

# Oregon Developmental Disabilities Services

## **STATUS REPORT**

### **Office of Developmental Disability Services**

Date: July 1, 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, Chrissy Fuchs, Renee Shippey, Sherri Yoakum

#### **Overall project status:**

Oct '13	Nov	Dec	Jan '14	Feb	Mar	Apr	May	June	July	Aug	Sept
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:**

This week’s status reports reflects several tasks that are complete. Transmittals will go out twice this week. The Steering Committee approved a new version of the weekly status report showing accomplishments over the past two weeks and activities planned over the next two weeks. Project manager will meet with the team leads next week to incorporate the changes. The new format should be ready to use by mid-July and will provide a more streamlined method of communication.

#### **Special transmittals to be issued on 7/1/14**

**Employment Data Collection Tool  
ReBAR Rate Model**

### **UPCOMING MILESTONES**

RESPONSIBLE – MILESTONE	STATUS	DUE DATE	COMPLETED DATE
<b>Compliance:</b> Submit Support Services Waiver, Behavioral Model Waiver, and 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.	Completed	06/15/14	06/15/14
<b>Compliance:</b> Comprehensive Services waiver amendment for 6% employment services rate increase submitted to CMS	Complete	06/29/14	06/25/14
<b>OAR:</b> Summary of rule changes and implementation policy to the field	Complete	06/27/14	06/27/14
<b>FNAT:</b> Revisions to the CNA to address scoring for children (0-4 yrs. old) are being delayed and will be combined with 7/1 release	Complete	05/16/14	06/30/14
<b>FNAT:</b> Interim ANA tier assignments and review procedures sent to Brokerages and CDDPs	Complete	06/06/14	06/30/14
<b>FNAT:</b> Interim tier assignments and review procedures for individuals with SNAPs sent to Brokerages and CDDPs	Complete	6/30/2014	06/30/14
<b>FNAT:</b> ANA catch up of backlogged assessments	Complete	06/30/14	06/30/14
<b>FNAT:</b> Addition of assessment questions to address skills training for social interaction	Complete	06/30/14	06/30/14

<b>FNAT:</b> Complete research on the assessment tool recommended as the “one tool” for all service settings.	<b>Complete</b>	<del>06/30/14</del>	06/30/14
<b>FNAT:</b> Assessment project going through a quality assurance review	<b>On Schedule</b>	07/15/14	
<b>ISP:</b> Conduct and conclude field test with Services Coordinators, Personal Agents, and individuals residing in each service setting.	<b>On Schedule</b>	07/30/14	
<b>POC:</b> Agency provided Employment/Day services moved into POC	<b>Behind Schedule</b>	<del>07/01/14</del> ; 09/01/14	
<b>POC:</b> Contracting for the use of the single FI for POC implementation	<b>Complete</b>	6/30/14	06/30/14
<b>QA:</b> Develop a statistically valid sample standard that will be used for field reviews of CDDPs and Brokerages	<b>Complete</b>	06/13/14	06/13/14
<b>QA:</b> Create a QA workgroup and hold first meeting	<b>Behind Schedule</b>	<del>06/20/14</del> 08/01/14	
<b>QA:</b> Create a 2yr. review schedule that incorporates reviewing each CDDP and Brokerage	<b>Behind Schedule</b>	<del>06/27/14</del> 08/01/14	
<b>QA:</b> Hire field review personnel	<b>Behind Schedule</b>	08/01/14	
<b>LOC:</b> Release date of amended form & instructions. Final form will be done by next week.	<b>Behind Schedule</b>	<del>04/30/14</del> ; 05/30/14	
<b>Service Access:</b> Notification of Plans Action form revision implementation.	<b>On Schedule</b>	7/1/14	
<b>Contracts:</b> CDDP amendment to the Counties	<b>Behind Schedule</b>	02/14/14	
<b>Contracts:</b> Brokerage amendment to the Brokerages	<b>Complete</b>	03/21/14	06/20/14
<b>Contracts:</b> Transition management of Umatilla CDDP back to Umatilla county.	<b>Schedule to be revised</b>	<del>07/01/14</del> ; TBD	
<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

WORKSTREAMS	<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>            Waivers were submitted on June 15, 2014. We still anticipate waivers will be approved for a July 1, 2014 effective date. The 6% employment rate increase to Comp Waiver was submitted June 25, 2014. This is a retroactive request to accommodate the increase implemented in March. The Medically Involved Waiver amendment was posted for public comment on June 23rd.</p> <p><b><u>Corrective Action Plan (CAP) Updates:</u></b>            No additional updates this week: OHA and ODDS finalized the CAP and submitted it to CMS on 5/27/2014. CMS sent a template for an example format that would like to see. The Waiver Unit is working to reformat the CAP for DHS and OHA to review and to add additional information.</p>
	<p>Oregon Administrative Rules (OAR's)  <i>Strategy Lead: Mike Parr</i></p>	<p><b>On Schedule</b></p>	<p>Rule Advisory Committee meetings (RACs) have been scheduled weekly during July and August. Invitations to stakeholders for participation on these RACs have been sent and the RAC rosters are under development.</p> <p>A summary of all programmatic changes was sent to the field on June 27th. These rules will be filed as temporary rules on 7/1/14.</p>
	<p>Functional Needs Assessment (FNAT)  <i>Strategy Lead: Kristine Duffy</i></p>	<p><b>Behind Schedule</b></p>	<p>Catch-up assessments for brokerage customers have been completed. The team will be preparing a list of enrolled individuals receiving in-home supports for whom ODDS did not receive an up-loadable ANA. Each brokerage and CDDP will receive their list by July 30th.</p> <p>ANA and CNA version B are being posted to the staff tools pages 6/30/14.</p> <p>CNA version B algorithm changes for previously completed assessments are being sent to CDDPs and CIIS on 7/1/14, so that the additional hours can be made available to children who have already been assessed.</p> <p>The Interim tier schedule for individuals who have not yet had a SIS assessment, but have either an ANA or SNAP were published in transmittal 6/30/14. The team is preparing for interim tier review requests.</p> <p>Employment Service rates for individuals previously determined to require Tier 7 supports are being sent to CDDPs June 30, 2014. Procedures for requesting a review of the initial Tier 7 rate will be included with the list.</p> <p>DHS Administration will review the recommendations for the “one tool” and make a decision on the single assessment tool approach by mid-July.</p>
	<p>Level of Care (LOC)  <i>Strategy Lead: Chrissy Fuchs</i></p>	<p><b>Behind Schedule</b></p>	<p>The LOC form has been finalized and we are working on a release date. This work is pending the finalization of service access activities. Will be discussed by mid-July.</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><b>On Schedule</b></p>	<p>The ISP field test participants continue to test the draft ISP and the process. The small work group met on Thursday to review proposed changes to date. The Advisory Stakeholder group is scheduled to meet July 9, 2014.</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><b>Behind Schedule/  Schedule under revision</b></p>	<p><b>eXPRS Communications:</b>  A Facebook page for eXPRS has been created &amp; launched and will hopefully assist in the coordinated communication efforts re: eXPRS/POC.  eXPRS Facebook page can be found at:  <a href="https://www.facebook.com/EXPRSpaymentsystem">https://www.facebook.com/EXPRSpaymentsystem</a></p> <p><b><u>POC System Functionality:</u></b>  eXPRS/POC release completed on 6/26, however there are still issues to be resolved. POC access for CDDP/Brokerage users has been suspended temporarily until those remaining issues are resolved &amp; deployed to production.</p> <p><b><u>Implementation Schedule Revision</u></b>  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. Work continues on the project plan for the remaining work.</p> <p><b><u>CDDP and Brokerage Training</u></b>  “eXPRS Create Plan of Care for CDDPs and Brokerages” was completed. Currently there are 1884 POCs created and in draft status; 68 POCs with at least one service in accepted status. ODDS is compiling questions received from the training and will be developing an FAQ document. A link to hold a POC Identified Issues log and POC FAQs is planned to be added to the eXPRS Help Menu.</p> <p><b><u>Provider Agency Training:</u></b>  New training dates for late July - Aug have been released &amp; notices of “Save the Date” have been sent to the field. Additional information re: training registration to be sent out in early July.</p> <p><b><u>Fiscal Intermediary Contracting</u></b>  Contracting process has been completed. Communication sent via email &amp; Facebook to PSW/IC-PSW providers on 6/27/14 from Trisha Baxter regarding the 7/1 implementation of single FI payment structure and work needed to get transitioned to that single FI.</p>

		<p><b><u>PSW eXPRS Enrollment</u></b>          POC In-home provider record creation/load to DHS provider database continues. As of 6/23/14 we have approximately 5484 PSW and IC-PSW providers 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><b>Behind Schedule</b></p>	<p>The QA unit continues to work with internal stakeholders to develop and refine field review questions</p> <p>We are working with Umatilla County CDDP to remediate deficiencies identified during the follow up review. Umatilla County has already begun sending in documents showing corrections. More ODDS visits out to Umatilla County are being scheduled.</p>
<p>Training  <i>Strategy Lead: Marilee Bell</i></p>	<p><b>On Schedule</b></p>	<p>Stakeholder groups representing Services Coordinators, Personal Agents, Direct Support Professionals and Self advocates are vetting draft core competencies.</p> <p>SC/PA competencies vetted with stake holders this last week included:          Transition: Understand case management role in facilitating different types of transitions.          DSP competencies vetted with stakeholders this last week included:          Health: Recognize the risks associated with contact with blood and other body fluids, and be able to use required infection control techniques          Safety: Locate and understand use of safety equipment present in the work environment          Safety: Demonstrate ability to safely operate any equipment or machinery expected to be used to perform job duties.          Values: Demonstrate skills that increase a person's ability and opportunities to make choices.</p> <p>ODDS staff will begin their review of some of the curriculum this week. The curriculum will continue to be in a state of updating through the next several months, as policies are drafted, vetted, clarified and published through ODDS.</p> <p>Upcoming activities related to Core competencies 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>Oregon's 2nd Annual Gathering took place in Eugene last week, and was deemed a success by the approximate 150 attendees.</p> <p>Two discrete set of employment forums are occurring;          One specific to Services Coordinators and Personal Agents, focusing on helping SC/PA's better understand their role and responsibilities in the Employment First Initiative and Executive Order. Specifically talking about SC/PA roles, having employment conversations which lead to rich career development plans;and writing great</p>

			<p>employment goals. This training is being provided by Wise (Washington Initiative for Supported Employment)</p> <p>The other forums are titled: Supported Employment for VR and DD Staff and focuses on the collaboration between the two in promoting employment for people with I/DD.</p> <p>Mark your calendars for the Services Coordinators/Personal Agents conference in August, at OSU LaSalle Stewart Center on August 21 and 22, 2014. Information will be out soon.</p>
	<p>Communication Strategy: <i>Strategy Owner/Lead:</i> <i>Brenda Autry</i></p>	<p><b>On Schedule</b></p>	<p><b><u>Web page redesign:</u></b> Web content has been submitted to the group working on web redesign and the incorporation of the submitted materials is being built into the agency wide efforts.</p>
	<p>Contracts Administration: <i>Contracts Owner/Lead:</i> <i>Renee Shippey</i></p>	<p><b>Behind Schedule</b></p>	<p><b><u>Contract Amendments:</u></b> The County Legal Counsel approved the final template on June 18th with the agreement that some issues were tabled and will be dealt with in the next amendment. DOJ approved the template and OC&amp;P is preparing the amendments to be submitted to the Counties.</p> <p>DOJ approved the brokerage amendment on June 19<sup>th</sup>. OC&amp;P sent it to the brokerages for signatures on June 20<sup>th</sup>.</p> <p><b><u>CDDP Case Management Contracts:</u></b></p> <p><u>Umatilla CDDP:</u> DHS and Umatilla county continue to work toward a transition date. Contract has been drafted and is with DOJ for review as of June 23<sup>rd</sup>.</p> <p><u>Douglas CDDP:</u> The amendment was executed June 20, 2014.</p> <p><u>Columbia CDDP:</u> The contract was executed on June 26th.</p>
	<p>Service Access: <i>Lead/Sherri Yoakum</i></p>	<p><b>On Schedule</b></p>	<p>Final edits of the newly revised Notification of Planned Action form are being sent to the DHS-Publications and Designs Unit 6/30/14.</p> <p>ODDS also received Complaint website feedback from the Communicating with Families and Self-Advocates Group. The feedback now needs to be reviewed and final verbiage sent to the DHS/OHA Website Developer for implementation of a new webpage.</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 is undergoing final review prior to release.</p>