# CDDO-AFFILIATE

**AGENDA**

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

## Date: August 9, 2018

**Location:** COF Training Services Conference Room

**Present: Amber Vogeler, Stephanie Skedel, Anita Bourbon, Colleen Watkins, Colten Barrett, Elizabeth Barkley, Sandy Wood, Dave Skinner, Kristen Punches, Patrick Gardner, Jennifer Star, Robin Nagy, Sheri Pietro, Ashley Seimears**

**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**
   1. None remaining, we have begun a waitlist
   2. Individuals have allotted money already – still available
   3. Will let waitlist be known as the money becomes available
2. **Person Centered Support Plans and PCSP updates, Needs Assessments, Risk Assessments, Trend Tracking:** 
   1. Discussion on PCSP template:
      1. Formatting changes – making the boxes expandable
         1. Can lock a word document just like a pdf
      2. Needs a continuation page
      3. Can be edited after it is saved – would like to be able to lock so no changes can be made after submission/saved
      4. You can cut and paste to add to the back any overflow information
      5. Sunflower taking plans and making changes – feels that there is a lack of answers to go along with this (Sunflower, or any MCO, should never make changes)
      6. 365 days is good – the plans do not need to align with the MCO date
   2. Seeing that there are no reductions in Risk Assessments. There must be a reduction process with tracking, or how do you know if it’s working or not?
   3. Crisis Funding – is to be completed by the TCM/guardian/consumer. Then, it gets sent to the CDDO. Amber is happy to help, but cannot commit to every single one of them.
      1. The checklist page has to be all filled out and ever box checked or it will never pass the CDDO – denied. May have timeframes to be completed.
      2. Needs Assessment – is required for day and residential. This will show CDDO/KDADS where the needs are the most.
         1. If consumer is approved, the MCO will then complete their Needs Assessment.
      3. MCO Recommendation is a must. No skipping this step. Do not turn in crisis until this step is complete.
         1. Medicare – can be obtained through their customer number OR finding it in the “Medicare & You” handbook found at www.medicare.gov
3. **Quality Assurance Surveys and the Quality Assurance Committee visits report:** 
   1. Consumers do not know who their TCM is. Please reach out regularly.
   2. Consumers are being required to attend outings
      1. This is a right. Consumer can choose to not attend day services/outings
   3. Consumers are concerned about limited phone calls – Can only place a call on one day of the week during a specific time.
      1. This is a right. Consumer should have access to a phone when wanted. Can be modified with a restriction plan/risk assessment.
4. **BASIS Report:**
   1. Behavior Data – must be 365 days.
      1. It may overlap the year before
         1. CDDO maintains records – please do not falsify data as we can go back and check
   2. Restrictive Environments – restrictions are being presented for behaviors that occur one time a month or less
      1. For a restrictive environment the behavior should be abhorrent and frequent.
   3. Guardians – must be notified of the BASIS (CDDO always sends letters)
      1. They must also be present in some form. Can be called during the meeting, before, or after meeting.
      2. If a guardian is not contacted, BASIS will not occur
   4. Requirements for Documentation – always been the same
      1. In the basis meeting letter that is sent out by the CDDO. In the policies/affiliate agreement.
      2. MAY be different per assessor. For example, severity tracking. If an affiliate brings severity tracking for one month to prove the tracking is occurring, the assessor may accept it. However, a different assessor may not accept it and ask for a different month or the entire year. This is verification on the CDDO’s part.
5. **KIPBS Training**
   1. Had two (2) people complete the training. The CDDO thanks you all for participating – especially the two who completed the work and received certificates.
6. **KDADS news-**
   1. Policies were approved. On website: [www.eckaaa.org](http://www.eckaaa.org) under CDDO tab
   2. PEER Reviews, for CDDOs, are about to begin again. Affiliates will be asked for input.
   3. Kecia addition:
      1. Waiver Renewal is coming up
      2. Manuals – must be updated and current
      3. KSA 39-2011(c) – inspection reports (state, county, health dept., etc) *Did not get all of the notes for this topic. Will request update from Kecia.*
      4. Discussion on publicly posting any findings so that everyone can see them
      5. 42 CFR is a federal regulation
      6. Must have goals for day & residential
      7. Risk Assessments – right now, can be referenced out of the template
         1. For example “see risk assessment”
         2. A team is working on a template for this
      8. Addendums
         1. A team is working on a template for this
7. **Council of Community Members:** 
   1. Aggregate Report was given. As of April 2018, we had 334 consumers on the waiver, 296 receiving services. 6 in ICF/IID Placement. 81 on the waitlist. 2 crisis fundings were approved. Completed 248 basis assessments. Had 44 state aid contracts. Had a total of 17 complaints for FY17. There were 169 trend tracking reports made – 16 given to APS. 63 were turned in late.
      1. Check affiliate agreement, policies, and AIR policy as trend tracking is to be completed and turned in within 24 hours. Will be reminded of this and ask for plan of correction is this remains an issue.
8. **Affiliate News:**
   1. CDDO is still willing to hand out informational material to consumers
      1. Get information to CDDO, and we will get it handed out.
      2. Only 1 piece per affiliate, please.
   2. Monaco & Associates is expanding. CONGRATULATIONS!!
   3. COF Training Services is having their 50th celebration in September. CONGRATULATIONS!!
9. **New Business/System issues for discussion:**
   1. State wide quality assurance committee is forming again. Will/should help with consistencies across CDDOs and QA.
   2. BASIS Assessors are teaming up across CDDOs to watch and learn new things. Possibly to gain consistency.

**NEXT CDDO-AFFILIATE MEETING DATE & TIME:** November 1, 2018 10am to Noon at ECKAAA