

Oregon Developmental Disabilities Services

STATUS REPORT

Office of Developmental Disability Services

Date: May 27th, 2014

Project Owner: Trisha Baxter

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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	Three milestones completed in April came off of the status report this week

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 Corrective Action Plan was submitted to CMS on Tuesday, May 27th.

Under the OAR work stream, multiple rules are being amended or adopted in order to comply with the Governor’s Executive Order No. 13-04, to adapt to waiver changes, and MAGI Medicaid.

Under the FNAT work stream, interim tier assignments for individuals who have not had a SIS will be sent to brokerages and CDDPs and brokerages by June 6, 2014; Employment Service rates for individuals previously determined to require Tier 7 supports will be sent to CDDPs June 6, 2014; ODDS is reviewing a comparative analysis on the Connecticut Level of Need tool and the Support Intensity Scales (SIS).

Under the ISP work stream, web-based trainings on the Career Development Plan will be provided throughout June, with phone call-ins also planned; A training module on Plan of Care is being developed and trained to the ISP field test participants. The relationship between the draft ISP and POC will be assessed by the field test participants for effectiveness and efficiency in documenting/authorizing payment for services.

Under the QA work stream, consideration of CDDP and Brokerage review scope and population sample definition is being evaluated and discussed; Work with the Office of Business Intelligence regarding their ability to meet technology and reporting needs continues; and an on-site follow up on the Douglas County CDDP Plan of Improvement occurred.

Under the Service Access work stream, we are waiting on complaint website feedback to come from stakeholders; ODDS recently sent another form request to the OFDM that will attach to the new Notification of Planned Action form. We are also working on revising a few existing forms, such as the Fact Sheet for Complaints and Fair Hearings and the Notification of Rights form.

Transmittals this week: No new transmittals this week.

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	Completed	05/27/14	05/27/14
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.	On 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: 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	
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

<p>CMS Compliance <i>Strategy Lead: Joli Schroader</i></p>	<p>On Schedule</p>	<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. Tribal notification regarding the employment services rate increase was completed, May 20th. <u>Corrective Action Plan (CAP) Updates:</u> OHA and ODDS finalized the CAP and submitted it to CMS on 5/27/2014.</p>
<p>Oregon Administrative Rules (OAR's) <i>Strategy Lead: Mike Parr</i></p>	<p>On Schedule</p>	<p>No additional update this week regarding changes to eligibility criteria implementation. ODDS is reconsidering implementing a change of eligibility criteria, although other amendments will be filed in the eligibility rule that clarify the existing criteria. ODDS is having stakeholder discussions about the current Legislative Concept regarding the change of the definition for 'Developmental Disability.'</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, multiple rules are being amended or adopted in order to comply with the Governor's Executive Order No. 13-04, to adapt to waiver changes, and MAGI Medicaid.</p>
<p>Functional Needs Assessment (FNAT) <i>Strategy Lead: Kristine Duffy</i></p>	<p>On Schedule</p>	<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>Interim tier assignments for individuals who have not had a SIS will be sent to brokerages and CDDPs and brokerages by June 6, 2014. Procedures for requesting a secondary review of interim tier assignments will be included.</p> <p>Employment Service rates for individuals previously determined to require Tier 7 supports will be sent to CDDPs June 6, 2014. The team is currently contacting CDDPs to verify current support level.</p> <p>ODDS has received the comparative analysis on the Connecticut Level of Need tool and the Support Intensity Scales (SIS). DHS Administration will review the report and make a decision shortly.</p>
<p>Level of Care (LOC) <i>Strategy Lead: Acacia McGuire</i></p>	<p>Behind Schedule</p>	<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>Web-based trainings on the CDP will be provided throughout June, with phone call-ins also planned. 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>A training module on Plan of Care is being developed and trained to the ISP field test participants. The relationship between the draft ISP and POC will be assessed by the field test participants for effectiveness and efficiency in documenting/authorizing payment for services.</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, an additional netlink training titled, “eXPRS Create Plan of Care for CDDPs and Brokerages” was 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 is working on defining review scope (what information will be audited and when) and the sample size. A statistically valid sample size will be used, but how the sample is defined is still being evaluated. Initial data was received last week that simulates what a sample could look like.</p> <p>ODDS staff went to Douglas County CDDP last week to follow up on their plan of improvement. The process included a review of files previously reviewed to ensure that corrections had been made where deficiencies were found. Additional files not previously reviewed were evaluated for deficiencies found during the first review.</p> <p>The QA team is working with the Office of Business Intelligence to explore whether or not they can create the needed technologies that meet our reporting needs and if it can be done within the timeframe to meet the September target. We are gathering information to present to them regarding our specific data and reporting needs to evaluate by June 6th. If they cannot meet our specific requirements within the specified timeframe, we will likely use existing reporting systems until a more permanent solution can be developed.</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</p>

<p>Training <i>Strategy Lead: Marilee Bell</i></p>	<p>On Schedule</p>	<p>prioritized work continues to push back the completion of this task.</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 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: Brenda Autry</i></p>	<p>On Schedule</p>	<p><u>Web page redesign:</u> Group continues to meet on content development as well as to engage internal and external stakeholders on content to be included. <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>Behind Schedule</p>	<p><u>Contract Amendments:</u> The CDDP amendment is closer to being completed. ODDS met with CDDP representatives May 15th to discuss which issues needed to be resolved before the amendment could be signed and which could wait for future discussion. Updated document and decision information was submitted to the county contacts, attorneys and ODDS staff on May 16th. ODDS is awaiting response from all external parties.</p> <p>OHA/DHS contract staff met with DOJ two weeks ago and reviewed the amendment. DOJ is completing final review and rewording and will work with ODDS and OHA/DHS staff to finalize language. 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 has occurred. The Proposers were notified on May 28th regarding who was chosen. OHA/DHS staff will prepare the contract documentation by June 6th in preparation for submission to DOJ upon completion of the protest period. ODDS will negotiate identified items with the successful proposer.</p>

			<p>Columbia CDDP: DHS is currently in the process of preparing an emergency contract for services in Columbia County. The contract has been drafted and will be reviewed by ODDS by the end of the day May 30th and submitted to DOJ for review the first week in June.</p>
	<p>Service Access: <i>Lead/Sherri Yoakum</i></p>	<p>On Schedule</p>	<p><u>Complaint web page:</u> We are waiting on complaint website feedback to come from the Communicating with Families and Self-Advocates Group, as well as the Oregon Council on Developmental Disabilities.</p> <p><u>Complaint Forms:</u> Recently, ODDS sent another form request to the OFDM that will attach to the new Notification of Planned Action form. This new form request is the instructions sheet for the Notification of Planned Action form. This will assist staff in filling out the form and provide detailed explanations. We are also working on revising a few existing forms, such as the Fact Sheet for Complaints and Fair Hearings and the Notification of Rights form.</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>