

# Oregon Developmental Disabilities Services

## STATUS REPORT

### Office of Developmental Disability Services

Date: April 29, 2014

Project Owner: Trisha Baxter

Steering Team members: Lea Ann Stutheit, Chelas Kronenberg, Eleshia Ledridge, Bruce Baker, Darleen O'Keeffe

Cross Program Team Leads: Marilee Bell, Kristine Duffy, Julie Harrison, Joli Schroeder, Bruce Baker, Mike Parr, Brent Watkins, Brenda Autry, Dana Hittle, Acacia McGuire, Renee Shippey, Sherri Yoakum

#### Overall project status:

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

#### Dashboard status:

SCHEDULE	G	High-level roadmap or Gantt chart showing how strategies unfold over time, leading to milestones and targets
SCOPE	G	Scope has been identified.
RESOURCES	G	Strategy owners have validated and added additional information about adequate resources
CHANGES	G	Added a new compliance milestone and a contracts milestone this week

#### Executive update:

At this time, the majority of the project work streams are on schedule, we are on target to meet most of the 4/30 milestones and the overall project is in green status, though the schedule is slipping for a few of the milestones and we are still behind in some areas.

#### Some highlights for this week's status report include:

Last week it was reported in error that we were in the middle of the 30 day public notice and comment period on the HCBS Transition Plan. We are currently developing the initial HCBS transition plans that will go out around May 2, 2014 for a 30 day public notice and comment period; the evidence package for the Medically Involved Children's waiver will be sent to OHA on Tuesday, April 29<sup>th</sup> for a review prior to a April 30<sup>th</sup> submission to CMS.

ODDS has contracted with an outside contractor to prepare a report on the top two recommendations of the One Assessment Tool Workgroup; these are the Connecticut Level of Need tool and the Support Intensity Scales. The report will be delivered to ODDS by May 16<sup>th</sup>.

Under the ISP work stream, the Career Development Plan (CDP) is scheduled to roll out statewide July 1, 2014. This roll-out will include changes based on the input provided during the pilot phase.

Under the Training work stream, stakeholder groups and ODDS staff will begin the vetting process of the draft core competencies.

DHS posted an RFP for the I/DD case management services in Douglas County on April 25, 2014. The goal is to have a contract or agreement in place prior to July 1, 2014. Recently, DHS also received notification from Columbia County that they will be discontinuing the provision of I/DD services effective July 1, 2014. DHS is currently in the process of determining next actions regarding obtaining a contractor for Columbia County prior to July 1<sup>st</sup>.

ODDS has drafted contents for a Complaints website and shared with internal management. Once the edits are made, ODDS will then provide the draft website contents to the Communicating with Families and Self Advocate Charter group for review as well. For additional details, see the "Service Access" work stream below.

No transmittals are scheduled for release this week.

#### UPCOMING MILESTONES

RESPONSIBLE – MILESTONE	STATUS	DUE DATE	COMPLETED DATE
<b>Compliance:</b> Corrective Action Plan (CAP) due to CMS for Behavioral Model children's waiver; Medically Fragile children's waiver; Support Services and Comprehensive Services Waivers	On Schedule	05/27/14	

<b>Compliance:</b> Submit Medically Involved Children’s Waiver (MIW) evidence package to CMS	<b>On Schedule</b>	04/30/14	
<b>Compliance:</b> Develop initial transition plan that will go out for 30 day public notice and comment	<b>On Schedule</b>	05/02/14	
<b>FNAT:</b> Revisions to the CNA to address scoring for children (0-4 yrs. old)	<b>On Schedule</b>	05/16/14	
<b>FNAT:</b> ANA catch up of backlogged assessments	<b>On Schedule</b>	06/30/14	
<b>FNAT:</b> Addition of assessment questions to address social interaction and community inclusion	<b>On Schedule</b>	07/01/14	
<b>FNAT:</b> Complete research on the assessment tool recommended to be the “one tool” for all service settings and final decision on tool implementation	<b>Behind Schedule</b>	<del>4/30/14</del> ; 5/30/14	
<b>ISP:</b> Conclude small pilot with SCs/PAs representing the various service settings	<b>Completed</b>	04/15/14	04/15/14
<b>ISP:</b> Compile findings of small pilot; make recommendations prior to launch of the formal field test	<b>On Schedule</b>	04/30/14	
<b>POC:</b> Begin initial basic training with PSWs	<b>Complete</b>	04/22/14	04/22/14
<b>POC:</b> Begin training with CDDPs and Brokerages on entering plans POC	<b>Behind Schedule</b>	<del>04/24/14</del> ; 05/05/14	
<b>POC:</b> Contracting for the use of the single FI for POC implementation	<b>Schedule Slipping</b>	05/01/14	
<b>QA:</b> Create a QA strategic plan	<b>Behind Schedule</b>	04/11/14	
<b>Communication:</b> Finalize communication process flow and train ODDS staff on the process	<b>On Schedule</b>	4/30/14	
<b>LOC:</b> Release date of amended form & instructions	<b>Behind Schedule</b>	<del>04/30/14</del> ; 05/30/14	
<b>Contracts:</b> CDDP amendment to the Counties	<b>Behind Schedule</b>	02/14/14	
<b>Contracts:</b> Brokerage amendment to the Brokerages	<b>Behind Schedule</b>	03/21/14	
<b>Contracts:</b> Transition management of Umatilla CDDP back to Umatilla county.	<b>On Schedule</b>	07/01/14	
<b>Contracts:</b> Transition management of Douglas CDDP from Douglas County	<b>On Schedule</b>	07/01/14	
<b>Contracts:</b> Transition management of Columbia CDDP from Columbia County	<b>On Schedule</b>	07/01/14	

## Work Stream UPDATES

<p>CMS Compliance <i>Strategy Lead: Joli Schroeder</i></p>	<p><b>On Schedule</b></p>	<p><b><u>Waiver amendment/renewal updates:</u></b> We are developing initial HCBS transition plans that will go out around May 2, 2014 for a 30 day public notice and comment period. Waivers will be resubmitted once this step is complete. We still anticipate waivers will be approved for a July 1, 2014 effective date. A Project Manager is assisting with organizing the completion of the global transition plan that will be due to CMS 120 days from when waivers are resubmitted.</p> <p><b><u>Evidence Report Update:</u></b> The Medically Involved Children’s waiver review evidence package, covering review period March 1, 2010-February 28, 2014. The Children’s Services Team is providing the evidence package to the waiver unit for OHA review and submission to CMS by the April 30, 2014 due date.</p> <p><b><u>Corrective Action Plan (CAP) Updates:</u></b> On 4/16/2014 CMS alerted OHA and DHS that approval was given to submit all CAPs on 5/27/2014. A letter will be forthcoming from CMS; A Project Manager is assisting in organizing this project.</p>
<p>Oregon Administrative Rules (OAR’s) <i>Strategy Lead: Acacia McGuire</i></p>	<p><b>On Schedule</b></p>	<p>The Eligibility OAR (411-320-0080) and Complaint OAR (OAR 411-318) are on track for a 07/01/14 implementation. All feedback from the Rules Advisory Committee (RAC), for both rules has now been received. Final updates and Perm Summaries are in process for both rules at this time. CMS currently has the Eligibility Rule for review.</p> <p>All of the DD Oregon Administrative Rules (OAR) will be filed as temporary emergency changes effective July 1, 2014. The temporary rule amendments are being filed in order to capture the Fair Hearing due process as well as the development of a new DD Complaint rule. Additionally, the employment and support services rules are being amended in order to comply with the Governor’s Executive Order No. 13-04.</p> <p>The second legislative concept meeting was held 4-25-14. Good progress was made regarding how an individual may be determined eligible for developmental disability services in the future. The next meeting is scheduled for 5-20-14.</p>
<p>Functional Needs Assessment (FNAT) <i>Strategy Lead: Kristine Duffy</i></p>	<p><b>On Schedule</b></p>	<p>Catch-up assessments for brokerage customers are being scheduled and conducted by state, regional, county and brokerage staff. Collaboration between brokerages and external staff continues to go well. We are on track for completion by June 30, 2014.</p> <p>CNA changes planned April release will be held over and incorporated into Version B to reduce the number of version changes. Version B will address scoring concerns for young children, implement minor, positive algorithm adjustments for children in all age groups, and remove the school year adjustment for children not yet eligible for school. <i>Version b for both ANA and CNA are scheduled for Mid-May.</i></p> <p>The team is developing additional assessment sections to be added to the ANA and CNA in July. The new sections assess support needed for social interaction and community integration.</p> <p>The team has developed an interim ANA based Tier schedule for individuals accessing agency Employment Supports who have not had a SIS assessment. The interim Tiers are based on analysis of ANA and SIS Tier results among individuals who have had both assessments.</p> <p>ODDS has contracted with an outside contractor to prepare a report on the Connecticut Level of Need tool and the Support Intensity Scales (SIS). The report will be delivered to ODDS by May 16<sup>th</sup>. DHS Administration will have an opportunity to provide necessary clarification on content and will make a decision by May 30<sup>th</sup>.</p>

<p>Level of Care (LOC)  <i>Strategy Lead: Acacia McGuire</i></p>	<p><b>On Schedule</b></p>	<p>The LOC form was reviewed by CMS and final changes are being made to the form and instructions.</p> <p>Feedback from the field has been received on the waiver and k-plan service requirements policy documents and will be reviewed and edits made based on the comments received.</p> <p>Along with the completion of the updated LOC and LOC instructions, it is anticipated that the Technical Guide will be updated and have other policy information regarding when the LOC must be submitted to ODDS, when the LOC expires, etc. It is anticipated this will be released May30<sup>th</sup></p>
<p>Individual Support Plan (ISP)  <i>Strategy Lead: Marilee Bell</i></p>	<p><b>On Schedule</b></p>	<p>The Career Development Plan (CDP) is scheduled to roll out statewide July 1, 2014. This roll-out will include changes based on the input provided during the pilot phase.</p> <p>Training for SCs and PAs participating in the field test is scheduled for 5/6/14 and 5/7; and for Direct Support Professionals on 5/8/14. Evening sessions to orient families are also being scheduled.</p> <p>The following dates and activities remain:  5/15-7/30 - Conduct formal field test, with three listening sessions scheduled throughout the field test.  8/1 – 9/30 - Integrate and adjust, based on learning from field test; make decisions where necessary, change processes based on learning  8/26 – 28 - Introduce broad and intimate details of ISP at SC/PA conference  9/1-10/31 - Prepare training materials and final comments for statewide release  11/1/14-12/15/14 - Roll out of regional trainings statewide  1/1/15 – Statewide implementation</p>
<p>Plan of Care (POC)  <i>Strategy Lead: Julie Harrison</i></p>	<p><b>On Schedule</b></p>	<p><b><u>CDDP and Brokerage Training</u></b>  Internal meetings for developing the training plan for overall POC implementation are scheduled. Training sessions for CDDP and Brokerage staff on how to create/enter POC plan information have been scheduled for May 5, 6 &amp; 7. These will be webinar/NetLink trainings; initial target was the end of April.</p> <p>Instructional guides for CDDPs and Brokerages on how to view PSW provider information and manage POC Provider Panel lists have been distributed to CDDP and Brokerage staff.</p> <p>Instructional processes and forms for CDDPs and Brokerages to submit provider information to DHS for provider enrollment/number assignment for providers not yet included in the DHS database have been distributed to CDDP and Brokerage staff.</p> <p><b><u>Personal Support Worker Training</u></b>  First informational training for PSW &amp; IC-PSW providers occurred on April 22nd. Additional dates have been scheduled and will be released.</p> <p><b><u>Fiscal Intermediary Contracting</u></b>  Contracting for the use of single FI for POC implementation is in process is targeted to be in place 05/01/14.</p> <p><b><u>PSW eXPRS Enrollment</u></b>  POC In-home provider record creation/load to DHS provider database is approximately 90-95% complete; work continues to finish this task. Implementation of supporting business processes for POC in-home provider management is initiated.</p>
<p>Quality Improvement  <i>Strategy Lead: Brent Watkins</i></p>	<p><b>Behind Schedule</b></p>	<p>A final draft of the QA strategic plan was sent to ODDS management on 4/29. The team is planning a follow up meeting with the management team on Monday, May 5<sup>th</sup> to get approval of the plan. We will be able to begin to add dates to the project plan upon management approval of the strategic plan.</p> <p>The backlog of Brokerage review reports has had to be re-prioritized to</p>

<p>Training <i>Strategy Lead: Marilee Bell</i></p>	<p><b>On Schedule</b></p>	<p>accommodate work on the assessment backlog.</p> <p>The Oregon Employment Learning Network (OELN) is providing two day training on Social Security Benefits and Work Incentives in Pendleton on 5/6/14 – 5/7/14. For information and/or to register, go to: <a href="http://events.r20.constantcontact.com/register/event?oeidk=a07e8nc8bt38d977b05&amp;llr=6puwdydab">http://events.r20.constantcontact.com/register/event?oeidk=a07e8nc8bt38d977b05&amp;llr=6puwdydab</a></p> <p>Stakeholder groups representing Services Coordinators, Personal Agents, Direct Support Professionals and Self advocates will begin the vetting process of the draft core competencies. Designated staff from ODDS will also be included in the reviews.</p> <p>A no cost extension to the OTAC contract is being proposed, extending the full roll out of the electronic based competencies to March 31, 2015. As a result, the deliverables will be adjusted. This accommodates the delay in the new ISP roll out, and provides opportunity for clarity based on system changes that continue to occur. Details are forthcoming.</p> <p>The Oregon Gathering is scheduled for <b>June 24 and 25, 2014</b>, to be held in Eugene. The planning committee met and is well on the way to developing an exciting and relevant Gathering. Information on content will be forthcoming.</p> <p>The Services Coordinators/Personal Agents conference is scheduled for August 20 and 21<sup>st</sup> in Corvallis. Additional information will be forthcoming.</p>
<p>Communication Strategy: <i>Strategy Owner/Lead: Brenda Autry</i></p>	<p><b>On Schedule</b></p>	<p><b><u>Service Brochures:</u></b> The Service Overview brochure and the children/family brochure were completed. We are awaiting the printed materials.</p> <p><b><u>Web page redesign:</u></b> The second meeting occurred on 4/22/14. Category headings were discussed and one additional meeting is scheduled for 4/29/14 to finalize those discussions. Once that occurs, ODDS will need to make decisions about content to populate the site with. <u>ON SCHEDULE AS PART OF AGENCY WIDE WEB PAGE AUDIT/REVIEW.</u></p>
<p>Contracts Administration: <i>Contracts Owner/Lead: Renee Shippey</i></p>	<p><b>Behind Schedule</b></p>	<p>The Dept. of Justice (DOJ) has reviewed the CDDP contract amendment. DOJ comments were combined with the ODDS review and submitted to the county attorneys before noon on 4/15/14. Responses were due back by the end of business on 4/25/14. Once the county attorneys and DOJ have completed their review and made necessary changes, the OHA/DHS contracts unit will finalize the document and submit it to the counties for signature.</p> <p>Brokerage Directors comments to the Brokerage amendment have been received and compiled. The amendment has been sent to OC&amp;P and will then be sent to DOJ for final review. OHA/DHS contract staff will finalize the document upon receiving DOJ approval and submit to the brokerages for signature.</p> <p><b><u>CDDP Case Management Contracts:</u></b> Umatilla CDDP: DHS and Umatilla County are currently working to develop a plan to transition the program back to county management, effective July 1, 2014.</p> <p>Douglas CDDP: At the end of March 2014, DHS received from Douglas County, that they would not be continuing to provide I/DD services beyond June 30, 2014. DHS posted an RFP for these services April 25, 2014 with the goal of having a contract or agreement in place prior to July 1, 2014.</p> <p>Columbia CDDP: In April, DHS received from Columbia County notification that they will be discontinuing the provision of I/DD services effective July 1, 2014. DHS is currently in the process of determining next actions regarding obtaining a contractor for Columbia County prior to July 1<sup>st</sup>.</p>

	<p>Service Access: <i>Lead/Sherri Yoakum</i></p>	<p><b>On Schedule</b></p>	<p>ODDS has drafted contents for a Complaints website and shared with internal management who have provided edits. Once the edits are made, ODDS will then provide the draft website contents to the Communicating with Families and Self Advocate Charter group for review as well. Once the website information is in its final draft, it will also be put into a brochure. This brochure will then be shared with the same groups, but to include the Family Networks around the state asking for feedback.</p> <p><b><u>New Services process map/flowchart:</u></b></p> <p>The draft process map providing guidance on enrolling individuals into waiver or k-plan services has been recently updated based on feedback from the field and other stakeholders. Before it is released, we need to have a discussion about the timelines. The lead on this is following up with management regarding the decision.</p>
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