

STATUS REPORT

Office of Developmental Disability Services

Date: September 30, 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 work streams that are listed below.)

Executive update:

The Quality Improvement work stream continues to collaborate with the quality management team on the project plan. Communication work stream reports that the content managers have been assigned for the website. Training is being developed. OARs are moving forward.

This week’s Transmittals:

None	

Work stream Updates

	Work stream/Lead	Current Status	Status Update	Upcoming Major Milestones
Work streams	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"> 372 reports submitted to OHA for submittal to CMS. Presented overview of the HCBS Transition plan to CPAO and ORA Received extension from CMS for 40193, 40194, and 0375 waivers to expire 12-27-2014. Received approval from CMS on 9-22-2014 for the employment rate increase in the Comp Waiver. <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> Respond to RAI from CMS on the four waiver submissions Clarify public notice requirements for waiver submissions Continue ongoing work with global transition plan Ongoing work on quality management collaboration process with QM team 	<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 Negotiate CMS approval of 0117, 0375, 40193, 40194 waivers Get approval of CAP from CMS Await approval for QIS that will come with waiver approval, or before then.

<p>Oregon Administrative Rules (OAR's) <i>Strategy Lead: Mike Parr</i></p>	<p>Green</p>	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in the last 2 weeks?</p> <ul style="list-style-type: none"> • ODDS Director reviewed and approved OAR text <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> • Continue working toward ongoing milestones 	<ul style="list-style-type: none"> • 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
<p>Functional Needs Assessment (FNAT) <i>Strategy Lead: Kristine Duffy</i></p>	<p>Green</p>	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> • No changes <p>Activities planned in next two weeks:</p> <ul style="list-style-type: none"> • Team is developing a plan to complete assessments for 24-hour residential clients by 10/31/14 	<ul style="list-style-type: none"> • Schedule stakeholder meeting to discuss next steps
<p>Individual Support Plan (ISP) <i>Strategy Lead: Marilee Bell</i></p>	<p>Green</p>	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> • CDP work group continues to meet and make additional revisions to the Career Development Plan • Risk work group continues to develop a matrix to standardize identification of high risks <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> • Work group and stakeholders scheduled to meet on 10/7/14. • Continue to incorporate feedback on the career development portion of the ISP • Continue to develop matrix for high risk identification • Continue to develop training materials • Continue to work on scheduling of regional forums • Continue field testing draft materials in specific service settings to gain additional insight for training and final materials 	<ul style="list-style-type: none"> • 9/1/14-12/31/14 - Prepare training materials and final comments for statewide release of one ISP • 1/15/15 – 2/28/15- Roll out of regional trainings statewide • 3/31/15 – Statewide implementation extended to Spring 2015

<p>Plan of Care (POC) Strategy Lead: Julie Harrison</p>	<p>Green</p>	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> Trained CDDP/Brokerages on how to review PENDING time entries from providers. October Pilot: Claims/time entry training provided to Deschutes CDDP staff and PSWs (9/18/14) New series of POC Data and Interface Questions conference calls (9/25/14) <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 Nov 1 pilot with Brokerage Continue providing technical assistance support to the field on POC employment services implementation 	<ul style="list-style-type: none"> CDDP Pilot begins 10/1/14 Brokerage Pilot begins 11/1/14 POC full implementation 1/1/15
<p>Quality Improvement Strategy Lead: Brent Watkins</p>	<p>Green</p>	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> Quality management collaboration process charter was submitted to the project sponsor Met with OBI to respond to additional questions related to the electronic QA system QA field review workgroup held first meeting on September 25th <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> QM project team reviewing and adding detail to QM collaboration project plan. Latest draft of QA field review questions due to OBI by September 30th. Post additional QA compliance specialist positions 	<ul style="list-style-type: none"> Develop a worker guide that tracks timelines in rules, policy transmittals, etc. to identify dates when CDDPs and Brokerages are accountable to begin implementing required actions by mid-October Complete membership of the Project team Execute engagement plan for approaching stakeholders regarding QM collaboration project
<p>Training Strategy Lead: Marilee Bell</p>	<p>Green</p>	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> Field review of the Direct Support Competencies has been fully vetted by the stakeholder group. <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 ODDS staff will review competencies which have been vetted by the field (providers, services coordinators and personal agents). Develop strategy for a statewide “train the trainer” model with PAs and SCs throughout the state for ODDS management review by 10/3/14 	<p>Core Competency:</p> <ul style="list-style-type: none"> 10/15/14 -11/14/14 – Small “kick off” field test with Core competency stakeholders 11/15//14-1/31/15 expand field test 1/1/15-3/14/15 – Incorporate changes to modules; test in the Learning Center; Upload materials 3/15/15 – Statewide implementation of Core Competencies

<p>Communication Strategy: Strategy Owner/Lead: Brenda Autry</p>	<p>Yellow</p>	<p>Previous Status: Yellow / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> • Assignments being made for content managers on the website. <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> • Collaborate with ODDS Operations to refine communications process flow • Coordinate share point training for the web managers. 	<ul style="list-style-type: none"> • ODDS Web page re-designed, Fall 2014 • Communication process developed and being implemented for questions prior to web page redesign.
<p>Contracts Administration: Lead: Renee Shippey</p>	<p>Green</p>	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> • No changes <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 	<p>No Updates</p>
<p>Service Access: Lead/Vacant</p>	<p>Green</p>	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> • ODDS has started a pilot on the Notice of Planned Action form • Complaint Coordinator interviews are complete <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> • Complete hiring process of the Complaint Coordinator 	<ul style="list-style-type: none"> • Implementation of complaints web page
<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"> • Successfully stabilized and stepped one client into a community 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

Risk Log

Risk	Impact	Mitigation	Responsible Party	Date Completed

