# CDDO-AFFILIATE

**AGENDA**

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

## Date: March 7, 2019

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

**Present: Colleen Watkins, Katelyn Rosine, Anita Bourbon, Latonia Wright, Colin Rork, Bill Burns, Elizabeth Barkley, Jennifer Star, Stephanie Skedel, Ashley Seimears, Sandy Wood, Anthony Drake, Dave Skinner, Sean Parks, Patrick Gardner, Kristen Punches, Robin Griffin, Jessica Slocum, Amber Vogeler, Ginger Acker**

**Minutes CC to:**  Jeannie Davied, KDADS Licensing; Latonia Wright, 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.***

10am – 11am AIR Trainning with Colin Rork and Latonia Wright

1. **Updates/Reminders/Emergent and State Aid Funding**
2. Forfeitures – There is a 30 day non-usage contract for a reason. There are a few repeat offenders. This means that if they forfeit money, they can reapply by submitting a new state aid request for the remainder of the year. We have a waitlist, so more than likely the consumer will be put on the waitlist.
3. Can submit crisis requests now. But, we have to ensure that everything is covered before submitting.
4. ICF – Gatekeeping – there MUST be an IQ below 70 (IQ screen is a MUST) and there MUST be a court order stating that the guardian has the right to admit consumer into the institution.
5. **Person Centered Support Plans and PCSP updates, Needs Assessments, Risk Assessments, Trend Tracking:**
	1. Responses
		1. Only had approximately 30% of plans when Jessica started last September; now have 92% (currently missing 29 out of 382).
			1. Does not include PBSP, Risk Assessments, etc.
			2. Will begin doing PCSP reviews per job description.
				1. Will be focusing on plans meeting Article 63 and Final Rule
				2. Will focus on goals after that.
6. **Quality Assurance Surveys and the Quality Assurance Committee visits report:**
	* 1. Checklists
			1. No concerns noted by anyone in terms of use, submission.
			2. Question in relation to TCM Transition Checklist in terms of how to submit once previous TCM is done.
				1. Jessica explained to sign off on each person’s part (previous TCM, current TCM) then send to CDDO if no formal in-person transition meeting is held.
		2. Discussed affiliated attending QA Committee meetings.
			1. Only Quest, COF, and Journey’s currently has representatives.
			2. Requested more participation.
			3. Gave date of next meeting as 4/3/19 at 3:30p
7. **BASIS Report:**
8. Documents signed/altered in front of a BASIS assessor is Not acceptable
	1. Assessor will not count the document for the current BASIS
	2. This includes leaving a BASIS to gather documentation. Last warning.
9. Disputes
	* 1. Beginning FY20, disputes will be limited to ONLY those who are harmed. KDADS definition of harm is if the consumer tiers 0. We are in the middle of writing policy to acknowledge this, and that the option to contact the Coordinator in reference to a data entry error will still be available.
10. 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.
11. If the parents/guardian is completing behavior tracking, you must ensure that it is complete PRIOR to the basis. You have to have the full 365 days/12 month of data ready to hand to the assessor.
12. **KDADS news-**

Currently in contract negotiations.

* 1. This may affect the affiliate agreement.

Stakeholder call has been moved from 4-18-19 to 4-25-19. This is the business call. 9:30am to Noon here at ECKAAA.

1. **Trend Tracking**

Notice the lack of tracking on incidents. Our reports coincide with AIR reports. We will now be doing random day/residential checks for incidents. If we find that there is an incident that should have been tracked through the TT and AIR, it’s an automatic corrective action plan.

* + 1. Medication Error includes refusing medications, dropped medications as well as staff error with meds.
1. **Corrective Action Plans**
	* 1. Has been a good,quick response from providers when Corrective Action is sent to them.
		2. No continued issues/concerns.
2. **Council of Community Members:**

We need more people. If you can think of anyone who would like to sit on our board as a member, please let us know.

1. **Affiliate News:**
	1. Quest is having a formal event similar to prom for members in April. COF is partaking in this as well.
2. **New Business/System issues for discussion:**

In process of updating policies.

* 1. Watch your email as we will begin the 30 day comment review period soon.

Looking into providing a training for DSPs. Jessica has reached out to some of you already.

* 1. Attachment of other upcoming date for the same training
		1. Mental Health First Aid provided by Elizabeth Layton Center
			1. Seeks to explain, give information on how to handle mental health crisis with members.
		2. Jessica has already contacted providers.
			1. Want mainly DSPs to attend as they are the front line people working with our members.
			2. CDDO will cover cost for 25 provider staff to go which includes book and food for the day (8 hour class).
		3. Date of Training: April 12th Time: 8:30a-530p

Location: ELC Ottawa

* 1. Advocacy Day at the Capital is 3/26/19 in Topeka.

**NEXT CDDO-AFFILIATE MEETING DATE & TIME:** June 20th, 10:00am to Noon @ ECKAAA Conference Room