

Oregon Developmental Disabilities Services

STATUS REPORT

Community First Choice Option (K Plan)

Date: January 7, 2014

Project Owner: Trisha Baxter

Steering Team members: Lea Ann Stutheit, Shelly Reed, Chelas Kronenberg, Eleshia Ledridge, Nelsa Brodie, Bruce Baker

Cross Program Team Leads: Shelly Reed, Marilee Bell, Kristine Duffy, Julie Harrison, Darlene O'Keefe, Bruce Baker, Mike Parr, Brent Watkins, Nelsa Brodie, Dana Hittle, Acacia McGuire

Overall project status:

July	Aug	Sep	Oct	Nov	Dec	Jan '14	Feb	Mar	Apr	May	Jun
G	G	Y	G	G	Y						

Dashboard status:

SCHEDULE	Y	High-level roadmap or Gantt chart showing how strategies unfold over time, leading to milestones and targets
SCOPE	G	Scope has been identified.
RESOURCES	Y	Strategy owners need to validate and add information additional information about adequate resources
CHANGES	Y	Suggestion to add Core Competency as a separate workstream-Marilee Bell as the Lead

Executive update:

The team has requested information from partners in an effort to develop strategies and assist in developing the timeline to complete the FNA work. At this time the team will develop a tentative strategy for the CDDP's and Brokerages to review. The Expenditure guidelines are behind schedule in getting out the door as the team has identified some nuances that need clarification and are working through these this week. The CDDP review final report for Jackson County was completed on January 6, 2014. The QA workstream added two new milestones, one for the Jefferson review target date and one for developing the brokerage review timeline. The first brochure on services for adults and children received final edits and is currently at the DHS publications office for formatting. The FAQ for how to get kids into K services is behind schedule as policy issues are being clarified. The process mapping is continuing and we should have a better idea next week of when this will be completed.

UPCOMING MILESTONES

RESPONSIBLE – MILESTONE	STATUS	DUE DATE	COMPLETED DATE
Each Strategy owner/team has a roadmap/schedule charted towards milestones and targets	Behind Schedule	11/22/13-01/06/14	
Compliance: Develop Draft Exception Process	On Schedule	2/1/14	
Compliance: Finalize Exception Process	On Schedule	3/1/14	
QA/QI: Onboard new manager	Behind Schedule	12/30/13	
QA/QI: Jackson CDDP Review Final Report completed within 90 days of review	Complete	12/20/13	1/6/14
QA/QI: Jefferson CDDP Review Final Report completed within 90 days of review	On Schedule	2/14/14	
QA/QI: Brokerage review schedule developed	On Schedule	TBD	
FNAT: In home tool FAQ developed & posted on the web	Complete	12/13/13	1/6/14
FNAT: Draft strategy development to complete assessments in the next 60-90 days	On schedule	1/6/14	
FNAT: SIS contracting negotiations	Delayed	12/30/13	
FNAT: HSRI Contracting regarding tool	In Process	1/15/14	
ISP: Feedback incorporated from stakeholder group into ISP. Draft to be vetted internally with policy, system staff and leadership	Complete	12/16/13	12/16/13
ISP: Expenditure Guidelines; incorporate stakeholder comments/feedback for clarity	Complete	12/20/13	12/27/13
ISP: Expenditure guidelines finalized and issued	Behind	01/06/14	

	Schedule		
Communication : Develop streamlined process that includes internal staff as well as partners on reviewing AR, PT, IM's and approving, as well as developing best practices	Behind Schedule	12/06/13	
Communication: Draft Brochure for Kids & Families	Behind Schedule	12/27/13	
Communication: FAQ to get kids into K services	Behind Schedule	12/20/13	
LOC: Amend form & instructions	In Process	12/09/13 2/28/14	
OAR's : finalized for 1/1/14	Complete	12/27/13	12/28/13

Work Stream UPDATES

WORKSTREAMS	<p>Compliance <i>Strategy Lead: Darlene O'Keefe</i></p>	On Schedule	<p>Waiver amendments: to be effective February 1, 2014. Submitted November 13, 2013. These include:</p> <ol style="list-style-type: none"> 1. Comp Waiver - adding PETI language, restoring level of care to 1 adaptive and adding interim service plan 2. Support Services Waiver - adding PETI language, restoring level of care to 1 adaptive and adding interim service plan 3. CIIS Behavioral Waiver - adding interim service plan <p>CMS will be sending some supplemental questions regarding the ISP language. Dana will get this out as soon as she receives them from CMS.</p> <p>The following two waivers will have changes incorporated into upcoming renewals:</p> <ul style="list-style-type: none"> • CIIS Medically Fragile Waiver- adding interim service plan • CIIS Medically Involved Waiver - adding interim service plan
	<p>Oregon Administrative Rules (OAR's) <i>Strategy Lead: Shelly Reed</i></p>	On Schedule	<p>OAR's have been implemented effective 12/28/13. Team has reviewed CFR's and identified the OAR's that will need updating and alignment by July 1, 2014. Draft rules for Complaints and Hearings are in process with the last Rule Advisory Committee meetings scheduled in January.</p>
	<p>Functional Needs Assessment (FNAT) <i>Strategy Lead: Kristine Duffy</i></p>	Schedule in Revision	<p>The team continues to gather data from the field that will help determine strategies to get the needs assessments completed in the field within the next 60-90 days. We anticipate a draft plan by 1/6/14.</p> <p>The team would like to get the FAQ out ASAP and will draft an Informational Memorandum (IM). The remaining information will continue to be sent out in a Policy Transmittal (IM) that includes:</p> <ul style="list-style-type: none"> • "Best Practices" document developed by ReBAR that includes interpretation guidance on selected sections (this is complete) • "Complex Medical" interpretation guidance (this is complete) • "Differentiating between Behavior Supervision Level" (draft is complete) <p>The ANA/CNA Manual draft will be completed by the end of the week. The Complex Medical & Behavior documents, above, will be incorporated into the corresponding sections of the Manual, and the FAQ & Best Practices will be included as appendices</p> <p>The team is also evaluating the assessment tool that has some bugs with newer versions of Microsoft and has been causing crashes. They hope to identify solutions in the next week or so.</p>

<p>Level of Care (LOC) <i>Strategy Lead: Acacia McGuire</i></p>	<p>On Schedule</p>	<p>No changes this reporting period. The amended Level of Care form has been reviewed internally and the field has also used and reviewed the form. The upcoming rule changes in 2014 will require another amendment to the form. The Steering team agreed it would be best to postpone releasing the amended form until the rule changes can be incorporated in an effort to mitigate confusion to the field with multiple form releases. The release date for the amended LOC form is now scheduled for late February.</p> <p>A transmittal regarding keeping LOC active is still in draft process. The plan is to have this go out along with process timelines. Anticipating this to go out in the next couple of weeks.</p>
<p>Individual Support Plan (ISP) <i>Strategy Lead: Marilee Bell</i></p>	<p>On Schedule</p>	<p>ODDS Leadership and staff previewed the draft "One" ISP on December 16, 2013. Major tasks remaining such as incorporating an "extractable" Career Development Plan into the ISP is complete. Continued refinement of the budget sheet for services is also complete; Defining a risk identification tool; review with "kids" reps to make sure that the perspective of children and families is in place is complete; and incorporating other format and content "tweaks" suggested by ODDS leadership are also complete. A review by the Oversight Committee is being scheduled for the first part of January. It is noted that there is language regarding the 3 phases of the development towards the "One" ISP that are used interchangeably and causing some confusion among stakeholders and some program staff. The team is meeting Friday to land on language and define what is included in the "*Bridge" ISP, the "*Interim" ISP and the "One" ISP (*please note that this may not be the terminology used in all areas). We will share more on this in the next status report.</p>
<p>Plan of Care (POC) <i>Strategy Lead: Julie Harrison</i></p>	<p>Schedule being revised</p>	<p>No changes this reporting period. Discussions with the Home Care Commission and SEIU are still occurring. Currently, a draft timeline is being developed which will re-set the current timelines targeting a July 1, 2014 effective date. This plan will be reviewed on a regular basis with SEIU.</p>
<p>Quality Improvement <i>Strategy Lead: Brent Watkins</i></p>	<p>Behind Schedule</p>	<p>Two outstanding CDDP reviews (Jackson and Jefferson/Best Care). The goal is to have a draft of the Final Report to each CDDP within 90 days. The Jackson final report was completed on 1/6/14. The Jefferson review was in November. The Jefferson County/Best Care report has not been started at this point and has a target date to be completed by 2/21/14. The team is now working on a schedule for the annual brokerage reviews.</p>
<p>Core Competencies <i>Strategy Lead: Marilee Bell</i></p>	<p>On Schedule</p>	<p>Core competencies for residential and employment providers; service coordinators and personal agents are established. Working on training modules per competency and testing with The Learning Center.</p>
<p>Communication Strategy: <i>Strategy Owner/Lead: Nelsa Brodie</i></p>	<p>Behind Schedule</p>	<p>Incorporated final edits for children/families brochure and have sent this to DHS Publications for final formatting.</p> <p>A draft communication map along with a " RACI" (Responsible, Accountable, Consulting and Informing)chart are in development that will propose a streamlined communication process on information throughout the program as well as transmittal vetting.</p> <p>An FAQ for how to get kids into K services is in development and internal review. There continues to be discussion and clarification on policy issues and we are working on clarifying those areas.</p> <p>A Review of the K Plan web page and break down into sections specific for staff and sections specific for families has started, but no proposals have been made at this time.</p>