

# Oregon Developmental Disabilities Services

## STATUS REPORT

### Office of Developmental Disability Services

Date: May 6th, 2014

Project Owner: Trisha Baxter

Steering Team members: Lea Ann Stutheit, Chelas Kronenberg, Eleshia Ledridge, Bruce Baker, Darlene O’Keeffe, Acacia McGuire

Cross Program Team Leads: Marilee Bell, Kristine Duffy, Julie Harrison, Joli Schroader, 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	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 New FNAT milestone this week; Changed Umatilla CDDP transition from 07/01 to 08/01/14

#### Executive update:

At this time, the majority of the project work streams are on schedule, though the LOC work stream fell behind schedule this week, due to the completion of the LOC form being held up with OHA/DHS Publications.

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

The waiver transition plans have been written and the public notice is being vetted in preparation for the release; The evidence package for the Medically Involved Children’s waivers was submitted to CMS on 4/30/14; a draft of the Corrective Action Plan for all waivers has been sent to OHA and ODDS for review.

Feedback from the field has been received on the waiver and k-plan service requirements. Internal review and finalization is occurring; Information from the Waiver and K Plan Services Technical Guide has been updated and moved into the LOC Instructions.

Under the FNAT work stream, Version b for both ANA and CNA are scheduled for Mid-May. Version b includes feature improvements and CNA algorithm changes; Interim tier assignments and review procedures for Employment Supports will be sent to the Brokerages and CDDPs by June 6, 2014.

Under the ISP work stream, compiling of the findings of the small pilot was completed.

The review of the completed QA strategic plan draft was moved to 5/12/14 due to a management team schedule conflict. It has, however, been circulated to managers to review.

The Service Brochures were delivered to ODDS this past week. Distribution to CDDPs and Brokerages will occur this week.

ODDS management provided edits to the Complaints website verbiage, which all have been accepted and forwarded one more time for final edits last week. Then this same verbiage will be put into a brochure.

Transmittals this week: Entering State Plan Personal Care into Plan of Care; and Long-Term Community Care Nursing for Brokerages

## 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	Completed	04/30/14	04/30/14
<b>Compliance:</b> Develop initial transition plan that will go out for 30 day	Behind	05/02/14	

public notice and comment	Schedule		
<b>FNAT:</b> Revisions to the CNA to address scoring for children (0-4 yrs. old)	On Schedule	05/16/14	
<b>FNAT:</b> Interim tier assignments and review procedures sent to Brokerages and CDDPs	On Schedule	06/06/14	
<b>FNAT:</b> ANA catch up of backlogged assessments	On Schedule	06/30/14	
<b>FNAT:</b> Addition of assessment questions to address social interaction and community inclusion	On Schedule	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	Behind Schedule	<del>4/30/14</del> ; 5/30/14	
<b>ISP:</b> Conclude small pilot with SCs/PAs representing the various service settings	Completed	04/15/14	04/15/14
<b>ISP:</b> Compile findings of small pilot; make recommendations prior to launch of the formal field test	Completed	04/30/14	04/30/14
<b>POC:</b> Begin initial basic training with PSWs	Complete	04/22/14	04/22/14
<b>POC:</b> Begin training with CDDPs and Brokerages on entering plans POC	Completed	<del>04/24/14</del> ; 05/05/14	05/05/14
<b>POC:</b> Contracting for the use of the single FI for POC implementation	Behind Schedule	05/01/14	
<b>QA:</b> Create a QA strategic plan	Behind Schedule	04/11/14	
<b>Communication:</b> Finalize communication process flow and train ODDS staff on the process	Complete	4/30/14	4/30/14
<b>LOC:</b> Release date of amended form & instructions	Behind Schedule	<del>04/30/14</del> ; 05/30/14	
<b>Contracts:</b> CDDP amendment to the Counties	Behind Schedule	02/14/14	
<b>Contracts:</b> Brokerage amendment to the Brokerages	Behind Schedule	03/21/14	
<b>Contracts:</b> Transition management of Umatilla CDDP back to Umatilla county.	Schedule Revision	<del>07/01/14</del> ; 08/01/14	
<b>Contracts:</b> Transition management of Douglas CDDP from Douglas County	On Schedule	07/01/14	
<b>Contracts:</b> Transition management of Columbia CDDP from Columbia County	On Schedule	07/01/14	

## Work Stream UPDATES

<p>CMS Compliance <i>Strategy Lead: Joli Schroader</i></p>	<p><b>On Schedule</b></p>	<p><b><u>Waiver amendment/renewal updates:</u></b> We are developing initial HCBS transition plans (The transition plans are written and a draft public notice is being vetted) that will go out around May 2, 2014 for a 30 day public notice and comment period. Waivers will be resubmitted <b>no later than June 15, 2014</b> 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. This was submitted to CMS 4-30-2014</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 formal approval letter will be forthcoming from CMS; A Project Manager is assisting in organizing this project. A draft has been sent to ODDS and OHA for review.</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>Version b for both ANA and CNA are scheduled for Mid-May. Improvements include a feature to re-align radio buttons, and CNA algorithm changes to address scoring concerns for young children, and minor, positive algorithm adjustments for children in all age groups, and remove the school year adjustment for children not yet eligible for school.</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. Interim tier assignments and review procedures will be sent to brokerages and CDDPs by June 6, 2014.</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>Behind Schedule</b></p>	<p>The LOC form was reviewed by CMS and final changes are being made to the form and instructions. The form has been submitted to OHA/DHS Publications and is currently going through the revision process. We do not have a specific completion date from them.</p> <p>Feedback from the field has been received on the waiver and k-plan service requirements have been made. Internal review and finalization is occurring at this time.</p> <p>Information from the Waiver and K Plan Services Technical Guide has been updated and moved into the LOC Instructions, in order to provide detailed information regarding the LOC and how to process the LOC without having multiple documents on the LOC, as has been requested.</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>  Training sessions for CDDP and Brokerage staff on how to create/enter POC plan information began on May 5 and will also occur on May 6 &amp; 7. These are webinar/NetLink trainings.</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, but the contract has not been finalized to date.</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. Due to a management training scheduled for May 5<sup>th</sup>, the presentation of the QA strategic plan has been moved to 5/12/14. 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 accommodate work on the assessment backlog.</p>
<p>Training  <i>Strategy Lead: Marilee Bell</i></p>	<p><b>On Schedule</b></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.</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:</i> <i>Brenda Autry</i></p>	<p><b>On Schedule</b></p>	<p><b><u>Service Brochures:</u></b> ODDS received the printed service brochures for children, families, and adults in various languages last week. We will do the initial distribution to CDDPs and Brokerages this week.</p> <p><b><u>Web page redesign:</u></b> The final design meeting was held 04/29/14. Meetings are scheduled to begin this upcoming week to begin the process of content development. <u>ON SCHEDULE AS PART OF AGENCY WIDE WEB PAGE AUDIT/REVIEW.</u></p>
	<p>Contracts Administration: <i>Contracts Owner/Lead:</i> <i>Renee Shippey</i></p>	<p><b>Behind Schedule</b></p>	<p>The CDDP amendment is going to the County Counsel meeting on Thursday, May 8<sup>th</sup> for another round of discussion; no timeline has been established to 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. OHA/DHS contract staff are hoping to meet with DOJ this week to finalize the amendment. 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 August 1, 2014; this is a change from the previous anticipated of July 1, 2014 and was at the request of Umatilla County.</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 management provided edits to the Complaints website verbiage, which all have been accepted and forwarded one more time for final edits last week. Again, once ODDS receives the final edits, the verbiage will then be provided to the Communicating with Families and Self Advocates Charter group for review. Then this same verbiage will be put into a brochure. This brochure will 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> 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>