes etc.</p> | <p>Al will put together a fact sheet regarding Supported Employment for the 10/25 meeting. In addition, he will either inform CMSWSC of the date of the joint DVR, CCB, Supported Employment provider training or tell us when a date will be set.</p> |
| SIS Implementation | <p>Al Orlofsky reported that online licenses will be made available to all case managers. Because of the volume it will cost \$70/person/year with an additional \$3/entry. The CCBs are emailing the number of case managers to Elaine. AAMR will be the system administrator for the online component (issue passwords, user ids, training material etc.).</p> <p>By next week the re-testing of the people who did not pass the inter-rater reliability test the first time will be complete. DD will pay the \$1,000 per retest for now. A decision was made that if a person does not pass the</p>   |  |

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|                              | <p>second time (either as a trainer or as an interviewer) they will not be deemed satisfactory. An exception request can be filed under extenuating circumstances.</p> <p>DD will handle ALL training for CCBs without their own trainer.</p> <p>State will do random inter-rater reliability testing on an ongoing basis. Gail is still developing a more formal policy regarding how much testing and how often.</p> <p>The sample sets were distributed to the CCBs last Friday. 13-14 of the set are over 74 years of age and will not be included. Because a buffer was included, this will not impact the sample.</p> <p>Chris Collins asked if the Implementation was on schedule. Due to the lack of final dates it is not clear at this point. Once completed, the SIS Work Plan will give the Committee an ongoing perspective on timeliness.</p> |  |
| SIS Training Plan and Budget | <p>Claire presented three scenarios based on the data submitted by the CCBs. All scenarios are driven by the following CCB-specific variables:</p> <ul style="list-style-type: none"> <li>▪ # assessments (pre-Dec, post-Dec)</li> <li>▪ staff</li> <li>▪ 1<sup>st</sup> ten assessments/staff (learning curve)</li> <li>▪ all subsequent assessments/staff</li> <li>▪ assessments requiring additional interviews</li> <li>▪ travel time</li> <li>▪ training hours</li> </ul>  | <p>Claire will add a cost column and total hours column, as well as a total cost column to facilitate manipulating a range of cost data.</p> <p>The revised work sheets will be distributed to Fred and his team.</p> <p>A version which does not contain CCB-specific rate data will be distributed to Chris Collins and Cami Learned for</p> |

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|             | <p>The baseline scenario used the CCB data on staff to calculate the total number of staff being trained, the total training hours, the total hours (including assessments, travel, training etc.), the hours/week/staff and the total hours/assessment. The number of trained staff is 125 and the cost associated with implementing the SIS under this scenario is \$493K.</p> <p>The original numbers indicated a very high number of staff being trained and many instances in which the staff person will not achieve much proficiency due to the small volume of assessments. This caused the total hours/assessment to be very high, due to the need to amortize the training time over the # of assessments. As such, the second scenario assumed that no interviewer spends less than 8 hours a week (or 2 assessments/wk) on the SIS. An exception was made for those CCBs that only have one trainer or interviewer already. This dropped the number of trained staff to 69 and the cost to \$446K.</p> <p>The 3<sup>rd</sup> scenario modeled a higher level of efficiency (12 hours or 3 assessments/week) and all training occurring in efficient batches during the sample period. This dropped the number of trained staff to 45 and the cost to \$422K.</p> <p>Based on data provided by the CCBs, the average hourly rate was estimated to be \$25.</p> <p>The goal in developing the scenarios was to provide CCBs some insight into alternative strategies with</p> | <p>distribution to the CCBs to use as a management tool.</p> <p>Fred will meet with his staff early next week to determine how to proceed.</p> |

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|             | <p>respect to staff training and resource allocation, as well as some parameters for the state to use in justifying financial support to CCBs. As presented, the CCBs would have the ability to develop their own strategies regardless of how the state allocates funding, but the state would have a more quantitative basis for determining equitable funding for the CCBs.</p> <p>Concerns were raised regarding the hourly rate used. Claire provided the range of estimates provided by the CCBs but also indicated that many did not submit data on their hourly rates.</p> <p>The notion that a pool of contracted interviewers be available to assist CCBs who wish to place less of a burden on their internal staff, or who run into issues associated with attrition or other factors. Fred has previously indicated that the state will make their trained staff available and is open to the idea of training a pool of interviewers. CCBs would be responsible for paying a set rate to these interviewers. AAMR charges \$270/assessment, which represents the high end of the spectrum. One of the CCBs will pay \$50/assessment to a hired contractor who will conduct the assessments. This represents the low end of the spectrum.</p> <p>The scenarios assumed \$100/assessment, which for an experienced interview represents about \$40/hour (2.5 hours/assessment).</p> <p>The fact that the data has been quantified was appreciated, despite the concern over the actual numbers</p> |             |

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|                | <p>and the perception that for some CCBs the scenarios are not compatible with internal goals.</p> <p>This is the process that will be followed with the other cost data that is currently being collected.</p> |             |
| Public comment | No members of the public were present.  |             |

**Hand-outs:**

1. Agenda
2. Work Plan

**Next Agenda**

Long Term Rate Setting Process  
Supported Employment Fact Sheet and training dates – AI  
Next meeting dates  
SIS cost support