

**STATE OF ALASKA
DEPARTMENT OF HEALTH AND SOCIAL SERVICES
DIVISION OF SENIOR AND DISABILITIES SERVICES**

INCLUSIVE COMMUNITY CHOICES COUNCIL-PARTICIPANTS

**Meeting Minutes
February 1, 2018**

Attendees: Ken Helander, Carly Lopez, Sarah Lynn, Paul Cornelius, Denise Daniello, Ric Nelson, Margaret Evans, Travis Noah, Kim Champney, Deb Ethridge, Duane Mayes, Lynne Keilman-Cruz, Lisa Morley, Lisa McGuire, Maureen Harwood, Jetta Whittaker, Jenny Murray, Ulf Petersen

I. Overview

1. Information already summarized in the documents and presentations discussed during the meeting is not repeated in the notes. The notes primarily capture the ICC-P's feedback and input.
2. This meeting was facilitated with a PowerPoint presentation, and slides from this presentation are referenced throughout the minutes. The presentation can be found using the following link: <https://drive.google.com/file/d/1cwxxURsFf6X4e8V3XXr4b40FEE78eYv1/view?usp=sharing>

II. Refresher on New Access Process Approach and Progress Update

1. Steve Lutzky provided an overview of the goals for reforming access to services using slide 4 of the presentation.
2. Steve then used slides 5 and 6 to review the input about access process reform that the ICC members previously provided.
3. Using slide 7, Steve briefly reviewed the updated tasks and staff roles within the new access processes.
4. On slide 8, Steve explained that it will be important to begin the discussion about the goals early in the process so staff can discuss what is important to the participant before identifying services.
 - i. To make the process more person-centered, Steve said that the ICC-OS expressed a desire better inform guardians and participants. He said that Kim Champney explained during the ICC-OS meeting that one objective from the DD Visioning effort is the development of a welcome/introduction video for individuals entering the long term services and supports (LTSS) system. This would include an introduction to services, information about person-centeredness, and roles of the individuals included within the process. SDS has expressed interest in pursuing a similar strategy.

January ICC-P Meeting Minutes

III. Discussion of Draft Assessment & Support Plan (A/SP) High-Level Workflow

1. The A/SP workflow document that was used to facilitate this discussion can be found here: https://drive.google.com/file/d/1ga5P6_AsLK2O95DWSOomZC2qDVRFoLqT/view?usp=sharing
2. Steve Lutzky provided an overview of each of the rows within the document.
 - i. Steve clarified that the Person-centered Intake (PCI) will be conducted by the ADRCs and STARs.
 - ii. Denise Daniello asked where family caregivers fit into the workflow
 - a. Steve said that information about unpaid caregivers available to the participant will be captured as part of the Support Plan, however supports for caregivers will likely be a separate initiative beyond the A/SP development.
3. Steve then conducted a detailed review of each of the rows within the workflow.
 - i. Row 1: Intake- ADRC
 - a. Steve Lutzky explained that the Person-centered Intake (PCI) will need to be updated based on the modifications to the Level of Care (LOC) that will need to be made to use interRAI items. SDS has already captured data for these analyses.
 - b. Steve said that only individuals who are enrolling in a waiver and/or Community First Choice (CFC) would be required to have a Support Plan developed.
 - c. Steve Lutzky explained that the workflow applies to all waivers that currently require the Consumer Assessment Tool (CAT), as well as CFC. There will be a second phase to update the process for individuals with IDD.
 - i. Kim Champney clarified that Row 1 will be used with all individuals, and then the paths diverge to the two assessment processes.
 1. Deb Ethridge said that Kim is correct, and that the PCI will be able to be used with all populations for intake.
 - d. Steve discussed how the proposed approach includes educating participants about the process during intake. Lisa Morley explained that the SDS has a grant from Disability Law to provide family training about service and program options and rights and responsibilities. SDS is proposing use a portion of these funds to develop videos that describe the different programs and services for participants and families as they enter the long term services and supports (LTSS) system.
 - i. Lisa Morley added that SDS would like to develop one-page summaries of roles and services
 - ii. Denise Daniello suggested including training videos about supporting caregivers with completing tasks.
 1. Deb Ethridge said that the specific grant with Disability Law is for introducing families to the system, however developing caregiver training videos would make sense for the family caregiver effort.

January ICC-P Meeting Minutes

- ii. Row 2: Application- Care Coordinator
 - a. Steve said that the brief person-centered interview is an opportunity for participants to tell their Care Coordinator what is important to them and who they are as a person prior to the functional assessment. That way, the SDS assessor can consider this information as well as the participant's support needs.
 - b. The "Basic Information About Unpaid Caregivers" component will collect information about the caregiver's ability to continue to provide support.
 - c. Steve Lutzky briefly reviewed a draft version Colorado's Support Calendar. He said that the proposed process is to update Colorado's Support Calendar to meet Alaska's specific needs.
 - i. Steve explained that the Calendar is intended to be a planning tool intended to figure out approximately how many hours of service a participant would need. He clarified that it informs a pool of hours rather than being an exact schedule of hours.
 - ii. Steve Lutzky said that because the calendar reflects the participant's preferences, it may help to prevent support staff schedules that are designed primarily around the provider's preferences. .
 - iii. Steve said that the ICC-OS suggested identifying caregivers that will not be able to continue provide support so that other supports can be utilized.
 - iv. Paul Cornelius had a concern that the draft hours in the Support Calendar would become the participant's actual hours.
 - 1. Steve Lutzky said that the primary purpose of the Calendar is to establish how many units should be authorized over the waiver year, not a rigid day to day schedule.
 - v. Kim Champney said that current support calendars are being used to capture each 15-minute unit to justify services and providers have to sign off on these units. She suggested that this is where the concerns around the Calendar stem from.
 - 1. Steve Lutzky said that HCBS Strategies can bring this information to the SDS planning team to determine how to avoid a more rigid system.
 - 2. Lynne Keilman-Cruz said that SDS is not seeing any planning tools used by the providers, so the Support Calendar is intended to be a standardized way to inform regular hours that are being used.
 - a. Ric Nelson said agencies are telling participants that they are required to fill out the calendar, while SDS is saying this is not required.

January ICC-P Meeting Minutes

- v. Row 6- Support Planning Interview- Care Coordinator
 - a. Steve Lutzky clarified that this process is intended to be an interview, not an assessment, and be based solely on an interview with the participant and a proxy (if necessary).
- vi. Row 7- Support Plan- Care Coordinator
 - a. Steve Lutzky said that a key distinction in this step is separating the person's goals and the health and safety issues that the Plan would need to address.
 - b. Steve explained that the activities are the ways the participants will meet their goals, and the supports will fulfill the activities.
 - c. Ric Nelson asked what would happen if a participant needed assistance with an activity that they are potentially able to achieve but would need additional support and training.
 - i. Steve Lutzky said that there are two opportunities, 1) the skills building training under CFC and 2) the guidance for supports to tell supports what the participant prefers. He added that the preferences and guidance would be captured under the Support Planning Interview.
 - ii. Ric said that there are people who are able to make decisions but are not able to functionally complete activities, and the Support Plan should take this into consideration. He said that people might be afraid to say they are able to do something independently because they might get their hours reduced.
 - d. Travis Noah asked what would happen if a goal was very meaningful to the participant and the Care Coordinator agreed but it was not accepted by the reviewer because it was not explained well in the Support Plan.
 - i. Deb Ethridge explained that the ICC-OS has a similar concern, and said that SDS is committed to clearly laying out the expectations for Support Plan contents as well as clarifying the roles of the provider and the Care Coordinator.
 - e. Steve Lutzky said that if the provider already has a back-up plan established, it would be documented and not need to be duplicated.
 - f. Steve said that at the end of the Support Plan team members are able to document their concerns, including providers not being able to perform a function, and changes can be made to the plan accordingly.
 - g. Steve said that the ICC-OS gave feedback that including the guardian within the plan in a way that the participant's voice can still be heard will be central to a person-centered process.
- vii. Row 8- SDS Support Plan Review
 - a. Steve Lutzky clarified that SDS will not be reviewing the validity of the person-centered goals, but will look at services that will be used to accomplish the goals.

January ICC-P Meeting Minutes

viii. Final Feedback on the A/SP

- a. Denise Daniello asked if the Support Planning process would be used for PCS and Waivers.
 - i. Steve Lutzky said that the Support Plan not used if a participant is only receiving PCS.
- b. Denise asked how often the review of the plan will occur
 - i. Steve said at minimum annually, but may need to be more often.
- c. Denise said her final concern would be cost of helping an individual achieve their goals that may not be directly met by services.
- d. Travis Noah said that State Guardians often do not know the participants they are assigned to, and as a result do not have knowledge of the participant's preferences. He said that the process may need to require that the guardian is more involved so they can better represent the participant's interests.

IV. Next Steps for Assessment Process Development

1. Steve Lutzky switched back to slides 11-12 of the presentation to provide a brief overview of the timeline for the next steps.
2. Deb Etheridge said to message Steve Lutzky, Andrew Cieslinski, and herself with additional feedback about the A/SP.

V. CFC Updates

1. Deb Etheridge said that the regulations for the public comment period for the entire Medicaid Reform package is complete. She said that the package includes regulations around CFC, ISW, and targeted case management (TCM). The package has been submitted to the Department of Law (DoL) for further review.
 - i. After the regulation package is signed by the DoL, there is 30 day period before it is effective.
 - ii. Deb said that SDS is optimistic that CFC will be rolled-out in May 1, 2018.
2. Lynne Keilman-Cruz said that system changes that are required for ISW and CFC include creating a new eligibility category that impacts the service category. This will also impact the Harmony system and the Medicaid Management Information System (MMIS). There are work orders out for these changes to ensure that CFC and ISW can roll out in time.
3. Deb Ethridge reported that waiver applications for CFC and ISW have been submitted to CMS, along with the updates to the other impacted waivers. Deb explained that SDS now is in an informal back and forth process with the Centers for Medicare & Medicaid Services (CMS) to receive approval for CFC.

January ICC-P Meeting Minutes

VI. ISW Updates

1. Maureen Harwood said that SDS has notices with information about ISW have been sent to 600 participants. After the first set of draws to the ISW/DD waivers, SDS has also followed-up with individuals who need to update their DDDR or submit other information before they can be drawn.
2. Carly Lopez asked if there was a plan to communicate the status of the ISW for those individuals who have applied.
 - a. Maureen Harwood said that the assessors have reached out to approximately 100 of these individuals, and SDS will continue to provide outreach.
 - b. Maureen said that SDS has not issued a bulletin, however Deb Ethridge said that they will take the feedback back to the managers to see if there is a way they can reach out to other individuals.

VII. Person-Centered Intake Update

1. Lisa Morley said that the PCI will replace the ADRC's current intake form, the Pre-Screen.
2. The PCI will provide screening for waivers including CCMC, IDD, ISW, CFC, ALI, and APDD, and other programs including PCS.
3. Lisa Morley said that each individual who enters the systems through the ADRC or STAR will receive the PCI, options counseling, a copy of their PCI, and information about next steps.
4. Lisa Morley said that the PCI will be standardized across the STAR and ADRC, with a target date of March 2018

VIII. Input, Recommendations, Feedback, and Next Steps

1. Carly Lopez asked why the ICC-P meeting was an hour less than the ICC-OS.
 - i. Deb Ethridge explained that previously, the ICC-OS meetings have been attended by the ICC-P members, so the thought was that the ICC-P meeting would be more of an open discussion after the morning meeting. However, most ICC-P members did not attend the ICC-OS meeting today.
 - ii. **Decision:** The next ICC-P meeting will be the same length as the ICC-OS.