

STATUS REPORT

Office of Developmental Disability Services

Date: November 18, 2014

Project Owners: 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, Joli Schroader, Mike Parr, Brent Watkins, Brenda Autry, Dana Hittle, Renee Shippey, Tracey Wilder, Jeannette Baxter

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	G	G					

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

Executive Summary: The Umatilla project is back on track and moving fast. Leads are meeting weekly to get tasks completed. Draft contract is being vetted at this time. HR is diligently working to place state staff in positions. County is hiring at this point.

No Transmittals this week.

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"> Held internal meeting (OHA and DHS) to discuss CMS comments regarding CAP on November 12, 2014 Public comment responses sent to ODDS 11-14-2014 Revised CAP format sent to ODDS managers with input requested by COB 11-14-2014 Waiver public comments summarized and sent to ODDS management 11-12-14 RAIs completed Public Notice issued on Medically Involved Waiver Amendment <p>Activities planned for next 2 weeks?</p> <ul style="list-style-type: none"> Ongoing work with HCBS 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 Respond to RAIs from CMS on the four waiver submissions – due no later than 90 days from 9-12-14 (12-7-14). Negotiate CMS approval of 0117, 0375, 40193, 40194 waivers – no later than March 7, 2015. Approval for QIS that will come with waiver approval, or before then. The QIS is included in the CAP as well. 372 reports for Comp and Supports waivers – due 12-31-2014

Oregon Administrative Rules (OAR's) <i>Strategy Lead: Mike Parr</i>	Green	<p>Previous Status: Yellow/Trending Green ↔</p> <p>Accomplishments in the last 2 weeks?</p> <ul style="list-style-type: none"> No changes <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> Complete training materials associated with rule changes Training sessions begin November 12th. 	<ul style="list-style-type: none"> Nov 19-21 Hearings Nov 28- 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>Previous Status: Green / Trending Yellow: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> Shared tentative plan for ReBAR assessment specialists to administer the ANA to all individuals residing in 24 Hour Residential Services (DD50) in 2015 as the annual needs assessment at the 11/13/14 CDDP Program manager meeting <p>Activities planned in next two weeks:</p> <ul style="list-style-type: none"> Draft of SNAP Manual will be sent to field for review by November 30th 	<ul style="list-style-type: none"> ANA/CNA Version C to be released by 12/31/14
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"> Developed current drafts of ISP materials, including a new matrix for identifying high risks and the Career Development Plan, are ready for a mini-field test, which kicks off with an orientation to participants on 11/25/14. Presentation of draft ISP shared with CDDP Managers (11/13/14) and Brokerage Directors (11/14/14). <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> ISP Stakeholder group meets 11/19/14 Continue to develop training materials Regional Forums will be scheduled beginning in January 	<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 – Spring 2015
Plan of Care (POC) <i>Strategy Lead: Julie Harrison</i>	Yellow	<p>Previous Status: Green / Yellow: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> eXPRS patch released on Thur 11/6 <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 Continue providing technical assistance support to the field on POC employment services implementation Patch deployment scheduled for 11/19/14 	<ul style="list-style-type: none"> 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"> Ongoing collaboration OBI to respond to additional questions related to the electronic QA system Submitted the final draft of our review questions to OBI on November 12th <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> QA Workgroup meeting Nov. 18th QA process discussion at joint CDDP/Brokerage meeting Nov. 19th QM project team reviewing and adding detail to QM collaboration project plan. 	<ul style="list-style-type: none"> Execute second half of engagement plan for approaching stakeholders regarding QM collaboration project—November 30th Develop the schedule for CDDP and Brokerage reviews—Nov. 30th
<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"> No changes <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> ODDS staff will continue to review competencies which have been vetted by the field (providers, services coordinators and personal agents). First introductory module on using the Learning Center was tested. Field test will continue on vetted modules which have completed the production stage in development. 	<p>Core Competency:</p> <ul style="list-style-type: none"> 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"> No updates <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> Develop schedule for posting of FAQs 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"> Completed request for new Umatilla County contract <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> Work with OC&P to prepare initial draft of Umatilla County contract for review by ODDS management Obtain Jefferson County approval of Amendment #6 Discuss CDDP possible additional Amendment to 13-15 Finish drafting 15-17 Service Elements and send to CDDPs for review Draft 15-17 Service Elements for brokerages and send to internal staff for review 	<ul style="list-style-type: none"> Finalize Brokerage Amendment

<p>Service Access: Lead/Jeanette Baxter</p>	<p>Green</p>	<p>Previous Status: Green / Trending: ↔ Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> Revised Notification of Planned Action (form 0947) available on website. Revised form will replace 5104 and still be used for all other required notification <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> Continue work on finalizing complaint web page 	<ul style="list-style-type: none"> Implementation of complaints web page by 12/31/14 Revise Complaint form 03/15 Development of Worker Guide for issuing Notification of Planned Actions by Feb. 2015
<p>Stabilization and Crisis Unit: Lead/Tracy Wilder</p>	<p>Green</p>	<p>Previous Status: Green / Trending: ↔ Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> Successfully planned and coordinated with community partners to develop training and transition plan(s) for two clients to move into community placements <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> Coordinating with community partners and staff to prepare for three clients to exit in the next two weeks. Developing training plans for community homes. Analyzing the acuity levels and stability of current clients to determine appropriate next steps, i.e., step down internally from locked home to unlock home, step down to community placement, etc. Developing strategic plan and appropriate next steps. 	<ul style="list-style-type: none"> Development of metrics tracking client entries, exits, and length of stay <i>Continued Development of action plans to decrease length of client stay and increase the number of client exits.</i>

Risk Log

Risk	Impact	Mitigation	Responsible Party	Date Completed
<p>POC current project timeline is highly compressed with heavy capacity constraints.</p>	<p>Failure of any individual project milestones may jeopardize present timeline</p>		<p>POC Steering Committee</p>	