

Oregon Developmental Disabilities Services

STATUS REPORT

Office of Developmental Disability Services

Date: June 4th, 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 '13	Aug	Sep	Oct	Nov	Dec	Jan '14	Feb	Mar	Apr	May	Jun
G	G	Y	G	G	Y	G	G	G	G	G	Y

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	Y	revised FNAT & POC milestones & change of overall work streams from Green to Yellow

Executive update:

The FNAT and POC work streams fell behind schedule this week which caused a change in the overall status from green to yellow, though the majority of the work streams are still trending green. The FNAT work stream fell behind because the communication for interim tier assignments and the final decision regarding the “one assessment tool” experienced schedule revisions. The POC work stream fell behind schedule, primarily because the implementation of agency provided employment/day services in POC was moved from a 07/01/14 start date to 09/01/14.

Some highlights for this week’s status report include:

Under the OAR work stream, Rule Advisory Committee’s (RACs) are being scheduled and invitations to stakeholders for participation on these RACs will be coming out no later than June 13th.

Rule changes were communicated to the Design and Implementation Council and will be shared at both the DD Managers meeting and Brokerage Directors meeting later in June. A summary of all programmatic changes will be forthcoming to the field by June 20th.

As mentioned above, the FNAT work stream changed from Green to Yellow because of some schedule revisions. Employment Service rates for individuals previously determined to require Tier 7 supports will be sent to CDDPs in early June; ODDS has delayed the selection of the single assessment tool to allow thorough review of comparative analysis on the Connecticut Level of Need tool and the Support Intensity Scales (SIS).

Under the LOC work stream, the Level of Care form and the waiver and K Plan technical guides have all been finalized.

Under the ISP work stream, information regarding CDDP and Brokerage training and forums on the Career Development Plan (CDP) will go out to the field this week with the first call in scheduled for June 10th.

Under the QA work stream, the QA team is in the process of developing measures to be included in CDDP and Brokerage audit reviews. These measures will be submitted to the Office of Business Intelligence by June 6th so they can start to build the data base that will be used for reporting audit outcomes.

Under the Contracts Administration work stream, the work to transition the case management services in Umatilla, Douglas, and Columbia county continues on schedule (for additional details regarding the case management contracts for Douglas and Columbia, see the work stream narrative below).

Under the Service Access work stream, ODDS sent out the newly revised Notification of Planned Action to a CDDP and Brokerage, which included an instruction sheet that will be a guide to the field staff filling out the notice.

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	
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	On Schedule	05/16/14 ; 7/1/14	
OAR: Summary of rule changes and implementation policy to the field	On Schedule	06/20/14	
FNAT: Interim tier assignments and review procedures sent to Brokerages and CDDPs	On Schedule	06/06/14 ; 06/13/14	
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 ; 06/30/14	
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: Agency provided Employment/Day services moved into POC	Behind Schedule	07/01/14 ; 09/01/14	
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	Completed	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

WORKSTREAMS	<p>CMS Compliance <i>Strategy Lead: Joli Schroader</i></p>	On Schedule	<p><u>Waiver amendment/renewal updates:</u> No additional updates this week: 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.</p> <p><u>Corrective Action Plan (CAP) Updates:</u> No additional updates this week: 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>	On Schedule	<p>Rule Advisory Committee meetings (RACs) are being scheduled on a weekly basis between July and August. Invitations to stakeholders for participation on these RACs will be coming out no later than June 13th.</p> <p>Rule changes were communicated to the "K" Plan Design and Implementation Council on May 30th and will be shared at both the DD Managers meeting and Brokerage Directors meeting later in June. A summary of all programmatic changes will be forthcoming to the field by June 20th as well as an implementation policy to assist the field with compliance of the new program rule changes.</p>
	<p>Functional Needs Assessment (FNAT) <i>Strategy Lead: Kristine Duffy</i></p>	Behind 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, and the majority of Central Office staff have returned to Central Office to resume their regularly scheduled work.</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 Interim tier schedule for individuals who have not had a SIS will be communicated in transmittal to CDDPs and Brokerages by June 13, 2014. There is no change from the Tier schedule distributed at CDDP Manager and Brokerage Director meetings in May. Procedures for requesting a secondary review of interim tier assignments will be included in the transmittal.</p> <p>Employment Service rates for individuals previously determined to require Tier 7 supports were to be sent to CDDPs June 6, 2014; that date has changed to June 21, 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 by the end of the month.</p>
	<p>Level of Care (LOC) <i>Strategy Lead: Acacia McGuire</i></p>	Behind Schedule	<p>The LOC form has been finalized and we are working on a release date.</p> <p>The waiver and k-plan technical guides have been finalized and we are working internally to get them released.</p>

<p>Individual Support Plan (ISP) <i>Strategy Lead: Marilee Bell</i></p>	<p>On Schedule</p>	<p>Information regarding CDDP and Brokerage training and forums on the Career Development Plan (CDP) will go out to the field this week with the first call in scheduled for June 10th. The 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 ISP development 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>Behind Schedule/ Schedule under revision</p>	<p><u>Implementation Schedule Revision</u> Per communication to stakeholders sent on Fri 5/29, the schedule for POC implementation has been revised. Agency provided employment/day services will be moved to POC starting 9/1/14. Other services will be transitioned to POC at a later date still to be determined.</p> <p><u>CDDP and Brokerage Training</u> “eXPRS Create Plan of Care for CDDPs and Brokerages” was completed. Currently there are 800 POCs created and in draft; 400 POCs with at least one service in accepted status. ODDS is compiling questions received from the training and will be developing an FAQ document.</p> <p><u>Personal Support Worker Training</u> Initial PSW informational/training webinars were completed. Additional training will be scheduled to correspond with the revised implementation schedule.</p> <p><u>Fiscal Intermediary Contracting</u> Due to changing scope, the FI contract is still under negotiation with the identified contractor, but it is still scheduled to be finalized and operationalized by July 1, 2014.</p> <p><u>PSW eXPRS Enrollment</u> POC In-home provider record creation/load to DHS provider database continues. Approx 50% of the anticipated PSW/IC-PSW providers have been successfully enrolled/registered to be utilized for POC. Additional provider types continue to be in the registration/enrollment process.</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.</p> <p>ODDS staff went to Umatilla 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. The Director of Health and Human Services for Umatilla County was also present for the review and involved in discussions about steps that should be incorporated into the transition of the program to Umatilla County.</p> <p>The QA team is reviewing the CMS Corrective Action Plan, waiver performance measures, and K Plan QA Strategies in order to develop measures to be included in our CDDP and Brokerage audit reviews. These measures will be submitted to the Office of Business Intelligence by June 6th so they can start to build the data base that will be used for reporting audit outcomes.</p>

<p>Training <i>Strategy Lead: Marilee Bell</i></p>	<p>On Schedule</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.</p> <p>No additional update for this week.</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> Initial web content for the redesigned ODDS web pages is scheduled to be submitted to the web team by June, 6th. <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> <u>Umatilla CDDP:</u> DHS and Umatilla county continue to work toward an August 1, 2014 transition date.</p> <p><u>Douglas CDDP:</u> Following an evaluation of submitted proposals, ODDS informed proposers of their intent to award the contract to Community Living Case Management (CLCM). OHA/DHS staff will prepare the contract documentation by June 6th in preparation for submission to DOJ upon completion of the protest period.</p> <p><u>Columbia CDDP:</u> DHS has drafted an emergency contract for services in</p>

<p>Service Access: <i>Lead/Sherri Yoakum</i></p>	<p>On Schedule</p>	<p>Columbia County and submitted it to DOJ for review.</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> ODDS sent out the newly revised Notification of Planned Action to a CDDP and Brokerage for review and request for suggested edits. Accompanying the new Notification of Planned Action is a detailed instruction sheet that will be a guide to the field staff filling out the notice; this document was also sent to the same CDDP and Brokerage for review. We asked for their feedback and comments to be sent in by June 6, 2014 in order to get the final edited documents back to the forms unit for implementation on July 1, 2014.</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>
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