

CMS Waiver Steering Committee Minutes - FINAL

Date: October 5, 2006		Location: 1575 Sherman St. Conference 8 th floor	
Present:			
Kathy Athens, Denver Options	X	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	
Chris Collins, Alliance		Al Orlofsky	X
Mike Crane, DHS/DDD	X	Michele Patarino, Segue Consulting	X
John Daurio	X	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	X
Luke Huwar, Governor's Office		John Taylor, Alliance/Imagine	
Roger Jensen, Alliance/Starpoint		Christine Thomas, DHS	
Matthew Solano		Rob DeHerrera, DDRC	X

Agenda Item	Status/Decisions Made	Assignments
Administrative tasks	<p><u>Minutes</u></p> <p>No comments have been received on the 9/14 minutes.</p> <p>We received comments from Cami on the 9/28 minutes. The assignment for Barb Ramsey to check with QA as to acceptability of case notes only on the BUS, and not in case files should have been attributed to Fred.</p>	Michele will finalize and distribute the minutes from 9/14 and 9/28.

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	<p><u>Work Plan</u> The last four pages of the plan are related to SIS implementation. Claire and AI will meet tomorrow and update that section.</p> <p>Fred and Barb have discussed the issue of statutory changes, and don't believe any are required by the changes we've made to date.</p> <p>The Hold Harmless materials were distributed yesterday.</p>	<p>Claire will reflect this on the Work Plan.</p>
<p>Status reports</p>	<p><u>3-way Contract</u> Final elements have been worked out. The changes included adding definitions for many terms.</p> <p><u>FAQs</u> Cami has been communicating with Amy Haight at DDD who is working on a series of outstanding issues. A number of FAQs should be released early next week. All new issues are coming in through DDD; have not gotten any via the e-mail in some time. Amy is doing a great job tracking issues.</p> <p><u>SLS Rule Change</u> Jay pulled two months of actual data for this year and compared it to last year's data and CCB data. He is looking at a stricter limit than originally proposed.</p> <p>Given the delays, the soonest a new rule can be in effect is March or April. Is this a problem?</p>	<p>Barb Ramsey will send a clean copy of the contract to DDD on Tuesday.</p> <p>Mike Crane will distribute contracts to CCBs on Tuesday.</p> <p>CCBs must return signed contracts to Mike Crane by the morning of October 27.</p> <p>Jay will send Barb Ramsey information on SLS Rule Change next Tuesday.</p> <p>Claire will roll all SLS dates on the work plan forward by one month.</p>

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	<p><u>Billing Issues</u> Jay and Barb have discussed a solution on the dental, vision, and item billing issues, and hope to have a resolution by next week. It will be incorporated into an FAQ.</p> <p>Other issues are being resolved as they occur.</p> <p><u>BUS Case Notes</u> This follow up was originally attributed to Barb Ramsey, but Fred will check with Matthew Solano to confirm that QA won't be looking for case notes anywhere but the BUS.</p> <p><u>BUS User's Group</u> Barb reviewed the list of participants she has received to date.</p> <p>Jeremy asked to add Kevin Harding from Imagine! As Barb was trying to keep the group small and effective, Lance Wheeland's name was removed.</p> <p>John, Amy, and Kelly from DDD will participate. Amy will send out the meeting schedule, for 1:30 – 3:30 each Monday in November (11/7-11/28) with the first two weeks in December reserved for meetings as needed. The location is the basement conference room at 225 15th St.</p> <p>In the future, BUS issues should be submitted through Amy.</p>	<p>Fred will report back regarding QA's need for case notes vis-à-vis the BUS.</p> <p>A notice will be sent to members of the BUS group informing them of dates, meeting locations etc.</p>

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	<p>The BUS User's Group is no longer under the purview of the Steering Committee, unless they choose to raise issues to the Steering Committee.</p> <p><u>CCB Payment for Non-Medicaid Services</u> Fred distributed a DRAFT summary of a meeting between Ted Hernandez, Jo Kammerzell, Barb Rydell, John Miles, and Steve Wells on September 28, regarding CCB Non-Medicaid Functions: IP Development and Emergency Support. Using general parameters established by the group, DD determined that the total costs for Non-Medicaid Functions is \$1.3 million per year. This was based on data from a survey of 16 CCBs (80% of CCBs, and a higher percentage of the customer population). The draft document presented DD's cost calculations.</p> <p>Claire asked that the group re-convene to determine the process for paying for these services, assuming a supplemental request is approved to pay for the services.</p> <p>The Steering Committee discussed whether IPs are needed for people on the waiting list, and seemed to agree that the initial one is helpful, but the ongoing reviews are a nuisance and simply remind people what services they need that they cannot access. However, they are currently required by statute. This is a potential statutory change to consider, given the cost to the system. Some Steering Committee members expressed hesitation over opening the statute.</p>	<p>Ted Hernandez will let the committee know that the Steering Committee would like to see a process for payment of Non-Medicaid services to CCBs (on the assumption that a Supplemental will be approved).</p> <p>Fred will bring this issue to the group considering Administrative Relief, to discuss whether a potential change to the statute is advisable.</p>
Waiver Amendment	Fred, Jay and Barb met to walk through the Waiver	

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	<p>Application and explain the increases from last year to this year. Jay prepared a summary for the Steering Committee. It shows CCB funds available in 2006, estimated funds spent in 2006, and compares available funds in 2006 to available funds in 2007, highlighting the decrease in local funds of \$15.2 million. Tables D&E show expected expenditures in 2007 based on the PARs submitted, with a shortfall of \$18 million.</p> <p>We are asking the State to cover what used to be Local Match, in the January supplemental.</p> <p>Barb is concerned about explaining the difference in the funding from last year to this year, and submitting a waiver application for which we don't yet have the general funds in place. Jay commented that we always estimate funding that is not yet in place, but it is not usually this much, or this close (timing). The waiver cap estimated in 2003/2004 for this year is \$225 million. Our new calculations place it at \$239 million.</p> <p>Except for the waiver calculations the figures discussed today do not include Regional Center waiver funding.</p>	<p>Barb Ramsey will meet with Barbara Prehmus and discuss whether HCPF is ready to go forward with the Waiver Application. She will report back to the Steering Committee.</p>
DHS/HCPF Rule Making Parameters	<p>Fred distributed an update from Matthew Solano, based on his meeting with Barb. It proposed that HCPF and DDD work cooperatively on promulgating new rules through a process that includes:</p> <ol style="list-style-type: none"> 1. Initial draft from HCPF that includes federal regulations and other references 2. Input from DHS 3. Review by stakeholders 	

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	<p>4. Clearance process in each Department 5. Board Approval</p> <p>HCPF must promulgate the rules that are necessary to administer the waiver program. Legislative Legal Services, in the past, has required DDD to eliminate duplicate HCPF rules.</p> <p>Cami commented that even more important than the rules, many times, are the policies and procedures to implement them. She asked that all parties continue to work together collaboratively, as DDD has done in the past. HCPF has been less inclusive in their processes. John Daurio said that it would continue to be a DHS obligation to engage stakeholders in this process.</p>	
SIS Online Costs/Licensing	<p>Al Orlofsky is meeting with AAMR tomorrow morning to clarify some outstanding questions.</p> <p>The main function of the SIS, and main reason for its selection is as a planning tool, so it is essential for case managers to have access to the data. Al is still not clear whether this means each case manager has to have a license for the SIS.</p> <p>Al will be distributing the final sample to CCBs tomorrow, for 574 SIS assessments required by December 31.</p> <p>The first group of trainers is completing their training this week. Four of twenty initially did not pass inter-rater reliability. One has subsequently been retested and</p>	Al will follow up with new trainers and

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	<p>passed, but AI is not sure when the other three will be re-tested. He clarified that each trainer needs to spend four hours on inter-rater reliability with each trainee. This is slightly different than the training assumptions used to date.</p> <p>Gail sent out information that said, “whenever possible, use two respondents.” We need to be very clear and cautious about our language, and make sure that people understand that two respondents do not necessitate two separate interviews. Gail is now working on SIS implementation full time.</p>	<p>find out when they are scheduled to begin training interviewers.</p>
<p>SIS Training Plan and Budget</p>	<p>Claire gave an overview of data collected to date on SIS implementation costs. The data is preliminary; gathering it has taken longer than hoped. So far, plans are to train 117 staff—which leads to high costs and many people who will never be fully “up the learning curve.” We will explore alternate scenarios such as contracted interviewers to explore the most efficient way to spend the supplemental dollars.</p> <p>Some of the CCBs are preparing for when the SIS is applied to SLS, and training more staff with that in mind. They are also factoring in the attrition rate.</p> <p>Claire and Michele need some additional information like the cost per hour for internal staff, and whether they have contractors in mind/available. They will continue to go through Cami and Jeremy to communicate with CCBs.</p> <p>The Department is training three trainers, plus three</p>	

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	Regional Center staff. Fred confirmed that they can be built into contingency plans.	
CCB Cost Data Collection	<p>Claire reviewed the CCB Cost Data Collection Packet starting with the overview sheet that describes the categories the Steering Committee believed were appropriate for requesting supplemental funds. Spreadsheets have been developed for each category to collect specifics from CCBs and providers. Back-up documentation will also be required.</p> <p>Discussion focused on the need to identify one-time versus ongoing costs associated with the waiver administration. It was determined that BUS training costs were acceptable as well.</p>	<p>Barb Ramsey will confirm which of the costs included for potential supplemental requests are Medicaid matchable (like SIS training).</p> <p>Claire will revise the Data Collection Packet to reflect the Steering Committee input and send to Fred for distribution through Jeremy and Cami. CCBs and providers will have at least two weeks to respond.</p>
Public comment	<p>Joanne S. raised concerns about assessments and ratings for consumers, and if CCBs use them consistently and have enough time to complete them for clients.</p> <p>Beverly H. endorsed the inclusiveness of DHS rule-making processes, and emphasized the importance of including families in the assessments.</p>	

Hand-outs:

1. Agenda
2. Work Plan
3. CCB Non-Medicaid Functions: IP Development and Emergency Support, September 28, 2006 Meeting notes
4. HCPF/DDD Rule Promulgation Update
5. Summary Data from SIS Implementation Resources Spreadsheet
6. CCB Cost Data Collection Packet