

STATUS REPORT

Office of Developmental Disability Services

Date: September 9, 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	G							

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

Executive update:

The activities for the Level of Care workstream has ended. The new forms and the technical guides are complete and published for staff use. We will phase out the old forms by November 1st. The workstream will remain on this report for 30 days.

This week’s Transmittals:

Topic	Brief Description
Discovery Qualifications Update	Updated to clarify Independent Contractors’ ability to provide this service upon completion of required training

Workstream Updates

	Workstream/Lead	Current Status	Status Update	Upcoming Major Milestones
Workstreams	CMS Compliance Strategy Lead: Joli Schroader	Green	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in the last 2 weeks?</p> <ul style="list-style-type: none"> Completed work on Medically Involved Waiver 0565 Completed 372 reports for Medically Fragile, Medically Involved and Behavioral waivers Draft of global HCBS transition plan posted for 30 day public comment – 9/5/14 Requested extensions from CMS for the Supports, Behavioral and Medically Fragile Waivers due to CMS’ additional questions – 9/5/14 <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> Receive clarity from CMS regarding the timing of submission of Medically Involved Waiver Amendments and effective dates 	<ul style="list-style-type: none"> Submission of the Medically Involved Waiver upon CMS approval of other waivers Submission of the global transition plan by 10/13/14 to CMS

<i>Workstream/Lead</i>	Current Status	Status Update	Upcoming Major Milestones
Oregon Administrative Rules (OAR's) <i>Strategy Lead: Mike Parr</i>	Green	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in the last 2 weeks?</p> <ul style="list-style-type: none"> No Updates <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> Finalize rules based upon feedback from RAC meetings Complete Fiscal Impact Statements 	<ul style="list-style-type: none"> ODDS Director review/approve Notice of Proposed Rulemaking 9/16/14 Notice filed and distributed – 10/3/14 Hearing week of November 17th Permanent Rulemaking ODDS Director review/approve perm rules 12/12/14 Permanent rules filed 12/26/14
Functional Needs Assessment (FNAT) <i>Strategy Lead: Kristine Duffy</i>	Green	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> No Updates <p>Activities planned in next two weeks:</p> <ul style="list-style-type: none"> No updates 	<ul style="list-style-type: none"> New Director of ODDS will make a decision on the single assessment tool by September 30th
Level of Care (LOC) <i>Strategy Lead: Chrissy Fuchs</i>	Complete	<p>Previous Status: Green / Trending Green ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> LOC and technical guides are complete <p>Activities planned for next two weeks:</p>	
Individual Support Plan (ISP) <i>Strategy Lead: Marilee Bell</i>	Green	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> The Career Development Plan has been incorporated into the new ISP as a draft for the CDP stakeholder committee to review. <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> Review draft ISP with CDP incorporated on 9/10/14 with CDP stakeholder group. ISP Stakeholder Advisory meeting 9/11/14 	<ul style="list-style-type: none"> 9/1/14-10/31/14 - Prepare training materials and final comments for statewide release of one ISP 11/1/14-12/15/14 - Roll out of regional trainings statewide 1/1/15 – Statewide implementation
Plan of Care (POC) <i>Strategy Lead: Julie Harrison</i>	Green	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> Weekly Call-Ins with CDDP/Brokerage staff to discuss/troubleshoot POC entry issues Developed PSW training schedule Employment/Day Services available in POC <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> Continued entry of POCs by field Continue weekly call-ins for field for questions/troubleshooting related to plan entry 	<ul style="list-style-type: none"> POC full implementation 1/1/15

	Workstream/Lead	Current Status	Status Update	Upcoming Major Milestones
	Quality Improvement <i>Strategy Lead: Brent Watkins</i>	Green	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> • Filled the first two QA compliance specialist positions • Scheduled first meeting of QA field review workgroup for Sept. 25th • Developed draft charter for Quality Management Process <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> • Ongoing collaboration with OBI to discuss field review process • Ongoing development of Quality Management system • Post for additional QA compliance specialist positions 	<ul style="list-style-type: none"> • Onboard initial staff in September • QA Workgroup meeting September 25 • Finalize and gain approval of QM Process Charter • Review and track timelines in rules, policy transmittals, etc. to identify dates when CDDPs and Brokerages are accountable to begin implementing required actions—mid-October
	Training <i>Strategy Lead: Marilee Bell</i>	Green	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> • Started the conversation with PAs and SCs about identifying those who are interested in developing a means for training representatives on policy and practice expectations from ODDS, who will then train their peers. <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> • Continue to receive feedback and incorporate into core competency curriculum • All training materials from the conference will be available on the website 	<ul style="list-style-type: none"> • 09/15/14 - Core Competencies vetted by field and ODDS • 10/1/14 – Field test of Core competencies begins • 10/1/14 - Develop strategy for a statewide “train the trainer” model with PAs and SCs through out the state for ODDS management review. • 3/15/15 – Statewide implementation of Core Competencies
	Communication Strategy: <i>Strategy Owner/Lead: Brenda Autry</i>	Yellow	<p>Previous Status: Yellow / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> • Submitted contents of web page after reviewing for appropriate reading level <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> • Consult with ODDS leadership regarding content managers being assigned to the website. 	<ul style="list-style-type: none"> • ODDS Web page re-designed, Fall 2014
	Contracts Administration: <i>Lead: Renee Shippey</i>	Green	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> • Submitted Brokerage Amendments with comments and revisions to management for review <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> • Execute all county agreements except CLCM • Drafting new CDDP Amendments • Review brokerage comments and develop final amendments for signature 	<ul style="list-style-type: none"> • Brokerage amendments executed • CLCM amendments executed

	Workstream/Lead	Current Status	Status Update	Upcoming Major Milestones
	Service Access: Lead/Vacant	Green	<p><i>Previous Status: Green / Trending: ↔</i></p> <p>Accomplishments in last two weeks?</p> <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> • ODDS will facilitate a pilot on the Notice of Planned Action form 	<ul style="list-style-type: none"> • Implementation of complaints web page • Distribute service process map
	Stabilization and Crisis Unit: Lead/Tracy Strahan	Green	<p><i>Previous Status: Green / Trending: ↔</i></p> <p>Accomplishments in last two weeks?</p> <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> • Continue to meet with community partners to develop relationships and find suitable placements for clients who are stabilized and ready to step down • Developing staffing training plans to prepare for three (3) new clients entries in the next two weeks. 	<ul style="list-style-type: none"> • Development of metrics tracking client entries, exits, and length of stay • Development of action plans to decrease length of client stay and increase the number of client exits

Risk Log

Risk	Impact	Mitigation	Responsible Party	Date Completed
Communications Lead needs leadership to assign content managers to the website. At least three.	OIS will not allow the website to go up without managers and ODDS will not be able to complete this project by the Fall	Assign content managers ASAP	Lilia and Trisha	