

STATUS REPORT

Office of Developmental Disability Services

Date: September 16, 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 SACU workstream transitioned two clients into less restrictive placements in the community this past week.

This week’s Transmittals:

Access to gloves and masks for PSW	Instructions as to how DD PSWs can obtain gloves and masks in emergency situations
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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"> No updates <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 Respond to RAI from CMS on four of the five DD waivers 	<ul style="list-style-type: none"> Submission of the Medically Involved Waiver amendment 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><i>Previous Status: Green / Trending: ↔</i></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"> No Updates 	<ul style="list-style-type: none"> Sept 24 - ODDS Director Review/Approval Sept 29-Oct 8 - OHA Review Oct 13 - Notice Filed and Distributed Nov 19-21 Hearings Nov 25- Public Comment Period Ends Dec 12 - ODDS Director Review/Approval Dec 15-24 - OHA Review Dec 26 - Permanent Filed/Effective
Functional Needs Assessment (FNAT) <i>Strategy Lead: Kristine Duffy</i>	Green	<p><i>Previous Status: Green / Trending: ↔</i></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 process for the single assessment tool decision by September 30th
Level of Care (LOC) <i>Strategy Lead: Chrissy Fuchs</i>	Complete	<p><i>Previous Status: Green / Trending Green ↔</i></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><i>Previous Status: Green / Trending: ↔</i></p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> Reviewed draft ISP with CDP Stakeholder group Held ISP Stakeholder Advisory meeting on 9/11 <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> Continue to prepare training materials 	<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><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"> Continued entry of POCs by field Continue weekly call-ins for field for questions/troubleshooting related to plan entry Preparation and training for October 1 pilot 	<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><i>Previous Status: Green / Trending: ↔</i></p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> • Filled first 2 QA compliance specialists • Scheduled first mtg of QA field review workgroup • Quality management collaboration process charter ready to submit for sponsor approval • Provided OBI first set of QA process definitions for electronic QA system <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> • Ongoing collaboration with OBI • Adding detail to QM collaboration project plan • Respond to OBI next set of process questions for electronic QA system • Hold QA field review workgroup meeting on September 25 • Post additional QA compliance specialist positions 	<ul style="list-style-type: none"> • 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><i>Previous Status: Green / Trending: ↔</i></p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> • Received feedback and incorporated into core competency curriculum <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> • All training materials from the conference will be available on the website 	<ul style="list-style-type: none"> • 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><i>Previous Status: Yellow / Trending: ↔</i></p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> • No updates <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> • Assignments being made for content managers on the website. • Collaborate with ODDS Operations to refine communications process flow 	<ul style="list-style-type: none"> • ODDS Web page re-designed, Fall 2014
Contracts Administration: <i>Lead: Renee Shippey</i>	Green	<p><i>Previous Status: Green / Trending: ↔</i></p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> • Re-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 last county amendment #6 • Submit new CDDP Amendments to managers for review • Incorporate management decision into brokerage amendment and with OC&P to update and send to brokerages 	<ul style="list-style-type: none"> • Brokerage amendments executed • Jefferson county amendments executed

	<i>Workstream/Lead</i>	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> <ul style="list-style-type: none"> No updates <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

<p>Stabilization and Crisis Unit: Lead/Tracy Strahan</p>	<p>Green</p>	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> Transitioned two (2) clients into less restrictive placements in the community, moved one (1) client from a locked SACU home to an unlocked SACU home (“stepped down”), and received one crisis placement. <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 Coordinating with community partners and staff to prepare for two (2) clients exits in the next two weeks. Developing training plans for community homes. 	<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
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Risk Log

Risk	Impact	Mitigation	Responsible Party	Date Completed
<p>Communications Lead: Need leadership to assign content managers to the website. At least three.</p>	<p>OIS will not allow the website to go up without managers and ODDS will not be able to complete this project by the Fall</p>	<p>Assign content managers ASAP</p>	<p>Chelas</p>	
<p>Quality Improvement Collaboration project: Project requires commitment from internal agencies to achieve the level of improvement being sought in data gathering, data analysis, quality improvement and reporting.</p>	<p>Improvement would be limited to those processes controlled by core group (ODDS, APD and OHA).</p>	<p>Engage agency leadership and secure commitment to systemic process improvement.</p>	<p>Project core membership. Target date: 10-15-14.</p>	