

STATUS REPORT

Office of Developmental Disability Services

Date: February 10, 2015

Project Owners: Lilia Teninty and Don Erickson

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	G	G	G		

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

Transmittals:

No transmittals this week.

Work stream Updates

	Work stream/Lead	Current Status	Status Update	Upcoming Major Milestones
Work streams	CMS Compliance <i>Strategy Lead: Joli Schroader</i>	Green	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in the last 2 weeks?</p> <ul style="list-style-type: none"> Process mapping meeting for waiver evidence packages 1-30-2015 Having another meeting with Office of Business Intelligence to discuss 2015 372 reporting 2-2-2015 40193 and 40194 resubmitted to CMS 2-2-2015 <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 Process mapping meeting for waiver amendments and renewals as well as CAP 2-6-2015 372 report for Comp and Supports waivers due 12-31-2014 still with OHA/DHS leadership 	<ul style="list-style-type: none"> Submission of the Medically Involved Waiver amendment 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.
	Oregon Administrative Rules (OAR’s) <i>Strategy Lead: Mike Parr</i>	Blue Complete	<p>Previous Status: Yellow/Trending Green ↔</p> <p>Accomplishments in the last 2 weeks?</p> <ul style="list-style-type: none"> OAR’s complete for this portion of the project 	<ul style="list-style-type: none"> Anticipated OAR changes in 2016 to be communicated soon
	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"> ANA/CNA Version C sent to CDDPs and Brokerages for final testing Request For Information to gather information regarding norming of ANA/CNA tools released <p>Activities planned in next two weeks?</p> <ul style="list-style-type: none"> Final Testing ANA/CNA Version C 	<ul style="list-style-type: none"> ReBAR conducting ANAs for individuals in 24Hour residential (DD50), beginning February, 2015

str	Work stream/Lead	Current Status	Status Update	Upcoming Major Milestones
	Individual Support Plan (ISP) Strategy Lead: Marilee Bell	Green	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> • First week of training took place in Multnomah and Marion counties. Training provided to families; Services Coordinators and Personal Agents, Foster providers and residential providers. <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> • Research answers to questions raised in last weeks training • 2/9 – 2/13: Provide training in Bend and Salem • 2/17-2/20: Provide training in Grants Pass, Klamath Falls and Medford 	<ul style="list-style-type: none"> • 2015 Training Schedule: 2/9- 13: Bend/Valley area 2/17- 20 – Grants Pass, Medford, Klamath Falls 2/23-27 – Salem/Albany 3/9-19 – Pendleton/Metro 3/16-20 – Eugene 3/23-27 - Portland • 4/1/15 – Statewide implementation – Spring 2015
	Plan of Care (POC) Strategy Lead: Julie Harrison	Yellow	<p>Previous Status: Green / Yellow: ↔</p> <p>Accomplishments in last two weeks:</p> <ul style="list-style-type: none"> • Additional PSW eXPRS Trainings scheduled • eXPRS Training videos for PSWs released & available via YouTube. • System patch release deployed. • Additional POC training for Agency Providers being scheduled. <p>Activities planned for next two weeks:</p> <p>Communication under development:</p> <ol style="list-style-type: none"> 1. Collaborative distribution/publishing of POC Implementation timelines (DHS, SEIU, HCC, CDDPs and Brokerages) 2. Notices to PSWs, Employers and Consumers regarding POC implementation timelines 3. Notices of PSW eXPRS Readiness 4. Process and Conditions for Manual Rates and Units submission for POC participants for Jan-Feb 5. Notices of 30 and 90 Day PSW PEA and CHC expirations 6. Planning mtgs scheduled re: transition of CIIS to eXPRS/POC 7. Presently recruiting the DD Technical Triage unit (as part of ITBSU) 8. POC February Participation will include: UCP, Full Access, Community Pathways, Inc., EOHSC, Mentor Oregon (Mid-Valley), and Clackamas, Deschutes and Grant, Lincoln, Union and Yamhill CDDPs 	

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	Quality Improvement Strategy Lead: Brent Watkins	Green	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> Conducted First QA Field Review in Clatsop County January 26th and 27th Completed waiver renewal/amendment process mapping—Feb. 6th <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> Conduct Clackmas County Field Review February 9th -12th Inclusion Inc. Brokerage review scheduled for Feb. 23-27 Working with Office of Business Intelligence to finalize field review checklist tool reports 	<ul style="list-style-type: none"> Post developed QA tools and resources on DD QA page: http://www.oregon.gov/dhs/DD/Pages/quality-assurance.aspx Completion date of audit process mapping has been amended—likely completion now end of February or into March Development of Reporting Collaboration SharePoint Team site
	Training Strategy Lead: Marilee Bell	Green	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> First planning meeting for the SC/PA conference took place on 2/5/15 <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). Field test is continuing on vetted modules which have completed the production stage in development. 	<p>Core Competency:</p> <ul style="list-style-type: none"> 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 Service Coordinator/Personal Agent conference scheduled for June 23rd and 24th in Corvallis.
	Communication Strategy: Strategy Owner/Lead: Brenda Autry	Yellow	<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"> 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.
	Contracts Administration: Lead: Renee Shippey	Green	<p>Previous Status: Green / Trending: ↔</p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> Initial draft of 15-17 CDDP Agreement reviewed by management in preparation to send to OC&P Final Service Element drafts returned by CDDPs and reviewed by management <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> Next 3 Service Elements will be reviewed by management and submitted to OC&P Waiting for Jefferson County response regarding Amendment 6 Work with OC&P on initial drafting of 15-17 template and submit to CDDP council's for review Begin drafting brokerage 15-17 template 	<ul style="list-style-type: none"> Send 15-17 Service Elements to OC&P for DOJ review Prepare 15-17 Contract template for County staff and DOJ to review

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	Service Access: Lead/Jeanette Baxter	Green	<p><i>Previous Status: Green / Trending: ↔</i></p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> Worker guide completed <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> Transmittal to notify field of Worker Guide Schedule meeting with DD Council to review revised Complaint Form and Complaint Website Verbaige 	<ul style="list-style-type: none"> Implementation of complaints web page by 02/15 Revise Complaint form 03/15 Development of Worker Guide for issuing Notification of Planned Actions by Feb. 2015
	Stabilization and Crisis Unit: Lead/Tracy Wilder	Green	<p><i>Previous Status: Green / Trending: ↔</i></p> <p>Accomplishments in last two weeks?</p> <ul style="list-style-type: none"> Worked extensively with community partners to facilitate the move of two (2) clients into community placements, and move one (1) client into a community placement setting. <p>Activities planned for next two weeks:</p> <ul style="list-style-type: none"> 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. Coordinating with community partners and staff to prepare for four (4) clients to step down into community placement settings. Developing training plans for community homes. 	<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
Invoice submission process continues to require significant increase in staff and time.	Increases in staff time diverts resources from other critical areas/activities.	Developing workgroups to do process analysis of invoice submission process to look for efficiencies and/or possible alternatives.	Don Erickson	First (of two) 1/12/15