

# KDADS-CDDO Meeting Minutes

**Meeting Title: KDADS HCBS-CDDO Quarterly Business Meeting**  
**Meeting Date: August 16, 2018**

Meeting called by	Amy Penrod
Type of meeting	Quarterly
Facilitator	Paula Morgan
Note taker	Anita Flewelling
Attendees	Achievement, Arrowhead West, Big Lakes, Brown Co., Butler Co., SEK, Cottonwood, Cowley Co., DPOK, DSNWK, ECK, Futures, Harvey-Marion, Hetlinger, Johnson Co., McPherson Co., Nemaha, New Beginnings, Reno Co., Riverside, SDSI Garden City/Great Bend, Sedgwick Co., Shawnee Co., Tri-Ko, Prairie Ridge, Twin Valley and Wyandotte.  Paula Morgan, Colin Rork, Linda Young, Eva Diehls, Cindy Wichman, Matt Beery, Russell Bowles, Anita Flewelling, Amy Penrod, and Jessica Hales.

## Topics:

### Presenters:

Discussion	<p><b><u>Agenda Item:</u></b> Minutes – April 19, 2018</p> <p>Statement of Issue: Minutes posted on the KDADS website.</p> <p>Action Items: Minutes posted.</p> <p><b><u>Agenda Item:</u></b> KDADS Updates</p> <p>Statement of Issue:</p> <ul style="list-style-type: none"> <li>○ Amy gave a KDADS update:</li> </ul> <p>Summary of Conversation:</p> <ul style="list-style-type: none"> <li>○ <b>EVV RFP</b> <ul style="list-style-type: none"> <li>○ Commissioner Penrod provided a report. Bids were received. KDADS is currently conducting its review. The goal is to have a contract in place, and begin implementation in October 2018.</li> <li>A federal extension was granted for implementation of the 21<sup>st</sup> Century Cares Act. In Kansas, since we have had EVV for quite a while, we needed to procure our contract on the former timeline regardless since the existing contract for EVV expires on 12/31/18. Currently, Kansas is not anticipating significant changes or no new requirements with respect to EVV.</li> </ul> </li> <li>○ <b>Waiver renewals</b> <ul style="list-style-type: none"> <li>○ PD, TBI, FE and IDD waivers are up for renewal in 2019;</li> <li>○ KDADS is working on proposed language;</li> <li>○ KDADS has scheduled public forums;           <ul style="list-style-type: none"> <li>▪ invitations will be going out for the forums the week of August 20, 2018;</li> <li>▪ forums are planned in four cities, two sessions in each city;</li> </ul> </li> </ul> </li> </ul>
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- the goal of the session is to present proposed changes and solicit feedback from stakeholders on what's working and not working from their perspective;
- Invitations will be posted on the KDADS website, KanCare website, the Governor's public meetings website, invitation via HCBS listserv, mailed invitations to individual waiver participants, reminders will also go out just before the dates;
- Dates for the forums are
  - September 10<sup>th</sup> in Overland Park
  - September 11<sup>th</sup> in Chanute
  - September 12<sup>th</sup> in Wichita
  - September 14<sup>th</sup> in Garden City
  - Conference calls on September 17<sup>th</sup> for those that are unable to attend in person.
- **Performance Measures**
  - Work has just begun with various groups on the Meaningful Measures Collaborative
  - KDHE, stakeholders, KDADS, KanCare Advocates Network and Interhab have come with a list of performance measures that are meaningful for members, stakeholders and families etc.,
  - The desired outcome is to develop Performance Measures that stakeholders would like to see LTSS report on regularly, for example at the Bethell Oversight hearings,
  - A lot of work is done with the National Core Indicators
  - This year KDADS is initiating the LTSS CAHPS survey,
    - Includes data validated from formal sources
    - will be in a format that can be shared
- **LTSS CAHPS**
  - Information on the KDADS website
  - Consumer Assessment of Health Care Providers and Systems
  - Two different CAPS surveys can be conducted by the MCOs
  - LTSS surveys cannot be conducted by MCOs,
    - the State has solicited the help of our EQRO to initiate those surveys
    - more information will be given on the types of questions
  - Surveys are conducted either in person or on the phone, depending on the preference of the participants, to gather information about their experiences with the quality of their services and supports received.
- **Administrative Case Management (ACM)**
  - The 2018 Legislature appropriated funds to KDADS for the purpose of establishing Administrative Case Management, ACM will not impact the IDD population;
- Administrative Case management will help those individuals found functionally eligible for the PD, FE, or TBI waivers to complete and navigate the financial eligibility process;
  - making sure paperwork is completed properly;

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- all documentation has been submitted;
- adds a layer of assistance;
- the RFP will be coming out this fall.
- **Pay Rate Information**
  - Legislative Research Department has asked KDADS for provider pay rate information pertaining to the 4% and 3% increases that were approved and implemented
  - In order to capture the information that they have asked us for we've developed a survey
    - KDADS hopes to receive it back quickly,
    - KDADS doesn't want it to be time consuming or cumbersome
    - Looking for point in time, average wages
  - Look for it soon
  - A suggestion was made in reference to the CDDOs assisting with collection of information from their affiliate provider networks. KDADS will clarify what is needed, or if assistance is needed, from each CDDO to get information compiled and returned to the Legislative Research Department.

Action Items: No Action Items

## **Agenda Item: New PCSP Training – DSNWK**

Statement of Issue:

- We have been hearing from TCM providers about the pdf form, unable to put information in the text boxes, how that was limiting, and understood that there has been adjustment made, as they add more text it just shrinks down the text and when printed you can't read, so there are some hiccups from what is heard, with that and maybe there is some work going on behind the scenes with that.

Summary of Conversation:

- Eva Diehls reported that a new template has been posted on the KDADS website
  - Licensing has reached out to providers about all of the issues that you have mentioned should now be resolved with the new version of the template.
- People First of Jo. County - is the WORD document format not permissible?
- Eva - In the training providers were told that only the KDADS template would be allowed
  - KDADS is following up with licensing about allowing WORD formats of the template between 7/9/18 and 8/15/18 as long as the headers have not been changed

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- People First of Jo. County – It was my understanding that when you try to put information into the boxes the more that you put in, the font gets smaller, so has that been rectified
- Amy Penrod reported that the new template is posted so that should rectify all the problems that have been discussed today during the meeting, again if you have further problems or issues we ask that you give those to us because we do want to hear about it and do want to get those fixed.
- Eva Diehls stated that on the website there is contact information, depending on what issue they are having
  - content issues go to Janelle Carter ([Janelle.Carter@ks.gov](mailto:Janelle.Carter@ks.gov)) and her team to resolve,
  - formatting and organization issues go to Eva Diehls ([Eva.Diehls@ks.gov](mailto:Eva.Diehls@ks.gov))
  - There is a scheduled revision for December
    - This is to ensure version control
    - KDADS will look at all the feedback from TCMs, and all the feedback that we got through the public training that we did to consider for the revisions
    - Goal is to try to make the template a better fit for provider's need
- Sedgwick Co. – Just to clarify, a number of providers have been using a form that wasn't really workable, tried to address that issue by creating a WORD document that is exactly like the KDADS template, and now with the fix that's great, they can start using that now since it's available on the website, but they do have some plans that they had to do to correct issues that was created by a template that didn't work, so are those providers then going to be penalized because the providers were using a template that was not workable and made modifications using all of the same language as in the template, but putting it in a WORD document to ensure to be able to do the work they needed to do for their individual?
- Amy Penrod remarked that KDADS recognizes the policy, template and all that, the training that is required, is a big change, and recognized that there are some growing pains and a learning curve with it which is on our part and the users part, the way we have structured
  - KDADS is following up with licensing about allowing WORD formats of the template between 7/9/18 and 8/15/18 as long as the headers have not been changed
- Sedgwick Co. – I appreciate that, I'm sorry I didn't hear introductions whether Janelle was in the room or if there's somebody from that commission representing licensing, but we just want to make sure that there's clear communication between KDADS commission for CSP and the licensing commission, because sometimes we understand from our folks at your commission is often interpreted differently from the other commission.
- Amy Penrod noted that Jessica Hales with Licensing, is here representing Janelle and KDADS have had several conversations about this, feel like we're all on the same page, KDADS can continue to have this conversation between our commissions, but this is something KDADS have discussed not only between ourselves but with the MCOs as well

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- Amy Penrod further reported:
  - KDADS website is under maintenance
    - we will put in writing to clarify the expectations, I would expect after this revised template is available that it's to be used,
    - if unable to use the template and had to resort to some sort of other method, KDADS would hope that you have documented the reason and it can be reviewed with Janelle and her team, and to make sure the advice we put out is consistent and clear, and covers those situations.

Action Items: Provide written guidance on acceptable formats of the template between 7/9/18 and 8/15/18

**Agenda Item: FY18 Capacity Report** – Russell Bowles

Statement of Issue:

- Continued Work on the Capacity Report

Summary of Conversation:

- Russell: Capacity report will be going to all the CDDOs today
  - We will use this as a foundation for future reports that we can use consistently year after year with small changes instead of major changes
  - One of the goals is for the CDDOs to work on capacity at the CDDO level and then CDDO Capacity Report will be presented to the Secretary to make informed decisions related to capacity and properly respond to the legislature
  - There should be a doodle poll going out with the goal of getting started in September or October
  - Qualitative input has provided valuable information
  - Report Goals
    - Standardize the definition of capacity so we can compare between CDDO areas
    - Meet the needs of the CDDO
    - Meet the needs of KDADS
    - Use information to respond to legislative inquiries
- Amy Penrod added that KDADS can incorporate work that has already been done as it relates to the direction we are moving
  - Folks who want to be involved in the work to develop the report will have the opportunity to do so
  - staff changes have contributed to the need needing to re-establish a baseline of understanding
  - New work needs to be done to determine
    - key pieces of information
    - what's going to tell us what we need to know
    - what's going to best inform the decision making and I think if it's all part of that education process,
  - This work is getting us all to where we can have good, solid information

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Action Items: Send CDDOs Capacity Report, Send out doodle poll

**Agenda Item: Agenda Item Collection Process – DSNWK**

Statement of Issue:

- If we have a new time period, I think most folks were unaware we had a longer time period between the asked for agenda items that we typically experience and it caught me off guard and I know it caught others off guard, if we have that new hope to have a little bit more time let's just set it and move forward on that, it will be workable either way it's just that this one just caught us off guard.

Summary of Conversation:

- Paula Morgan explained that timing of the request for agenda items was an attempt for KDADS to stay ahead of the curve and get everything set up.
- Amy Penrod added that she supported sending it out early, just because KDADS had a lot of vacations, wanted to have plenty of time to be able to address what could be addressed.
- DSNWK – It was not a problem, but if we're going to do that, just make sure we're all on the same page with that, just letting you know there was only a weeks' worth of turn-around, I wasn't even expecting it for another week and half, it just caught us off guard.
- Amy Penrod added that KDADS can propose a timeline for this process.
  - KDADS will send out the call for agenda, release and give you X-amount of time to submit agenda items
  - KDADS will propose a potential schedule and see if that works for the CDDOs

Action Items: Propose timeline to send out a request for agenda items and receive items back from the CDDOs

**Agenda Item: Setting Annual Meeting Calendar – DSNWK**

Statement of Issue: Do October 18<sup>th</sup>, January 17, 2019 and April 18, 2019 work for everyone for the next set of quarterly meeting dates?

- No opposition to those dates
- Dates are set for 10/18/18, 1/17/19 and 4/18/19

**Agenda Item: Required Release of Information by CDDO to share Information with KDADS**

Statement of Issue:

- Unsolved issue from prior meeting

Summary of Conversation:

- KDADS legal is drafting guidance that will be shared via phone call, written guidance or the next quarterly business meeting

Action Items: Notify CDDOs when guidance is complete. Decide on best method of communication.

**Agenda Item: Waiting List Update – DSNWK**

Statement of Issue:

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- Just as a system, what's the latest regarding waitlist, I know that we had a number that declined and we we're going to hold back and kind of see how that was working, just wanting an update from KDADS

## Summary of Conversation:

- Paula Morgan reported that KDADS sent 150 offers out in February for the last round
- KDADS is checking with the Financial and Information Services Commission (FISC) in regard to another round of offers
  - In its budget proposal to the Legislature for this next year, KDADS will be asking for funds to reduce the waitlist
  - KDADS was asked by the Legislature last year to calculate what amount of funding it would take to eliminate the waitlist
  - Amy Penrod stated she would support development of a 5-year plan, to eliminate the IDD and PD waiting lists over the next 5 years
  - KDADS will calculate the amount of fund needed, and could use the CDDO's support to help push the proposal forward
  - KDADS will need to show that there is a capacity to serve those folks in order for the Legislature to commit the dollars

DSNWK - A couple of follow-up questions to that, the paperwork that goes out when we make an offer, the current letter that we use and the one prior to that was our own, a little more direct and understandable by our provider families, so I would ask that you take a look at that and let us know, and the other ask that I had was looking at the timeline that KDADS has and when people are not responding to the offer, they will accept and then things happen and they drag their feet through the rest of the process, we put timeframes on our CDDO of when certain things need to be completed and we have been doing that on our own, but I don't know that those timeframes are acceptable by KDADS and I had asked you to kind of think about that, when should you be told by us when somebody is not making progress on one of these activities and it becomes your role in some way, to direct us on what we should be doing?

- Paula Morgan noted that KDADS needs to be cautious because of the long wait to get services.
  - We know that sometimes there are some one-off situations with waiting list, KDADS is hesitant to do a one and done type situation when people have been on a waitlist 7-years plus
  - KDADS has had people that were confused about the offer letter and as a result turned the offer down

DSNWK - We need some general guidance of what your expectations are of the CDDOs regarding moving the process along when someone is not engaging in the process, we put some timelines in place, but didn't know what your thoughts on that are, just some guidance for that.

- Amy Penrod suggested that the CDDOs share the guidelines or timelines they are using.
  - KDADS will review that and formulate a response

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DSNWK - The letter, please look at that, that's probably been the most important, the past letter had some guidance on the back of it about when you expected them to make their application, and it was kind of a road plan, this is what you do now and that was helpful.

- Amy Penrod added:
  - KDADS has received feedback from other program manager, to improve it and simplify it, make it so it's more easily understood
  - The goal is to improve the response received and the response made,
  - KDADS can have the Disability Rights Center (DRC) take a look at the offer letter and offer some suggestions

Action Items: CDDOs share timelines and guidelines used. KDADS gather feedback from other PMs, DRC to look at offer letter give some suggestions.

## **Agenda Item: Jail and the Waiting List – DSNWK**

Statement of Issue:

- We had a conversation about when somebody is in jail, believe they shouldn't be on the waiting list, KDADS wanted us to send a 3161 to take them off the waiting list, then when they came out of jail send another one, so that we could do another assessment to put them back on, I don't think that's something known statewide, so if you could address that so that all are aware of what KDADS is thinking about with those instructions.

Summary of Conversation:

- Paula Morgan presented guidance about how to handle institutionalization for people on the waiver and wait list.
  - if the person is on the waiver and they go into an institutional setting they can transition out via the Institutional Transition policy.
  - If the person is on the waitlist and is in an institutional setting or incarcerated the program manager needs to be notified so a determination can be made regarding ongoing functional eligibility and waiting list status.
  - KDHE informed KDADS that when a person is incarcerated their Medicaid is closedout.
  - Once a person is released from jail, they can apply to access the waiver via the crisis exception process and KDADS will review that request.
  - If the person does not qualify for a crisis exception they will go back on the waitlist, if they have a current BASIS assessment, starting the date they come out of jail.
  - If the individual is not approved for a crisis exception and doesn't have a current assessment, then they will go through the eligibility determination process and be placed on the waitlist.

Shawnee Co. – The issue that Shawnee county has frequently here the people will go in for maybe a day and they will come out of jail in couple of days or over a week-end, it would be problematic if the person on the waitlist to have to go on and off again on the waitlist.



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- Paula Morgan added:
  - from KDHE if a person is served on the waiver, goes to jail the 3161 for closure should not be held
  - some CDDOs and some MCOs have been holding people's closure off and in some cases, it goes for two to three months
  - KDHE has indicated this is not acceptable, the case needs to be closed out because persons in jail do not have access to Medicaid
  - if the person is in an institutionalized setting they may have access to the temporary care provision, which is the month of entrance plus the two following months
  - for stays that exceed the temporary care provision, the person has to go through the institutional transition process to return to the waiver, Matthew Beery reviews cases for institutional transition
  - KDADS is having more internal discussion about this issue

DSNWK – Can we just wait until they are convicted of something before taking them off the waiting list?

- Paula Morgan asked - How long should wait while they are in jail?

Sedgwick Co. – You can't really put a timeframe on it, because it depends on the capacity of different court jurisdictions to address the charges.

- Amy Penrod reiterated:
  - KDADS will get with KDHE on this,
  - KDADS can draft guidance that would address the 80%
  - Communication with Paula Morgan is key for the 20% of cases that are nuanced and out of the ordinary

CDDO - The issue of Medicaid, a person without Medicaid goes to jail they get to stay on the waiting list, we have lots of people without Medicaid that are on the waiting list, so if somebody goes to jail over the week-end and they are not convicted of anything why penalize them and take their place on the waitlist when they've already been waiting seven years.

- Paula Morgan asked if a person coming out jail would trigger a request for crisis funding?

CDDO - Not necessarily, no.

Sedgwick Co. – I just wanted to share some guidance from Sedgwick County that we received from KDHE, we were talking about Medicaid and what was instructed to do, if somebody goes to jail and we believe that it's going to be a short-term stay and they won't be there past a month we can leave them on, but if we did believe it's going to go past the 30-days, then we can do the 3161 for the Medicaid closure, the system should be triggered at some sort of time anyways, but that was from KDHE, and we've been working under that guidance for about a good 8-months probably, we have never heard that we should take someone off the waiting list, a lot of the times we wouldn't even know they were in jail.

- Paula Morgan added:

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- The person needs to use the service at least one time a month if they are on the waiver currently,
  - not using waiver services for over six months shouldn't happen
  - if they are in Parsons for 90 days they removed from the waitlist and can transition back onto the waiver via the Institutional Transition process

CDDO - The MCOs when you talk about a 3161 being generated timely, a lot of times they're the entity that knows the individual is in before we do, for example PRTF it's not been our experience that they are doing timely closure that piece of it, and our most recent case they even authorized the person to access services upon release prior to us even knowing about it, so you have a provider in good faith taken IFP with an authorization then based on the policy you're wanting us to bring them back into the system, so I don't know how we firm that up a little bit and get those timely activities of 3161s by the MCO, we've had other situations where KDHE and I've talked and we had a copy of the 3161 in our records of a closure, but KDHE had no record of it, and it occurred 45-days prior to that, so there seems to be a lag time for that whole process, and I'm concerned about their payment continue to go to the MCO, seems to be a lot of lag time and misunderstanding about policy.

The other part that I wanted to bring up, there was a temporary stay policy that floated around earlier this year and it kind of disappeared that I think it kind of addressed some of these issues, so don't know if we need to bring that back and look at it, it talked about temporary stay in jail, it defined temporary stay a little bit.

- Amy Penrod recommended the following:
  - set this as an action item;
  - there will not be immediate action;
  - KDADS does see the opportunity for some positive changes;
  - There is a plan to bring all of HCBS Medicaid application processing back internally to the State;
  - Applications will include regular Medicaid, pregnant women and children that aspect at the clearinghouse which are more in their wheelhouse to complete;
  - KDHE has to hire people and get them trained;
  - Once that's up and going KDHE will have a lot more control;
  - Timeliness, the gap then between sending in the form and services starting, all those things will start working better.

CDDO - Many times the jail population they are our most difficult to serve, other areas handle theirs differently, and if there's overcrowding in Sedgwick county, maybe that person is not going to stay, but that person is extremely difficult to serve, I would hate for us to start closing somebody because they entered those doors, because they are going to go back to a provider, the District Attorney says 'go ahead and send them back', we will work through the process and the provider will wait to serve them, but I can't expect a provider to serve them, so there's going to be some timely issues with crisis request, we start shutting things down, they have no case manager to review the request, this causes chaos for that person and the provider, and potentially you are going to put someone out of services that really need them.

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- Amy Penrod added:
  - There are a lot of nuances a lot of things to think about, in trying to come to some guidelines, multiple consideration, multiple entities involved that all need to be considered,
    - whatever guidance KDADS puts together, KDADS will review and consider past cases when drafting guidance
    - KDADS will discuss the proposed guidance, keeping people's preference in mind, there are some considerations on that side too.

Action Items: KDADS will review past cases of incarceration. More discussion to come.

**Agenda Item: HCBS I/DD LOC Review – Nicole Hall**

Statement of Issue:

- That was pretty much the same that Shelly had earlier regarding the release of information.

Summary of Conversation:

- Amy Penrod offered we hope to get that covered for you this afternoon and get information out on it quickly keeping other projects and existing workload in mind.

Action Items: See above action item.

**Agenda Item: Shared Living Update – DSNWK**

Statement of Issue:

- Certain areas of the State are not able to provide the Shared Living Option, any updates on when that can be offered?

Summary of Conversation:

- Amy Penrod reported that KDADS does not have an update from licensing on that
  - KDADS has had some conversations with the MCO partners, some of the information from them will help move progress forward
  - CSP has information to share with SCC on this issue

Action Items: KDADS to discuss internally.

**Agenda Item: WORK and Waiting List – DSNWK**

Statement of Issue:

- People on the WORK or working healthy and where they are on the waiting list, when people leave HCBS and go on Working Healthy/WORK and that's terminated they can go back on HCBS, if somebody is on the waiting list, they go to work and at some point is terminated they can go back to their place on the waiting list, what's happened over the year's is people who started at the tier 0 they weren't on the waiting list they weren't on HCBS but they since returned to a tier 5 and when those people are

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terminated from work they have no place to go, at CDDOs we watch the waiting list through KAMIS, those people who are Working Healthy/WORK do not show as waiting, Paula goes in to see when it was last clicked as waiting, and if that button wasn't clicked she considered them waiting, though we at CDDO don't know if that button is clicked, what had to have happened, and I've had several people currently on Working Healthy/WORK that didn't get the button clicked and are not waiting, so I have to re-do the BASIS now to make sure the button gets clicked and put on the waiting list, so just wanted to make sure that everybody across the state knew about this, if they are Working Healthy/WORK you don't have any way to tell if they are waiting, you are going to have to send those things into Paula, so that she can check, so if you have to do another BASIS at least get them on the waiting list on time.

## Summary of Conversation:

- Paula Morgan explained the process for when a person goes on the Working Healthy/WORK program we reconcile with are partners at the Working Healthy/WORK program to track those who can either move directly back to HCBS upon leaving Working Healthy/WORK or retain their spot on the waiting list if they were offered HCBS and declined it to stay on Working Healthy/WORK. If there are questions about someone's waiting list status, the CDDO needs to contact KDADS as this information is stored in a section of KAMIS that is not visible to the CDDOs.

DSNWK – So, the fact that they went from a 0 to a 5 isn't documentation enough?

Paula Morgan explained that:

There are a variety of reasons why the person doesn't come up in the waiting list status pending category for KDADS and verify. The best practice is for the CDDO to periodically validate their waiting list. If there are people missing, contact KDADS and we will help verify.

DNSWK – Even if they are still living at the same place?

Paula Morgan responded, yes.

DNSWK – My understanding from our KAMIS entry person that address change entry does not work, if you could confirm that, so now when you put someone on the waiting list so now we send you a screen shot of her email, so we can't rely on that address to be functional, but you are saying it works sometimes?

- Paula Morgan recommended that CDDOs notify her as soon as possible if entry clerks are having issues when entering and saving changes

CDDO - We were told when KAMIS came on, that when they turned to an eligible tier they would have automatic, they would be put on a waiting list.

- Paula Morgan advised that is not correct. The system doesn't auto add.

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CDDO - Just to clarify, what do you want from us if we have added someone to the waiting list?

- Paula - If you click waiting for services on the new assessment and the address is correct then, theoretically it comes to my pending wait list
- If you notice, over a period of time, that people are not on the wait list, notify Paula Morgan.

CDDO - I just want to be able to do the same thing every time, and if there's glitches in the system, so do you just want an email stating we added a person to the wait list?

- Paula Morgan indicated that CDDOs can continue doing what they've been doing to verify that people are getting on the wait list

Action Items: No action item.

## **Agenda Item: Fire Marshall Inspection Updates – JCDS**

Statement of Issue:

- We have not received any response from the State Fire Marshall, obviously, we have concerns of what they are doing, it's not Person-Centered and it's not specific and I don't know how they are going to comply with the final rule. There was a plan to meet with the State Fire Marshall but that meeting has not yet occurred.

Action Items: No action item.

## **Agenda Item: CDDO Capacity Report and System Capacity – Sedgwick County**

Statement of Issue:

- Think this item could be removed, it was originally put on for the initial agreement on how we were going to do capacity moving forward, but that sounds like that maybe changing per Russell Bowles, so I think this can be removed.

Action Items: Remove from action log.

## **Agenda Item: KanCare Clearinghouse – DSNWK**

Statement of Issue:

- KDADS stated it is looking at pulling back some of those functions that have been in the clearinghouse, they will be back at the State, I don't know exactly what that looks like, but the timeframe is yet to be determined, but it sounds like KDADS is working which place it's going to be and they are tooling up and we will hear more about it.

Action Items: KDADS will provide an update on the progress of the clearinghouse functions at next meeting.

## **Agenda Item: Clean-up items and reminders – Paula Morgan**

Statement of Issue:

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- Noticed that some CDDOs are making people inactive, moving out of state, etc., without notification given to KDADS to remove them, please don't just make a person inactive in KAMIS, notify KDADS of the reason why for quality assurance purposes.

## Summary of Conversation:

CDDO - What kind of notification do you want us to send?

- Paula Morgan advised CDDOs to use CDDO notification form, put on the form, removed from wait list, moved out of state, also make note if the new address is unknown,
  - use the ALERT box in KAMIS, and put moved out of state, and the date, then if they move back in the state, remove the moved out of state, put back on moved back to the state as the ALERT box, so KDADS can easily review the case history and eliminate emailing back and forth.
- **Death reporting in KAMIS –**
  - make sure you are getting the death report sent in on the CDDO notification, remember to put in the death date in KAMIS, hit save then go down and put in the person's status as deceased.
- **Per the Functional Eligibility Assessment –**
  - Put in a request for a late assessment if it will be over 365-days, put the reason for the late assessment, send Paula Morgan documentation as why it's late for reporting requirements
- **3161 for TCM updates**
  - Maximus is sending the 3161 for TCM change to KDADS because they don't process those
  - For TCM updates use a 3161 and send those to the MCO, don't send them to the clearinghouse the clearinghouse doesn't have anything to do with updating the TCMs.

Action Items: CDDO use the notification to alert KDADS of waitlist movement.

## **Agenda Item: Action Log Review and Update - Paula Morgan**

### Statement of Issue:

- Conflict of Interest Policy Updates – Eva/Amy

Since Eva or Amy are not here, will leave that for the next meeting.

- **A.I.R. / APS Connect – Colin**
  - Between legal, KADAS and DCF working on getting the APS connected
  - Once that is up and running we will be able to remove Abuse/Neglect/and Exploitation from AIR reporting requirements and people will just report ANE to DCF, it will auto feed into AIR
  - KDADS will continue to provide updates on this process

# KDADS-CDDO Meeting Minutes

- **Transition Policy Process – Matt**

- Policy is with legal, had a meeting about two weeks ago,
  - one of the MCOs put in some additional comments,
  - KDADS made a few minor organizational changes
  - Waiting for legal to give the final say on it.
  - KDADS will send out an announcement when the policy is final and the link to the posting

CDDO - Are we functioning at new policy level?

- Matt Beery responded that:  
Currently KDADS is still operating under the post-interim MFP guidance that was put out in July 2017 and was revised in August 2017,
  - we have been able to implement some new requirements that are in the transition policy, like notifying Matt within 24-hours of services begun with an email.

CDDO – Osawatomie transitions, funding, those weren't occurring.

- Matt Beery indicated that KDADS has had a number of those transitions recently
- KDADS has had approximately 10 requests between Parsons and Osawatomie
- **Shared Living Manual/Shared Workgroup/Shared Living Moratorium – Paula Morgan**

Under shared living – there are the three items listed that were discussed earlier.

- **Capacity Report – Russell Bowles**

Russell shared this earlier.

- **Compliance Issue: Psychotropic Medications – Russell Bowles**
  - Brought up by Shelly May, at January 2018 meeting, going through and talking with licensing and surveying, spoke with Janelle earlier this week, she's got some training she is going to put together
  - Licensing guidance that dosage does have to be on those forms, but how that's all going to look, licensing will go over in training
  - will be an invite to all CDDOs and stakeholders, Janelle has the lead on that item
- Paula Morgan noted that we will keep this item on the action log until it's complete.

CDDO - I think the MR-1 should still be on the action log, we still do not have resolution on that.

- Paula Morgan agreed it could stay on the log.

# KDADS-CDDO Meeting Minutes

	<p>Action Items: KDADS notify CDDOs when Institutional Transitional policy is posted on the KDADS website. MR-1 stay on the action log.</p> <p><b>Additional Discussion:</b></p> <ul style="list-style-type: none"> <li>○ <b>Background Checks</b> <ul style="list-style-type: none"> <li>○ SEK - heard rumors that fingerprinting is going to cost money for the providers</li> <li>○ don't know if we're going to get more information about the future on that or not.</li> <li>○ Amy Penrod responded that:           <ul style="list-style-type: none"> <li>▪ Fingerprinting is a future plan</li> <li>▪ It is a part of KanCheck</li> <li>▪ it will be at least a year, based on the information that I have               <ul style="list-style-type: none"> <li>• There is a lot of building on the tech side going on</li> </ul> </li> <li>▪ KDADS will be sure to provide information on how this will work, what the cost might be, how those can be handled, where finger prints can be taken, and collect feedback about those concerns as the process moves forward</li> <li>▪ KDADS will make sure to pass concerns along so that consideration be given to other collection points and things like that</li> </ul> </li> </ul> </li> </ul>
<b>Conclusions</b>	See Action Items

Action Items	Person Responsible	Deadline
Provide written guidance on acceptable formats of the template between 7/9/18 and 8/15/18	Janelle	
Send CDDOs Capacity Report, Send out doodle poll	Russell	
Propose timeline to send out a request for agenda items and receive items back from the CDDOs Notify CDDOs when ROI guidance is complete. Decide on best method of communication.	Paula	
CDDOs share timelines and guidelines used. KDADS gather feedback from other PMs, DRC to look at offer letter give some suggestions.	CDDOs/KDADS	
KDADS will review past cases of incarceration. More discussion to come.	KDADS	
KDADS to discuss Shared Living internally	CSP/SCC	
CDDO to meet with State Fire Marshall and report at next CDDO meeting	CDDO	



# KDADS-CDDO Meeting Minutes

KDADS will provide an update on the progress of the clearinghouse functions at next meeting	KDADS	
MR-1 update	KDADS	