

**STATUS REPORT**

**Office of Developmental Disability Services**

Date: August 26, 2014

Project Owner: Trisha Baxter and Lilia Teninty

Steering Team members: Lea Ann Stutheit, Chelas Kronenberg, Bruce Baker, Darlene O’Keeffe, Acacia McGuire, Brenda Autry, Jana McLellan

Cross Program Team Leads: Marilee Bell, Kristine Duffy, Julie Harrison/John Riordan, Joli Schroader, Mike Parr, Brent Watkins, Brenda Autry, Dana Hittle, Chrissy Fuchs, Renee Shippey, Tracey Strahan

**Overall project status:**

Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15
G	G	Y	G	G								

(Overall project status determined by averaging the status of the strategies and workstreams that are listed below.)

**Executive update:**

The conference in Corvallis last week was very successful. Many thanks to everyone for their efforts in putting it together, providing training, and attending. Work streams continue to report good progress towards milestones. The Level of Care workstream is Yellow this week, trending Green. They will be on target once the forms and instructions are released through a transmittal this week.

**This week’s Transmittals:**

Topic	Brief Description
Level of Care	Introduction of new form and instructions
New CPMS Codes	Explanation of new CPMS codes to begin use in September

**Workstream Updates**

	Workstream/Lead	Current Status	Status Update	Upcoming Major Milestones
Workstreams	CMS Compliance Strategy Lead: Joli Schroader	Green	<p><i>Previous Status: Green / Trending: ↔</i></p> <p><b>Accomplishments in the last 2 weeks:</b></p> <ul style="list-style-type: none"> <li>Waiver RAI questions sent to CMS 8/13/14</li> <li>Waiver CAP sent to CMS 8/15/14</li> <li>0117, 0375, 40193, and 40194 waivers re-submitted to CMS on 8/15/14</li> </ul> <p><b>Activities planned for next two weeks:</b></p> <ul style="list-style-type: none"> <li>Continue work on Medically Involved Waiver 0565</li> </ul>	<ul style="list-style-type: none"> <li>Submission of the Medically Involved Waiver upon CMS approval of the other four waivers</li> <li>Submission of the global transition plan by 10/13/14</li> </ul>

<i>Workstream/Lead</i>	<b>Current Status</b>	<b>Status Update</b>	<b>Upcoming Major Milestones</b>
Oregon Administrative Rules (OAR's) <i>Strategy Lead: Mike Parr</i>	Green	<p><b>Previous Status: Green / Trending:</b> ↔</p> <p><b>Accomplishments in the last 2 weeks:</b></p> <ul style="list-style-type: none"> <li>Rules Advisory Committee meetings completed</li> <li>Temp rules for CIIS filed on 8/22/14</li> </ul> <p><b>Activities planned for next two weeks:</b></p> <ul style="list-style-type: none"> <li>Finalize rules based upon feedback from RAC meetings</li> </ul>	<ul style="list-style-type: none"> <li>All rules to Rule Coordinator by 9/3/14</li> <li>Rules published in Secretary of State Bulletin by 11/1/14</li> <li>Hearings held week of 11/18/14</li> <li>Perm rules filed by 12/28/14</li> </ul>
Functional Needs Assessment (FNAT) <i>Strategy Lead: Kristine Duffy</i>	Green	<p><b>Previous Status: Green / Trending:</b> ↔</p> <p><b>Accomplishments in last two weeks?</b></p> <ul style="list-style-type: none"> <li>The ANA/CNA Manual, version 2 transmittal was released to the field on August 22</li> </ul> <p><b>Activities planned in next two weeks:</b></p> <ul style="list-style-type: none"> <li>No updates</li> </ul>	<ul style="list-style-type: none"> <li>New Director of ODDS will make a decision on the single assessment tool by September 30<sup>th</sup></li> </ul>
Level of Care (LOC) <i>Strategy Lead: Chrissy Fuchs</i>	Yellow	<p><b>Previous Status: Yellow / Trending Green</b> ↔</p> <p><b>Accomplishments in last two weeks?</b></p> <ul style="list-style-type: none"> <li>Trained the service coordinators and the personal agents on the new LOC form at the SC/PA Conference</li> </ul> <p><b>Activities planned for next two weeks:</b></p> <ul style="list-style-type: none"> <li>LOC transmittal 8/29/14</li> <li>Finalize the LOC technical guide by 8/31/14</li> </ul>	<ul style="list-style-type: none"> <li>Phase out of the old form by 11/1/2014</li> </ul>
Individual Support Plan (ISP) <i>Strategy Lead: Marilee Bell</i>	Green	<p><b>Previous Status: Green / Trending:</b> ↔</p> <p><b>Accomplishments in last two weeks:</b></p> <ul style="list-style-type: none"> <li>Presented one ISP at the conference</li> </ul> <p><b>Activities planned for next two weeks:</b></p> <ul style="list-style-type: none"> <li>Hold Stakeholder meeting for incorporation of the Career Development Plan into the proposed new ISP.</li> </ul>	<ul style="list-style-type: none"> <li>9/1/14-10/31/14 - Prepare training materials and final comments for statewide release</li> <li>11/1/14-12/15/14 - Roll out of regional trainings statewide</li> <li>1/1/15 – Statewide implementation</li> </ul>
Plan of Care (POC) <i>Strategy Lead: Julie Harrison</i>	Green	<p><b>Previous Status: Green / Trending:</b> ↔</p> <p><b>Accomplishments in last two weeks:</b></p> <ul style="list-style-type: none"> <li>Held Weekly Call-Ins with CDDP/Brokerage staff to discuss/troubleshoot POC entry issues</li> <li>Developed PSW training schedule</li> </ul> <p><b>Activities planned for next two weeks:</b></p> <ul style="list-style-type: none"> <li>Begin using POC for claims for employment and DSA services</li> </ul>	<ul style="list-style-type: none"> <li>7/29/14 – 8/31/14 - POC Claims Training for Agencies</li> <li>Employment/Day services available in POC</li> </ul>

<i>Workstream/Lead</i>	<b>Current Status</b>	<b>Status Update</b>	<b>Upcoming Major Milestones</b>
Quality Improvement <i>Strategy Lead: Brent Watkins</i>	Green	<p><i>Previous Status: Green / Trending: ↔</i></p> <p><b>Accomplishments in last two weeks?</b></p> <ul style="list-style-type: none"> <li>• Held first meeting with OBI to discuss process, design, and functionality options. We will meet every two weeks for the foreseeable future.</li> <li>• Extended an offer to one staff for compliance specialist position.</li> <li>• Held first meeting to discuss Quality Management process</li> </ul> <p><b>Activities planned for next two weeks:</b></p> <ul style="list-style-type: none"> <li>• Ongoing collaboration with OBI to discuss field review process</li> <li>• Ongoing development of Quality Management system</li> </ul>	<ul style="list-style-type: none"> <li>• Onboard initial staff in September</li> <li>• QA Workgroup meeting in September</li> </ul>
Training <i>Strategy Lead: Marilee Bell</i>	Green	<p><i>Previous Status: Green / Trending: ↔</i></p> <p><b>Accomplishments in last two weeks?</b></p> <ul style="list-style-type: none"> <li>• Trained Services Coordinators, Personal Agents, Direct Support Professionals and Self Advocates at the conference in Corvallis</li> </ul> <p><b>Activities planned for next two weeks:</b></p> <ul style="list-style-type: none"> <li>• Continue to receive feedback and incorporate into core competency curriculum</li> <li>• All training materials from the conference will be available on the website</li> </ul>	<ul style="list-style-type: none"> <li>• 09/15/14 - Core Competencies vetted by field and ODDS</li> <li>• 10/1/14 – Field test of Core competencies begins</li> <li>• 3/15/15 – Statewide implementation of Core Competencies</li> </ul>
Communication Strategy: <i>Strategy Owner/Lead: Brenda Autry</i>	Yellow	<p><i>Previous Status: Yellow / Trending: ↔</i></p> <p><b>Accomplishments in last two weeks?</b></p> <ul style="list-style-type: none"> <li>• Web team reviewed and consulted with ODDS regarding content</li> </ul> <p><b>Activities planned for next two weeks:</b></p> <ul style="list-style-type: none"> <li>• Re-submit contents of web page after reviewing for appropriate reading level</li> <li>• Consult with ODDS leadership regarding content managers being assigned to the website.</li> </ul>	<ul style="list-style-type: none"> <li>• ODDS Web page re-designed, Fall 2014</li> </ul>
Contracts Administration: <i>Lead: Renee Shippey</i>	Green	<p><i>Previous Status: Green / Trending: ↔</i></p> <p><b>Accomplishments in last two weeks?</b></p> <ul style="list-style-type: none"> <li>• Brokerages returned their comments on Amendment #1</li> </ul> <p><b>Activities planned for next two weeks:</b></p> <ul style="list-style-type: none"> <li>• Counties continuing to return signed amendments</li> <li>• Drafting new CDDP Amendments</li> <li>• Review brokerage comments and develop final amendments for signature</li> </ul>	<ul style="list-style-type: none"> <li>• Brokerage amendments executed</li> <li>• CDDP amendments executed</li> </ul>

	<b>Workstream/Lead</b>	<b>Current Status</b>	<b>Status Update</b>	<b>Upcoming Major Milestones</b>
	Service Access: Lead/Vacant	Green	<p><i>Previous Status: Green / Trending: ↔</i></p> <p><b>Accomplishments in last two weeks?</b></p> <p><b>Activities planned for next two weeks:</b></p> <ul style="list-style-type: none"> <li>• ODDS will facilitate a pilot on the Notice of Plan of Action form</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation of complaints web page</li> <li>• Distribute service process map</li> </ul>
	Stabilization and Crisis Unit: Lead/Tracy Strahan	Green	<p><i>Previous Status: Green / Trending: ↔</i></p> <p><b>Accomplishments in last two weeks?</b></p> <ul style="list-style-type: none"> <li>• Met with community partners to further develop relationships, and discuss placement options for clients who are stabilized and ready to step down (move into a less restrictive placement) into the community</li> <li>• Stepped down two clients into community placements</li> </ul> <p><b>Activities planned for next two weeks:</b></p> <ul style="list-style-type: none"> <li>• Continue to meet with community partners to develop relationships and find suitable placements for clients who are stabilized and ready to step down</li> </ul>	<ul style="list-style-type: none"> <li>• Development of metrics tracking client entries, exits, and length of stay</li> <li>• Development of action plans to decrease length of client stay and increase the number of client exits</li> </ul>

**Key**

Green	On Schedule
Yellow	Schedule slipping or needs change management.
Red	Schedule is behind. Major barriers or issues to address at Steering level.