



Collaborative Work Group on Services for Adults with Developmental Disabilities Steering Committee

Tuesday, September 17, 2013 - 1:00 p.m. - 4:30 p.m.

Bracke and Associates, Inc.

Conference Room A

702 W Idaho St., Ste 1100

Boise, ID

Meeting Outcomes:

1. Review/refine operational agreements
2. Generate draft work plan with deliverables
3. Discuss development of draft recommendation and confirm next steps
4. Generate outcomes for October 2 CWG meeting

PRESENT: Trinity Nicholson, Jean Christensen, Jim Baugh, Katherine Hansen, Marilyn Sword, Christine Pisani, Marsha Bracke-Facilitator

1. Operational Agreements

The Steering Committee reviewed and discussed the draft operational agreements the facilitator generated by lifting agreements documented in CWG meeting minutes. The Steering Committee added a statement about continuous Steering Committee involvement through the process of implementing recommendations after they are submitted to a given recipient, and the ability to bring technical assistance as needed to a Steering Committee meeting. Marsha will edit the draft accordingly, and distribute it as a draft for review by the CWB with the October 2 meeting agenda. The intent is for the CWG to finalize/adopt the document at the October 2 meeting. **See Attachment 1 for a copy of the draft document.**

2. Work Plan

The Steering Committee generated a draft work plan for up to a year out. The work plan features the delivery of a draft recommendation to Medicaid in January, 2014. Jean Christensen outlined and the Steering Committee factored into its planning potential recommendations for opportunities existing within 1915c, 1915i and the budget as it applies to those programs.

In order to make this schedule, the Steering Committee acknowledged it will need to meet monthly. It will also need to convene another meeting of the CWG before the end of the calendar year to review and refine a draft document. Marsha will work to schedule those meetings on the CWG's behalf.

The Steering Committee recognized its initial recommendation may be more general, and more specific detail may be developed as the process of discussion and implementation ensues with Medicaid.

The draft work plan also featured the development and evolution of a single power point presentation for CWG members to use and deliver throughout the development and implementation process. **See Attachment 2 for a copy of the Work Plan.**

3. Draft Recommendation

The Steering Committee reviewed the document distributed at the previous CWG meeting, and identified the following suggestions for the next iteration:

- Include a recommendation that the implementation (within Medicaid) process responding to the proposal include ongoing and continuous interaction with the Steering Committee to ensure transparency and secure support for the outcome
- Include an introduction to put the document in context
- Acknowledge the document applies to the whole person, and indicate those areas specific to Medicaid
- Medicaid-specific recommendations related to 1915c and 1915i are the priority for the next iteration. Describe those services in an appropriate amount of detail. Use the Medicaid taxonomy **(See Attachment 3 for a copy of the taxonomy)** as a

reference to provide for whatever consistency is appropriate and possible in the context of the recommendation.

- Where convenient, tie to other services other than Medicaid as appropriate with the intent to do so completely in a future version. Embed outstanding questions where they exist, such as whether a service is provider-directed, self-directed, or potentially both.
- Reference the Medicaid taxonomy when describing

Later in the process CWG will need to look at budget implications and operations (how to assess need and/or conduct quality assurance). The Steering Committee clarified this recommendation addressed services and budget specifically and not eligibility.

Katherine Hansen drafted a visual of what a potential package approach might look like. A copy of that draft visual is under development for presentation at the October 2 meeting and for further development s the recommendation comes together.

Tracy Warren reviewed changes made to the Recommendations for Employment Services by the Idaho Employment First Consortium given feedback from the CWG at the last meeting. The Steering Committee liked the revisions, and asked they be distributed to the full CWG (to also share with their respective constituents) for review and potential approval at the October 2 meeting. Attachment 4 is a copy of the September 17, 2013 version of the Recommendations.

4. October 2 meeting

The Steering Committee identified the following outcomes for the October 2 CWG meeting:

- Review and finalize the previous meeting notes
- Review, refine and confirm the operational agreements
- Review pain points and what's working as collected and assimilated to date
- Conduct a lessons learned about systems change that is holistically done rather than system specific
- Review and confirm the CWG's adoption of the IEFM recommendation
- Review and refine the draft Medicaid recommendation

Specific to the pain points, the Steering Committee recognized input will be predominantly from associations and less from recipients of said services. At the October meeting, CWG members will be asked to expand their inquiry to those they serve, asking them to respond to the following question:

Regarding supports you receive at work and home and other services:

- *Give me at least one thing that is (not working for you/causes you pain/don't like/the biggest problem) and why*
- *Give me at least one thing that does work for you/that you do like*

Inputs will be collected and assimilated in the months after the October meeting.

Marsha Bracke will develop and distribute an agenda next week. Meanwhile the group will pursue the following next steps in order to further develop materials to support the agenda and the development of the group products.

Next steps

- **CWG communication and member action** - Marsha Bracke will send a message to the CWG regarding submittal of the pain points, a notice about how the lessons learned will be conducted, a request to distribute and come prepared to confirm the IEFEC recommendations, and a doodle poll to schedule a winter meeting.
- **Generate checklist** – Pain points will go to Trinity Nicholson who will compile them into the 'checklist' desired by the group as a way to reflect on what improvements the new recommendation makes to the system.
- **Inquire about DHW's willingness to support changes to statute** – Jean Christensen will inquire whether DHW will be willing to support an effort to change statute in the next legislative session.
- **Revise recommendations document** - Jim Baugh will revise the recommendation per the inputs provided at this meeting and send to the Steering Committee for review and comment prior to the October 2 meeting. The document will be shared at that meeting with the CWG for review and further discussion and development.

- **Meeting dates** – Marsha Bracke will schedule monthly Steering Committee meetings through January 2014 and a winter meeting of the CWG to review the draft recommendation.

**COLLABORATIVE WORK GROUP
OPERATIONAL AGREEMENTS
DRAFT 9/17/13 for discussion purposes only–
BASED ON EXISTING CWG DOCUMENTATION**

PURPOSE

The Collaborative Work Group (CWG) on Adult DD Services is a group of individuals representing a range of service providers, advocates, agencies and policymakers who have voluntarily come together to discuss and advise the State of Idaho regarding the service system for adults with developmental disabilities in Idaho and any changes that may be made to the system.

The CWG seeks to take the time to explore, coordinate, communicate and develop the beginning stages of system change so resulting proposals have broad support, are meaningful to users of the system, and are implementable.

The CWG seeks to develop a picture of the adult service system for people with developmental disabilities based on quality, continuity of services, choice and affordability to assist discussion and decisions by the legislature and the Department of Health and Welfare. The goal is that the legislature and the Department recognize and use this picture of the adult service system as the basis for policy and budget decisions in the coming years.

ADULT SERVICE SYSTEM

The adult service system includes the services and supports provided to adults with developmental disabilities. The core of this service system is the services paid through Medicaid, but there are other services and supports, paid and unpaid, that comprise the “system”, including vocational and employment services provided by the Division of Vocational Rehabilitation, the Commission for the Blind, and the school transition programs. It is important that any changes to Medicaid-reimbursed services recognize the impact that those changes will have on other services, supports, systems and lives.

ORGANIZATION AND MEMBERSHIP

Membership

Members include one delegate and one alternate from each of the following organizations:

- ACCESS Idaho
- Idaho Assoc. of Developmental Disability Agencies
- Case Management Assoc. of Idaho
- Care Providers Network of Idaho (CFHs)
- Certified Family Home

- Division of Medicaid
- Disability Rights Idaho
- Council on Developmental Disabilities
- Vocational Rehabilitation
- Self Advocate Leadership Network
- Residential Supported Living Assoc.
- Division of Family & Community Services (crisis)
- Vocational Services of Idaho
- Idaho Health Assoc./ICFs-ID
- LINC/Centers for Independent Living
- Office of the Governor
- Legislature
- Idaho Health Care Association
- Center on Disabilities and Human Development

Committees

The CWG is led by a Steering Committee, with the responsibility for

- Preparing meeting agendas
- Ensuring representation at meetings and subcommittees
- Guiding the work of subcommittees
- Working with a facilitator as needed
- Producing draft materials and products for the group and bring it back for CWG consideration
- Maintaining ongoing involvement with the process to support and work on the development and implementation of recommendations delivered to any entity or entities in the system

Steering Committee members include up to eight (8) of the delegates of the CWG membership reflecting the diversity of the group, specifically including one (1) delegate from the Idaho Council on Developmental Disabilities. The Steering Committee will, from time to time, bring in ad hoc technical assistance to engage in discussions and provide information related to issues associated with CWG work, as appropriate.,

Coordination

The CWG is coordinated by the Idaho Council on Developmental Disabilities. ICDD will provide the following supports to the CWG:

- Facilitation and support of CWG, Steering Committee & other workgroups
- Information sharing via meetings, emails and website
- Technical support as needed to accomplish CWG goals

The CWG will work under this arrangement through the delivery of its recommendations

to the Division of Medicaid and no longer than December 2021. The group may, at any time, revise and extend its operations consistent with a clear purpose and goal.

COMMUNICATION AND OUTREACH

All members and alternates on the Collaborative Work Group list will receive emails and communications about Work Group meetings and the work of the group. The steering committee will keep members informed.

- All representative associations, groups or networks will share information with their members/contacts and some may choose to include Collaborative Work Group updates as an agenda item at their meetings.
- We agree that documents should be written in plain, clear, respectful, simple language and formats.
- Avoid partisan and political messages.

Guidelines for email communications:

- Avoid irony and sarcasm because they can be misunderstood.
- Avoid profanity.
- Think before you send an email. Consider how it might be understood. Rewrite if needed.

MEETINGS

Schedule

CWG will meet approximately three (3) times per year as appropriate and needed to complete its work.

Conduct

- Participate! Let your voice be heard!
- Listen! Seek to understand!
- Be solutions oriented
- Be on time
- Respect and encourage diverse opinions
- Hold questions until a person has finished speaking
- Avoid side conversations
- Stay on track
- Communicate directly and honestly
- Turn off cell phones
- Avoid the use of acronyms

Quorum:

There will be no quorum requirement. Members are expected to be actively involved in the process, and if involvement is not doable, support the effort and products of the group.

DECISION-MAKING

CWG will seek consensus on all decisions. Indications of consensus will be established using the following Fist to Five Consensus Process.

Fist to Five Consensus Process

- Fist: A no vote - a way to block consensus. I need to talk more on the proposal and require changes for it to pass. Usually on moral grounds.
- 1 Finger: I still need to discuss certain issues and suggest changes that should be made.
- 2 Fingers: I am more comfortable with the proposal but would like to discuss some minor issues.
- 3 Fingers: I'm not in total agreement but feel comfortable to let this decision or a proposal pass without further discussion.
- 4 Fingers: I think it's a good idea/decision and will work for it.
- 5 Fingers: It's a great idea and I will be one of the leaders in implementing it.

Participants in the Fist to Five process will be the delegate of each member organization present; in the event the delegate is not present, the alternate will participate in the process.

If anyone holds up fewer than three fingers, they should be given the opportunity to state their objections and the team should address their concerns. CWG will continue the Fist-to-Five process until they achieve consensus (a minimum of three fingers or higher) or determine they must move on to the next issue. In those cases where a product is required by a given time/schedule, they will produce a minority opinion to document and submit with a proposal. The CWG recognizes such a product lacks the strength of a product with strong consensus.



Collaborative Work Group on Services for Adults with Developmental Disabilities Draft Work Plan

Tuesday, September 17, 2013

SEPTEMBER 2013

17 CWG Steering Committee Meeting

Action:

- **CWG communication and member action** - Marsha Bracke will send a message to the CWG regarding submittal of the pain points, a notice about how the lessons learned will be conducted, a request to distribute and come prepared to confirm the IEFC recommendations, and a doodle poll to schedule a winter meeting.
- **Generate checklist** – Pain points will go to Trinity Nicholson who will compile them into the 'checklist' desired by the group as a way to reflect on what improvements the new recommendation makes to the system.
- **Inquire about DHW's willingness to support rules change** – Jean Christensen will inquire whether DHW will be willing to support a rules change effort in the next legislative session.
- **Revise recommendations document** - Jim Baugh will revise the recommendation per the inputs provided at this meeting and send to the Steering Committee for review and comment prior to the October 2 meeting. The document will be shared at that meeting with the CWG for review and further discussion and development.
- **Meeting dates** – Marsha Bracke will schedule monthly Steering Committee meetings through January 2014 and a winter meeting of the CWG to review the draft recommendation.

OCTOBER 2013

2	<p>CWG Meeting</p> <p>Outcomes:</p> <ul style="list-style-type: none"> • Review, refine and confirm the operational agreements • Review pain points as collected and assimilated to date • Conduct a lessons learned about systems change that is holistically done rather than system specific • Review and confirm the CWG's adoption of the IEFC recommendation • Review and refine the draft Medicaid recommendation
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NOVEMBER 2013

TBD	<p>CWG Steering Committee Meeting</p> <p>Outcomes:</p> <ul style="list-style-type: none"> • Review and refine the draft Medicaid recommendation
TBD	<p>Draft standard/evolving Point Point presentation regarding CWG work, progress for member use, incorporate feedback loop</p>

DECEMBER 2013

TBD	<p>CWG Steering Committee Meeting</p> <p>Outcomes:</p> <ul style="list-style-type: none"> • Review and refine the draft Medicaid recommendation
TBD	<p>CWG Meeting</p> <p>Outcomes:</p> <ul style="list-style-type: none"> • Review and refine the draft Medicaid recommendation

JANUARY 2014

TBD	<p>CWG Steering Committee Meeting</p> <p>Outcomes:</p> <ul style="list-style-type: none"> • Finalize Medicaid recommendation per CWG guidance
16	<p>DELIVER MEDICAID RECOMMENDATION</p>

FEBRUARY 2014

	Work with Medicaid on recommendation implementation
	Deliver presentations as appropriate

MARCH 2014

	Work with Medicaid on recommendation implementation
	Deliver presentations as appropriate

APRIL 2014

	Work with Medicaid on recommendation implementation
	Deliver presentations as appropriate
	EXPAND RECOMMENDATION Identify outside system that affects success (justice system, education, natural supports, health care providers, licensing, certification, etc.)

MAY 2014

	Work with Medicaid on recommendation implementation
	Deliver presentations as appropriate
	EXPAND RECOMMENDATION Include related services and systems in system change proposal (interface points/visual representation)

Table 1. HCBS Taxonomy Categories and Services

HCBS Taxonomy Category	HCBS Taxonomy Service
Case management	Case management
Round-the-clock services	Group living, residential habilitation Group living, mental health services Group living, other Shared living, residential habilitation Shared living, mental health services Shared living, other In-home residential habilitation In-home round-the-clock mental health services In-home round-the-clock services, other
Supported employment	Job development Ongoing supported employment, individual Ongoing supported employment, group Career planning
Day services	Prevocational services Day habilitation Education services Day treatment/partial hospitalization Adult day health Adult day services (social model) Community integration Medical day care for children
Nursing	Private duty nursing Skilled nursing
Home-delivered meals	Home-delivered meals
Rent and food expenses for live-in caregiver	Rent and food expenses for live-in caregiver
Home-based services	Home-based habilitation Home health aide Personal care Companion Homemaker Chore
Caregiver support	Respite, out of home Respite, in home Caregiver counseling and/or training
Other mental health and behavioral services	Mental health assessment Assertive community treatment Crisis intervention Behavior support Peer specialist Counseling Psychosocial rehabilitation Clinic services Other mental health and behavioral services
Other health and therapeutic services	Health monitoring Health assessment Medication assessment and/or management Nutrition consultation Physician services Prescription drugs Dental services Occupational therapy Physical therapy Speech, hearing, and language therapy Respiratory therapy Cognitive rehabilitative therapy Other therapies
Services supporting participant direction	Financial management services in support of participant direction Information and assistance in support of participant direction
Participant training	Participant training
Equipment, technology, and modifications	Personal emergency response system Home and/or vehicle accessibility adaptations Equipment and technology Supplies
Nonmedical transportation	Nonmedical transportation
Community transition services	Community transition services
Other services	Goods and services Interpreter Housing consultation Other
Unknown	Unknown

Idaho Employment First Consortium
Recommendations for Employment Services
Updated 9-17-2013

The Idaho Employment First Consortium (IEFC) is providing the following recommendations for consideration in adult Medicaid services systems change and design of a benefits package that includes support for individuals to achieve their desired employment outcome.

Recommendations:

1. Add questions to Inventory of Need that lead to identifying an individual's employment/pre-employment circumstances.
 - a. Questions on inventory tool would point to additional exploration or an "exception review" to describe services and support needed to pursue employment.
2. Employment goal included in individual service plan
 - a. A person-centered employment discussion occurs in the planning process with every individual and is followed by documentation that employment was considered and justification if an employment outcome is not included in the service plan
 - b. Services to support an employment goal are identified in the plan
 - c. Quality assurance and evaluation of services are based on employment outcomes
3. Robust menu of employment services included in package (see previous table for description of all services suggested for inclusion).
 - a. Greater menu allows for flexibility in planning services based on individual's current situation in path to employment
4. Training for service coordinators, support brokers and other personnel to have the skills needed to:
 - a. Engage in an employment discussion with individuals to focus on consideration of work goal
 - b. Help individuals (with their circle of support) picture a different day for themselves with a variety of services that lead to an integrated employment outcome

Idaho Employment First Consortium

Recommendations for Employment Services

Updated 9-17-2013

5. Services and supports are considered part of a path to employment
 - a. Shift in name from developmental therapy to pre-vocational services – creates shift in thinking towards employment first
 - b. Pre-vocational services are intended to help the individual make continued progress towards voluntary participation in at least part-time integrated employment.
 - c. Pre-vocational services are not a pre-requisite to other employment support services
 - d. Career exploration services – encourage these activities with school-age youth and young adults while in school. *(check on IDEA requirements of schools to include these activities)*
6. Work to change statutory language that limits requests for additions to an individual's budget for services to only ensure health and safety.
 - a. Additional dollars requested may not be budget neutral
 - b. IEFC explore estimated costs
7. Explore concept that Medicaid is payer of last resort.
 - a. If service/support needed is different from what is available under vocational rehabilitation or IDEA, has individual exhausted resources, thereby allowing Medicaid to pay for service/support?
8. Consider joining the National Core Indicators (NCI) Project.
 - a. Through the Administration on Intellectual and Developmental Disabilities funds are available to help states join NCI.