# CDDO-AFFILIATE

**AGENDA**

**CDDO Mission statement: Empowering all Kansans through choice, rights, responsibilities, quality services and self-advocacy**

## Date: November 1, 2018

**Location: ECKAAA Conference Room 10:00am to Noon**

**Present:** Jennifer S., Anita B., Elizabeth B., Jessica S., Stephanie S., Amber V., Colleen W., Colton B., Dave S., Billy L., Robin N., Patrick G., Ashley S.

**Minutes CC to:**  Kecia Frevert, KDADS Licensing; Colin Rork, PIC staff

**Welcome!** –Amber Vogeler, CDDO Coordinator

**Our United Vision:**  ***To work collaboratively as a team to provide personalized support, focusing on improving quality of life while respecting personal rights and choice in addition to working toward future goals.***

1. **Updates/Reminders/Emergent and State Aid Funding**
2. Little left
3. Trying to work through the waitlist
   1. Looking at a local foundation for grants to help with need in all counties
4. Also looking around at grants to help with some costs (food, transportation costs, daily living costs)
5. Billing – must be turned in by or on the 7th of the following month for reimbursement
   1. If after, provider at risk of no payment
6. **Person Centered Support Plans and PCSP updates, Needs Assessments, Risk Assessments, Trend Tracking:** 
   1. Responses
      1. Changing policies
         1. 48 hr time limit for response-per affiliate agreement
         2. Once policies have been changed, you will be notified of the 30-day comment period
      2. Jessica is sending read receipts on emails – ensure that you are sending the red receipt response as that is how we track our emails
7. **Quality Assurance Surveys and the Quality Assurance Committee visits report:** 
   * 1. Checklists
        1. TCM Transition Checklist – proposed changes
           1. Former TCM must send incident reports from last year (January to present)
           2. Transition meeting must be scheduled within 10 calendar days of CDDO notification
           3. Complete transition meeting within 14 calendar days of CDDO notification
           4. Route meeting minutes to CDDO within 3 agency working days of the transition meeting (Must have both party signatures)
           5. Complete, with signature, PCSP to CDDO within 30 calendar days of transition meeting
        2. CDDO is going to implement Corrective Action Plans (CAP)
           1. In the past, email was utilized
           2. CDDO is in progress of making a template for the CAP
8. **BASIS Report:**
9. Documents signed/altered in front of a BASIS assessor is Not acceptable
   1. Assessor will not count the document for the current BASIS
10. If the BASIS is a reschedule, and the plan(s) are written between the original date and the reschedule, the assessor will not count on current BASIS. (Ex. Basis scheduled for Nov 15 and it gets rescheduled to Nov 20. The plans are written and signed on Nov 17. Will not count.)
11. Still cannot leave room to gather documents. Most every provider is doing exceptional at this. Keep it up.
12. Disputes
    1. Too many disputes based off what the score was last year.
    2. Total Support Examples: RT April 22, 2010
       1. Toileting bowels: person requires enema or daily meds
       2. Toileting bladder: catheter
       3. Crossing the street: physically unable to walk
       4. Shopping for meals: Person is physically unable
       5. Public transportation: wheelchair lift and or no knowledge of
          1. “Screeners must listen to and use their best judgment as to which level of support they believe best applies.”
       6. *Bathing/Washing – CDDO is still gathering other CDDO input on this*
    3. Special Health Care Procedures:
       1. Ensure that you have the medical documentation to support
          1. NOT all screeners will ask for this. It is up to the assessor’s discretion
13. ECK CDDO does NOT require assessors to pull data from the year before. Your affiliate agreement and the letter sent 2 months in advance state what is mandatory during BASIS.
14. Assessors are trained with specific tests. I know TCMs sometimes take the test on KS Train website – that test is outdated. We have local tests and trainings along with state wide training that we must adhere to. Assessors will use their best judgment to answer questions. (Ex. Walking. Provider said person walks with difficulty, but the assessor sees the individual walk into the basis with no issues at all. Assessors discretion.)
15. **KDADS news-**

KDADS Restructuring

1. **Council of Community Members:**

EVV call date and time: Nov 7th, 12pm-2pm

1. **Affiliate News:**
2. **New Business/System issues for discussion:**
3. CDDOS are still teaming up to cross basis and cross train.
4. Amber will be out of office from November 27th to December 12th. Will return on December 13th.
   1. Jessica Slocum will be stepping in for Amber.
      1. Be patient as Jessica is completing all CDDO duties during this time.
   2. Amber will not have access to email.

**NEXT CDDO-AFFILIATE MEETING DATE & TIME:** March 7th, 10:00am to Noon @ ECKAAA Conference Room