

# KDADS-CDDO Meeting Minutes

**Meeting Title: KDADS HCBS-CDDO Business Meeting**  
**Meeting Date: 8/17/2023; 9:30a-12p via Teams**

Meeting called by	KDADS
Type of meeting	KDADS/CDDO/Stakeholder Meeting
Facilitator	Leigh Smith Robin Lohman
Note taker	Robin Lohman

Attendees	<p>Robin Lohman [KDADS], Debbie Tangeman, Jafferis, Joanna, JCD, Annette Graham (Guest), Guillory, Shelby, Kara Walters, SDSI - GC (Guest), SDSI-GB (Guest), Denise L. Swanson (Guest), Amy DeMoss, Vincent Garcia, Kevin Flinn, Amanda Holt, Rebecca Gurera, Lori Rogers (Guest), Yolanda Courtney (Guest), Sara Pearson - Hetlinger CDDO (Guest), Dave Hager, Kevin Gaeddert, Ginger D. Carlisle, Jon Gerdel, Theresa Bridges, Michelle Shirey, Jeannette Livingston, SCDDO (Guest), Tim Gorton, Christen Buie [KDADS], Taylor Arnold, DSNWK-CDDO (Guest), Heather Pace (Guest), Coleen Hernandez, Jacquelyn Branch, Tara Cunningham, Susan Slothower-Gober, Angela Levy, Michael J. Stein, Amy Harmon CALM(Guest), Frazee Moore, Rogene (Marie), Dalrymple, Lynn, John Platt, Tri-Ko (Guest), Corby Lockwood [KDADS], Jason Sheets [KDADS], Sherry Arbuckle (Guest), Charlotte Claar, Rikki Bowker, Caitlyn Hendershott, Susan Davis, Leslea (Guest), Angela Penner, Heather Duffy – CPRF, (Guest), Lynette Goldizen, Phil Bentzinger, Sarah Elliott, Nicole Hall, Mary Reynolds (Guest), Mary Pierson, Jodi Rivera, Morgan Loughmiller [KDADS], Susan Overdick - BCDS (Guest), Andrea Pike, Lisa Ingelse / TCM (Guest), Chris, Leigh Smith [KDADS], Feldhausen, Sarah K, Seth Kilber [KDADS], Heyveld, Cody, JCD, Happy Hearts Working-Carol Farnsworth (Guest), Matthew Beery [KDADS], Cullinan, Jayme, JCD, Morgan Rolls (Guest), Janice Denney, Jafferis, Joanna, JCD, LaTonia Wright [KDADS], Altar Support, Chad - Mosaic (Guest), Robert Smith, Susan (Guest), Melisa Reeder BLDC CDDO (Guest), Kaitlyn England [KDADS], Chanelle - The Village Initiative Inc. (Guest), Frankie Holloway (Guest), Malon Harbert, Cynthia Marta, Stephanie Broxterman, Lori Hinman, Chandra Nichols, Zoe Surprise, Saadia Nance, Kerry Cosgrove (Guest), Murski, Tabitha M, Constance Farmer, Becky Suter SCDDO (Guest), VonAhnen, Chad, JCD, Pfannes, Monica, JCD, Lorraine Dold, Pilar Bender[KDADS], Jeanette Bernhard (Guest), Logan Pope, Hugh Murphy, Janine Gracy (Guest), Carla (Guest), Kristi Morris (Guest), vicki coleman, Jared Holcomb, Stacy Headd, Lisa Dhooghe, Wyandotte CDDO (Guest), Sarah Otto, Chelsea Jackson, Jeff Whittier, Ross, Erin M, Sara Dinkel, Alisa Snyder, Mike Peschel, Andrea Swenson, Anna Moran, Travis Chapman, kdads, De'Antay Bourn, Bill Fiscus, Steven Haack (Guest), Leslie L. (Guest), Genelle Neal (Guest), Amber Vogeler (Guest), Gina Zavala, Joni Fitzpatrick, Sara Dinkel, Michele Heydon [KDADS], Russell, Shane, Adams, Damon P, Shelby Fry, Ronni - RTSSK (Guest), Melisa Reeder BLDC CDDO (Guest), Kathy James, Leslie L. (Guest), Angie Reinking, Jaclyn Anderson, Steph Sanford, mike (Guest), Ramona Macek, Melisa Reeder BLDC CDDO (Guest), Stacy, Austin-Morris, Becky J, Janine Gracy (Guest), Becky Suter SCDDO (Guest), Jessica Schadel [KDADS], Annette Graham (Guest), Melisa Reeder BLDC CDDO (Guest), Valerie Edelman, Wendy Baker, Janine Gracy (Guest), Krista Moreno, Kayla Younger (New Hope Services), Sharon Kimbrough, Chris, and several unidentified phone numbers.</p>
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## Topics: Waitlist Updates

Presenters: Nicole Hall

Request for regular waitlist updates as a standing item	<p><b>Discussion on specifics. Good information would be what steps of the process would be. Suggested quarterly reports. What Paula M used to send out would work.</b></p> <p><b>Waitlist Update has been added to the Meeting Agenda template. A WL update was given via email on 24 Aug 2023 &amp; 27 Oct 2023. Subsequently, KDADS will send out updates every quarter.</b></p>
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## Topics: Background Checks-Performance Measures

Presenters: Robin Lohman

Performance Measures were a bit low for Background Checks	<p><b>Robin Lohman, in her role as HCBS Quality &amp; Program Coordinator) requested that CDDOs remind their providers about Averifi as an excellent resource to understand what background checks are required. A CDDO remarked that background checks can sometimes take a long time. This information is valid. Seth</b></p>
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# KDADS-CDDO Meeting Minutes

	<p>mentioned that the current wait was 2-2.5 weeks, and that it is being worked on.  <i>Averifi123.my.site.com</i></p>
<p><b>Topics: Provider Complaints</b></p>	
<p>Presenters: SCDDO</p>	
<p>Contract states:  <i>KDADS shall notify the CDDO of complaints received in order to allow the CDDO to follow up and report the outcome. If the complaint is received verbally, the CDDO shall capture the complaint in writing for tracking purposes</i></p>	<p><b>Request for KDADS to be more open and relay complaints to CDDOs efficiently, which may include having a meeting.</b></p> <p><b>Discussion indicating that there was a misunderstanding. If there is an AIRs, CDDOs should already have the Trend Tracking. An instance seemed most likely a disconnect between Licensing &amp; PIC. We wish to avoid work duplications. We want to know where the trends are, gaps in processes, and where we can shore those things up.</b></p> <p><b>Please notify us when you see instances like this. The State plans to follow the contract. When there is a complaint, KDADS will also let the CDDO know that the information came from an AIRs and what other KDADS staff is involved.</b></p>
<p><b>Topics: Values Document</b></p>	
<p>Presenters: Jerry Michaud</p>	
<p>Request to further develop the Values Document, making it more visually appealing</p>	<p><b>Meghan Shreve (Interhab) has agreed to make it look nice. Open to ideas on where the Values Document would be posted. The goal would to have it be a reference point for the IDD System, not just the waiver. Jerry would like it to keep moving forward.</b></p> <p><b>The Values Document will keep moving forward</b></p>
<p><b>Topics: Kansas Settings Final Rule CAP &amp; Remediation Strategies</b></p>	
<p>Presenters: Monica Pfannes &amp; Jerry Michaud</p>	
<p>Request discussion of details about the vision, process, and rollout timelines, along with ongoing engagement w/Stakeholders to address barriers and concerns.</p>	<p><b>Questions included when will training go into effect for providers? When will info be shared about the \$5M grant? Application open? When can policies be expected to change? Plan to pay providers to be trained in Charting the LifeCourse?</b></p> <p><b>Discussion on the CDDO’s Options Counseling form. The State has discussed this change. Can CDDO’s develop one internally? What elements need thoroughly documented in that form? Some CDDOs would have to shift their processes if that change occurred.</b></p> <p><b>KDADS will share the FMAP Word Doc.</b>  <b>No firm answers. CMS needs to see our tracked movement towards the Final Rule and compliance. These efforts are more than just wording things differently. Kansas has a system that is not conducive to compliance, and we will need to address this system through waiver changes and other initiatives. We may be rethinking some pieces of our remediation plans, nothing is set in stone. We will be hiring a consultant and hope to have a clearer path in the next few months.</b></p>

# KDADS-CDDO Meeting Minutes

## Topics: IDD Systems Updates

Presenters: Jerry Michaud

<p>KDADS/CDDO Contract Waiver Updates/ Workgroups/Amendments/Vision Community Supports Waiver Final Rule Settings/Compliance</p>	<p>Will be creating some workplans. There have been internal discussions on what we need to focus on to get into the waiver. Supported Employment rate increases are a strong hope. Unbundling of Day and Residential services will be slower. The TCM Conflict of Interest will potentially create a capacity issue. PCG will help us drill down on that process mapping. With their partnership, we will all be able to develop a goal and a plan to reach that goal. WSU is working with us all on the workgroups. The Workgroup minutes will be posted on KDADS website. Public comment for the waiver is to start in November (<b>Update, this has been pushed back by a month or two</b>). Our timeline is tight. The State has had a change in our CMS analyst in the past couple years. With this change, CMS has been strictly adhering to regulations. Even so, we are working well w/the current analyst. There will have to be a Workplan within the waiver to outline our process and timeline to get to compliance. We intend to engage with stakeholders and listen to feedback and suggestions. Hoping CDDOs can share information. We are looking at some Final Rule Trainings.</p> <p>Anita F is retiring (<b>has retired</b>) She manages our “ListServe.” There might be some changes with that process. Hopefully, we will get an updated “ListServe.”</p> <p>There aren’t really any Community Supports waiver updates. We are communicating with CMS regarding the funding for that proposal so that staff can be hired. We are excited/anxious about the potential of the waiver. We are working with stakeholders and WSU to develop it. We like the way the Missouri waiver works and will most likely pull from that example.</p> <p>Final Rule—Service Providers should make sure that their compliance list is updated in the portal. Update your locations!!! Licensing &amp; MCOs will be looking to see if your settings are Final Rule Compliant. Make sure all assessments are completed for the settings. Keep engaging with us, at least once a week. Work on your assessments and remediation. CDDOs, please make sure that Final Rule compliance is on your affiliation checklist. LaTonia gave a list of providers that need outreach because they are not engaging.</p>
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## Topics: Eligibility Checklist & Policy

Presenters: Gigner Carlisle, Nicole Hall, & Monica Pfannes

<p>List of Eligibility Questions</p>	<p>A CDDO mentioned their struggle since KanCare. The whole IDD system is not being supported. When the focus is just on HCBS, it creates confusion. IDD eligibility is where you start. Would prefer to have an IDD policy instead of a policy on applying for funding. Add ot the operations discussion?</p> <ol style="list-style-type: none"> <li>1. Policy for someone under 5:</li> </ol>
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# KDADS-CDDO Meeting Minutes

State Aid can be used for 0 to 5. If they want to get on the waiver, they need to follow the Program eligibility policy that we have. (is on the website) begins at age 5. If wanted to get on the waitlist, still need to wait to age 5.  
The current policy does not cover before the age of 5.

2. Where is the Eligibility Form and supporting documentation to be uploaded?  
Form isn't on the website, but it will be on the policy page. Yes, the IDD additional tab in general section.
3. Are CDDOs to upload just the eligibility checklist or that document and all supporting documentation? Sometimes there is a lot of documentation.  
At this point, we are requesting that you upload the Eligibility checklist, but we would appreciate if you uploaded supporting documentation, too. Upload w/in 5 days, including when ineligible.
4. Wait for KDADS to inform participants if they are eligible or not?  
Should wait until they are added to the WL. Eligible only after they are put on WL. WL add happens after reviewing the checklist. Questions from KDADS will occur prior to adding them to the WL. CDDO can go ahead and schedule the assessment but remind the family that KDADS will review the eligibility, too. This step would be similar to when a person is determined eligible but they tier a 0.
5. How long does KDADS have to respond to uploaded eligibility?  
KDADS would only be responding to eligibility uploads if there are questions about eligibility documents.
6. What happens if there are questions of eligibility from KDADS?  
The CDDO would answer the question. Would be given opportunity to get eligibility documentation.
7. Who sends notice & appeal rights if KDADS determines ineligible?  
The CDDO would still send appeal rights, may change in the future.
8. Is this the policy moving forward?  
Yes, moving forward.  
Documentation not pertaining to HCBS programmatic eligibility determination (i.e., system eligibility determinations) shall not be uploaded into KDADS' system of record
9. How will KDADS approve training?  
Will be using Peer Review Process for approved training
10. Does new form replace the DD Ineligible Form?  
Yes, the new form replaces the ineligible form  
Checklist still needs uploaded if ineligible.
11. What if no documentation after a port? Etc.

# KDADS-CDDO Meeting Minutes

	<p>Let KDADS know if they are having an issue, so they can request that it be uploaded by the CDDO that has the information.</p> <p>12. Which CDDO maintains correspondence? How long? Correspondence would be maintained by the emails/letters/etc that they received/sent. This would be for a potential appeal. Follow their own policies for records retention. Article 63, at least 5 years.</p> <p>13. Is the intent that eligibility must be redetermined for new Waitlist Offers? No, will continue current process. CDDO is notified ahead of time when there is a question of eligibility.</p> <p>14. Typo corrected.</p>
<b>Date of Next Meeting</b>	<b>February 15<sup>th</sup>, 2024 (3<sup>rd</sup> Thursday in Feb) 9:30a-12p</b>