

Oregon Developmental Disabilities Services

STATUS REPORT

Office of Developmental Disability Services

Date: May 20th, 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	

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	New milestones have been added to the QA work stream

Executive update:

At this time, the majority of the project work streams are on schedule.

Some highlights for this week’s status report include:

Under the compliance work stream, the public notice regarding the initial HCBS transition plan was posted on the DHS web page, K Plan page, ODDS Facebook page, and ODDS Twitter. Waivers will be resubmitted no later than June 15, 2014, and we still anticipate waivers will be approved for a July 1, 2014 effective date; Tribal notification was completed, May 20th.

Under the OAR work stream, we had previously indicated a change of DD eligibility criteria would be made effective July 2014. At this time, ODDS has reconsidered implementing a change of eligibility criteria, although other amendments will be filed in the eligibility rule that clarify existing criteria.

Under the FNAT work stream, the ANA and CNA revisions scheduled for Mid-May will be now be included in the July 1st release. The July release will include CNA algorithm adjustments for young children; addition of assessment questions addressing social interaction and community integration; adjustments to the Summary of In Home Hours tabs to reflect 2:1 hours (ANA & CNA), interim tier assignments (ANA only) and technical improvements to resolve misalignment issues.

Under the ISP work stream, The Career Development Plan (CDP) is scheduled to roll-out statewide July 1, 2014. Web-based trainings will be provided throughout June, with phone call-ins also planned; A training module is being developed and will be deployed to ISP field test participants to orient them to POC and its relationship with the new ISP.

Under the QA work stream, the project plan was updated and activity completion dates were assigned. The team also met with staff from the Office of Business Intelligence to discuss the creation of a web-based data collection and reporting system.

Transmittals this week: Access to State Plan Personal Care & K Plan services; General Fund policy; Children’s foster care; and Provider timesheets in eXPRS

UPCOMING MILESTONES

RESPONSIBLE – MILESTONE	STATUS	DUE DATE	COMPLETED DATE
Compliance: Corrective Action Plan (CAP) due to CMS for Behavioral Model children’s waiver; Medically Fragile children’s waiver; Medically Involved Children’s Waiver; Support Services and Comprehensive Services Waivers	On Schedule	05/27/14	
Compliance: Submit Medically Involved Children’s Waiver (MIW) evidence package to CMS	Completed	04/30/14	04/30/14
Compliance: Develop initial transition plan that will go out for 30 day public notice and comment	Completed	05/02/14	05/09/14

Compliance: Comprehensive Services waiver amendment for 6% employment services rate increase submitted to CMS	On Schedule	06/29/14	
Compliance: Submit Support Services Waiver, Behavioral Model Waiver, Medically Fragile Children's Waiver for renewal and Comprehensive Waiver for amendment of employment services. To include transition plan, public comment and waiver CAP changes.	On Schedule	06/15/14	
Compliance: Submit Comprehensive Waiver amendment for Employment Services rate increase	On Schedule	06/30/14	
FNAT: Revisions to the CNA to address scoring for children (0-4 yrs. old) are being delayed and will be combined with 7/1 release, below.	Revised Schedule	05/16/14 ; 7/1/14	
FNAT: Interim tier assignments and review procedures sent to Brokerages and CDDPs	On Schedule	06/06/14	
FNAT: ANA catch up of backlogged assessments	On Schedule	06/30/14	
FNAT: Addition of assessment questions to address skills training for social interaction	On Schedule	07/01/14	
FNAT: Complete research on the assessment tool recommended to be the "one tool" for all service settings and final decision on tool implementation	Behind Schedule	4/30/14 ; 5/30/14	
ISP: Compile findings of small pilot; make recommendations prior to launch of the formal field test	Completed	04/30/14	04/30/14
ISP: Training for SCs and PAs participating in the field test	Complete	05/8/14	05/8/14
ISP: Conduct and conclude field test with Services Coordinators, Personal Agents, and individuals residing in each service setting.	On Schedule	07/30/14	
POC: Begin training with CDDPs and Brokerages on entering plans POC	Completed	04/24/14 ; 05/05/14	05/05/14
POC: Contracting for the use of the single FI for POC implementation	Behind Schedule	05/01/14	
QA: Create a QA strategic plan	Complete	04/11/14	05/12/14
QA: Complete the initial project plan with target dates for the completion of tasks needed in order to begin field reviews in the Fall of 2014	On Schedule	06/01/14	05/16/14
QA: Develop a statistically valid sample standard that will be used for field reviews of CDDPs and Brokerages	On Schedule	06/13/14	
QA: Create a QA workgroup and hold first meeting	On Schedule	06/20/14	
QA: Create a 2yr. review schedule that incorporates reviewing each CDDP and Brokerage	On Schedule	06/27/13	
QA: Hire field review personnel	On Schedule	07/1/14	
Communication: Finalize communication process flow and train ODDS staff on the process	Complete	4/30/14	4/30/14
LOC: Release date of amended form & instructions	Behind Schedule	04/30/14 ; 05/30/14	
Contracts: CDDP amendment to the Counties	Behind Schedule	02/14/14	
Contracts: Brokerage amendment to the Brokerages	Behind Schedule	03/21/14	
Contracts: Transition management of Umatilla CDDP back to Umatilla county.	On Schedule	07/01/14 ; 08/01/14	
Contracts: Transition management of Douglas CDDP from Douglas County	On Schedule	07/01/14	
Contracts: Transition management of Columbia CDDP from Columbia County	On Schedule	07/01/14	

Work Stream UPDATES

WORKSTREAMS	<p>CMS Compliance <i>Strategy Lead: Joli Schroeder</i></p>	On Schedule	<p><u>Waiver amendment/renewal updates:</u> The public notice regarding the initial HCBS transition plan has been posted. Waivers will be resubmitted no later than June 15, 2014. 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. Tribal notification regarding the employment services rate increase was completed, May 20th.</p> <p><u>Corrective Action Plan (CAP) Updates:</u> 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. Feedback has been given by OHA. ODDS and OHA are working to finalize the plan content.</p>
	<p>Oregon Administrative Rules (OAR's) <i>Strategy Lead: Mike Parr</i></p>	On Schedule	<p>Previous messages have indicated a change of DD eligibility criteria would be made effective, July 2014. At this time, ODDS has reconsidered implementing a change of eligibility criteria, although other amendments will be filed in the eligibility rule that clarify the existing criteria. ODDS will also continue to have stakeholder discussions about the current Legislative Concept regarding the change of the definition for 'Developmental Disability'; the next legislative concept meeting is scheduled for 5-20-14.</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>Functional Needs Assessment (FNAT) <i>Strategy Lead: Kristine Duffy</i></p>	On Schedule	<p>Catch-up assessments for brokerage customers are being scheduled and conducted by state, regional, county and brokerage staff. We are on track for completion by June 30, 2014.</p> <p>Changes for both ANA and CNA scheduled for Mid-May will be included in the 7/1/14 release. 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. In the interim, if the individual or family believes the assessed hours are not adequate to meet their needs, a request can be made for an exception to the assessed amount through the Funding Review Committee, as described in AR-APD-14-019.</p> <p>The team is developing additional assessment sections to 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 will review analysis of the Connecticut Level of Need tool and the Support Intensity Scales (SIS). DHS Administration will make a decision by May 30th.</p>
	<p>Level of Care (LOC) <i>Strategy Lead: Acacia McGuire</i></p>	Behind Schedule	<p>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>Supplemental information regarding the waiver and k-plan technical guides is being reviewed. This should be released shortly.</p>

<p>Individual Support Plan (ISP) <i>Strategy Lead: Marilee Bell</i></p>	<p>On Schedule</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. Web-based trainings will be provided throughout June, with phone call-ins also planned.</p> <p>A training module is being developed and will be deployed to ISP field test participants to orient them to POC and its relationship with the new ISP.</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>On Schedule</p>	<p><u>CDDP and Brokerage Training</u> Due to the demand for additional training options, additional netlink training titled, “eXPRS Create Plan of Care for CDDPs and Brokerages” is being offered on May, 22nd; group and individual training site options are available. CDDPs and Brokerages were also emailed course materials for the convenience of CDDP and Brokerage staff. ODDS is compiling questions received from previous training and will be developing an FAQ document.</p> <p><u>Personal Support Worker Training</u> Informational training for PSW & IC-PSW providers continues. A FAQ document for DD PSWs for ODDS eXPRS has been updated. The revised format organizes questions using topic headers to make it more user-friendly.</p> <p><u>Fiscal Intermediary Contracting</u> Contracting for the use of single FI for POC implementation is in process, but the contract has not been finalized to date.</p> <p><u>PSW eXPRS Enrollment</u> POC In-home provider record creation/load to DHS provider database is nearing completion. 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>On Schedule</p>	<p>The QA team met last week to work on the project plan that includes specific activity completion dates; we continue to work toward a September 2014 field implementation date.</p> <p>A meeting also occurred with the Office of Business Intelligence to discuss the possibility of building the data system that will be needed to track CDDP and Brokerage compliance with waiver performance measures, K Plan QA strategies, and CMS six assurances.</p> <p>ODDS staff have started to work on the Brokerage review report backlog with a target to complete one of the reports by the end of June 2014. Additional prioritized work continues to push back the completion of this task.</p>
<p>Training <i>Strategy Lead: Marilee Bell</i></p>	<p>On Schedule</p>	<p>Stakeholder groups representing Services Coordinators, Personal Agents, Direct Support Professionals and Self advocates has begun vetting of the draft core competencies. Designated staff from ODDS will also be included in the reviews. All curriculum content is anticipated to have been reviewed by July 1, 2014. Upcoming dates include the following: 9/1-9/30 – Loading curriculum into on line learning center 10/1-1/15 – Field test of curriculum for Residential, employment providers; Services Coordinators and Personal Agents 1/15-3/14/15 – Changes incorporated as a result of field test; publish, test and reload into Learning Center 3/15/15 – Statewide implementation</p> <p>A no cost extension to the OTAC contract is being proposed, extending the full</p>

			<p>roll out of the electronic based competencies to April 30, 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 June 24 and 25, 2014, 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 21st in Corvallis. Additional information will be forthcoming.</p> <p>A training schedule will be updated for distribution each month at Community Developmental Disability Program Managers and Brokerage Directors meetings.</p> <p>Additional training updates are included in the ISP and POC work streams related to the Career Development Plan, POC and the new ISP, and POC training for CDDP/Brokerage staff, and PSWs</p>
	<p>Communication Strategy: <i>Strategy Owner/Lead:</i> <i>Brenda Autry</i></p>	<p>On Schedule</p>	<p><u>Web page redesign:</u> The content development for the new ODDS web re-design began last week. A specific date for completion has not been created, but the group is meeting a minimum of one time a week and additional stakeholders are being asked to participate in specific tasks related to content creation. <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>Behind Schedule</p>	<p><u>Contract Amendments:</u> The CDDP amendment is closer to being completed. ODDS met with CDDP representatives last week to discuss which issues needed to be resolved before the amendment could be signed and which could wait for future discussion.</p> <p>OHA/DHS contract staff met with DOJ last week and reviewed the amendment. OHA/DHS contract staff will finalize the document upon receiving DOJ approval and submit to the brokerages for signature.</p> <p><u>CDDP Case Management Contracts:</u> Umatilla CDDP: DHS and Umatilla county continue to work toward an August 1, 2014 transition date.</p> <p>Douglas CDDP: The RFP for I/DD services in Douglas County closed on May 19th. An evaluation of the submitted proposals will now occur. A new contractor will be selected by June 1st, 2014</p> <p>Columbia CDDP: DHS is currently in the process of preparing an emergency contract for services in Columbia County.</p>
	<p>Service Access: <i>Lead/Sherri Yoakum</i></p>	<p>On Schedule</p>	<p><u>Complaint web page:</u> ODDS has sent the information for the Complaint website to the Communicating with Families and Self Advocates Charter and the DD Council to forward on to the Family Networks. We have requested that they review the content and provide our office with feedback.</p> <p><u>Complaint Forms:</u> ODDS has also made some final edits to the revised SDS 0947-Notification of Planned Action and also updated the instructions sheet. The instructions sheet will be referred to the Office of Forms and Document Management (OFDM) and be attached to the revised Notification of Planned Action form. We also found where the Notification of Rights form (SDS 0949) and the FACT SHEET for Complaints and Fair Hearings (SDS 0948) will need to be updated and referred to OFDM as well.</p> <p><u>New Services process map/flowchart:</u> The draft process map providing guidance on enrolling individuals into waiver or k-plan services is undergoing final review prior to release.</p>