

STATUS REPORT

Office of Developmental Disability Services

Date: November 25, 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, Tracy 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:

Transmittals:

Career Development Plan Data Collection	
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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 RAI responses and public comment responses sent to Director of OHA on 11-19-2014 for review and approval. <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 Complete work on CMS requested CAP changes and send to ODDS for review. 	<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

<p>Oregon Administrative Rules (OAR's) Strategy Lead: Mike Parr</p>	<p>Green</p>	<p>Previous Status: Yellow/Trending Green ↔</p> <p>Accomplishments in the last 2 weeks?</p> <ul style="list-style-type: none"> Public hearings held, written comments received. OAR orientation Powerpoints posted to the DHS website. The first call-in for rule orientation was held <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> Complete training materials associated with rule changes Call in orientations will continue Continue to collect public comments 	<ul style="list-style-type: none"> Nov 19-21 Hearings Nov 28- Public Comment Period Ends Dec 12 - ODDS Director Review/Approval Dec 15-19- OHA Review Dec 22- Permanent Filed/Effective
<p>Functional Needs Assessment (FNAT) Strategy Lead: Kristine Duffy</p>	<p>Green</p>	<p>Previous Status: Green / Trending Yellow: ↔</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"> 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
<p>Individual Support Plan (ISP) Strategy Lead: Marilee Bell</p>	<p>Green</p>	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> Webinar on 11/25/14 for participants of the mini field review on the latest ISP and associated documents Mini field review to conclude December 31, 2014 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
<p>Plan of Care (POC) Strategy Lead: Julie Harrison</p>	<p>Yellow</p>	<p>Previous Status: Green / Yellow: ↔</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"> 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: ↔ 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 QA process discussion at joint CDDP/Brokerage meeting Nov. 19th Schedule for CDDP and Brokerage reviews developed and shared at joint CDDP/Brokerage meeting QM collaboration project engagement plan shared with all stakeholders <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> QM project team reviewing desired outcomes 	<ul style="list-style-type: none"> Develop a reporting format for other field review checklists— Policies and Procedures, Personnel, ect. Post developed QA tools and resources on DD QA page: http://www.oregon.gov/dhs/DD/Pages/quality-assurance.aspx
<p>Training Strategy Lead: Marilee Bell</p>	<p>Green</p>	<p>Previous Status: Green / Trending: ↔ 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: ↔ Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> Developed a schedule for posting of FAQs <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> Continue to collaborate with ODDS Operations to refine communications process flow Determine who should coordinate share point training for the web managers. 	<ul style="list-style-type: none"> 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: ↔ Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> Completed request for new Umatilla County contract Submitted draft of MOU to DOJ for review 15-17 Service Elements for brokerages sent to internal staff for review Final changes to brokerage amendment agreed upon and drafted for OC&P processing <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> Submit final draft of Umatilla Contract to OC&P to prepare for DOJ review Obtain Jefferson County approval of Amendment #6 Finish drafting 15-17 Service Elements and send to CDDPs 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 six clients to exit in a month. 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 Continued Development of action plans to decrease length of client stay and increase the number of client exits. Implementation of new software program that will allow the agency to better track client activities.

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>Establish two timelines; tasks and timeline for 1/1/15 and tasks and timelines for 4/1/15. Determine deadline for decision.</p>	<p>POC Steering Committee</p>	