

**The Advisory Council on Quality Supports for Individuals with Developmental Disabilities and Their Families
Meeting Minutes August 13, 2015**

	<p>Marc Kolman gave a brief summary of his duties. A brief summary of Kathy Kunkel's and Dr. Voorhees' duties were given also.</p> <p>Jim Copeland stated that there was discussion in creating a Family Services Bureau – Marc Kolman states that it is still in process.</p>	<p>Linda DeAnda requested an organizational chart. One will be provided once it is updated.</p>
<p align="center">DD Statewide System Discussion</p>	<p>Roberta Duran reviewed all DDS programs: State General Fund, Medically Fragile until January 2016, Mi Via, Developmental Disabilities Waiver and Family Infant Toddler and reminded the ACQ we need to look at our entire statewide DD system, including the people on the waiting list. Where does the ACQ want to see our system in 1-5 years?</p>	
<p align="center">Provider Selection Guide</p>	<p>Chris Futey stated that a draft was presented and requested feedback by July 30th. He did receive feedback. The biggest change was in the health and safety section. Received feedback that items were hard to locate on ACT website. There was a suggestion to send this with the allocation packets so Chris will work with Intake & Eligibility to assist in getting information out to families.</p> <p>DDS will send the template for the provider scorecard and feedback is due to Chris Futey by September 1st. Would like to have something in place by November.</p>	<p>Chris Futey is requesting the ACQ develop a sub-committee to assist with the provider scorecard. Jim Copeland, Kathleen Holmes and Doris Husted were interested.</p> <p>Executive Committee Provider Scorecard on next agenda</p>
<p align="center">ACQ Strategic Plan</p>	<p>PowerPoint of Draft Goals and DDS Wise Plan.</p> <p>Marc Kolman indicates that DDS's plan is in sync with DOH's plan. The Spock Analysis had been worked on in conjunction with all parties. Information and discussion are important. We are currently working on the DDS Wise Plan and incorporating how we develop as a division, it is a 3 year plan. ACQ is a partner and the Division would like to know what the ACQ wants to contribute to our plan? What is ACQ's role in informing the system? Do you want to engage in your own planning process? What kind of support does the ACQ want to develop, a plan for the ACQ? Mark Bennett can be asked to assist if needed.</p>	

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	<p>Key themes were identified and discussed: System capacity Quality services Service models Community partnerships Administrative processes Staff and leadership capacity Use of technology Communication (internal and external)</p> <p>The ACQ did an activity where everyone identified what they were interested in as one priority. The chairs next categorized the results to fit into the existing themes. The top three themes identified by the ACQ as ACQ priorities were</p> <ol style="list-style-type: none"> 1. Quality services 2. System capacity 3. Communication <p>Motion made by Sallie Van Curen to vote on the layout of the top 3 themes. Second by Doris Husted. 12 Approved, 0 Opposed.</p> <p>Would like to look at DDSD objectives that they will list under their next steps and look at where these 3 themes will fit. Goals and objectives need to be measureable and evaluative. Will wait for DDSD's plan.</p>	<p></p> <p>Vote approving top 3 themes: Quality Services System Capacity & Communication.</p> <p>DDSD's plan will be available by the next full meeting. DDSD will send to the Executive Committee when ready.</p>
<p>State Updates</p>	<p>Executive Committee met last month and determined their goal is to actively work together with DDSD and don't want to receive updates from DDSD at ACQ meetings. The partner form could be utilized to get updates or information on something specific.</p> <p><u>HSD Information Request</u>: Jen Rodriguez, DDSD A memo was released on July 1st to address issues that were discussed in June. HSD confirmed at meeting that everything stated in memo is still accurate.</p>	

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	<p><u>Qualis:</u> Melanie Buenvieje, HSD As of August 1, 2015, Qualis is being held accountable for their turn-around times. For more information call Qualis at 1-800-949-7536.</p> <p><u>Brochure:</u> Christine Wester, DDS Mi Via brochure; issues are being worked on. Timeframe is being stretched out a little. Will keep group updated.</p> <p><u>I/DD Service Request Registry:</u> Doris Husted No one was prepared to give an update-will update at next meeting Jim Copeland stated that as of July 1st, there were over 6,365 people on the waiting list. An assessment needs to be done on the people on the waiting list. ACQ would like to make recommendations to the legislature. Doris makes a motion to appoint someone from the committee to speak on ACQ's behalf at the Legislative Finance Committee to request continued funding for the Flexible Supports Model and the waiting list</p> <p>Lily Martinez stated that ARCA reported yesterday that they have barriers in the Flexible Supports Model, which are: they don't have accessible vans, and not enough staff to adhere to restroom assistance.</p> <p>Jen Rodriguez indicates that ARCA is a pilot project and DDS will do a look back and provide information and lessons learned from the pilot. DDS did not have a report to provide today.</p> <p><u>MVAC:</u> Stevie Bass Stevie would like to change agenda item from update to presentation. There were 20 attendees at the July 23rd meeting; have 5 new members. DDS has offered MVAC a retreat to improve dialogue with facilitator for members. Stevie was asked how they recruit members. Mi Via has used the MiVia newsletter and website to recruit. The recruitment involves an application process but not a vetting process through the Governor's Office like the ACQ. Terms are 2 & 3 years.</p>	<p>Motion approved-Executive Committee agenda-discussion on how to identify who and what the message will be</p>
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	<p><u>DDSD Regional Quality Contract and Procedure:</u> Scott Doan, DDSD Policy was signed on June 17th and became effective June 22, 2015. Purpose of this policy is to give authorization to DDSD regional offices to ensure compliance of DDW providers with regulations, service standards, policies, procedures and Provider Agreement requirements. The policy and procedure was reviewed. ACQ members requested a copy of the policy and procedure</p> <p><u>Service Criteria:</u> Jen Rodriguez The service criteria has been finalized and an electronic copy has been emailed to all. It came with an introduction and training has begun; blanket statements of “ needs 24 hour supports to protect health and safety or doctor’s notes stating a person needs 24 hours supports due to their diagnoses” will not be accepted, the OR will be looking for very specific information and will need the justification and clinical documentation.</p> <p><u>Rate Increases:</u> Jen Rodriguez DDSD received an appropriation from legislature. Memo will be distributed on how money will be utilized and was effective July 1, 2015. Rates are just for the DD Waiver. CMS approved our amendment; language was included for rate increase CMS has not gotten back about retro pay. Rates that will be increased are Customized In-Home Supports (CIHS: living with natural supports), CIHS (living independently), Customized Community Supports (Individual), Supported Living (categories 2 and 3).</p> <p><u>Secondary Freedom of Choice:</u> Jen Rodriguez This policy and procedure are not yet finalized and work is still ongoing. Reviewed the intent of the policy and procedure and how the ACQ was integral in providing feedback to DDSD for the policy. The purpose if the policy is to establish requirements to ensure waiver participants are allowed to obtain services from any willing and qualified provider of service. Providers who are on the Secondary Freedom of Choice forms cannot deny services to anyone. Unless the provider can demonstrate that it does not have the capability to ensure</p>	<p>DDSD requested to distribute the Policy and Procedure.</p>
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	<p>the health and safety of the individual-the process for that has been formalized and a form has been created; once finished DDS will distribute. Discussion around Providers having 6 months to correct their situation and determine how they can provide support to someone who was previously denied. It was asked what happens after the 6 months and the provider doesn't become compliant? What does the individual do in the meantime of the 6 months? A recommendation was made of having a guarantee of an open slot during the 6 month correction phase and not fill up all the vacant slots because then the individual will be out of an open slot because the provider accepted other clients in the meantime. It was asked if there were emergency services available for someone who has been denied services. The answer is yes.</p> <p><u>Transportation Policy:</u> Jen Rodriguez Jen is requesting the Policy and Quality sub-committee to reconvene to update the very outdated Transportation Policy. Once the committee is identified, DDS will distribute the policy.</p> <p><u>ACQ Membership:</u> Lori DeAnda Asks if anyone would like to join the membership subcommittee? Committee needs to look at how to recruit members for ACQ. Contact Center for Self-Advocacy for direction/input. If interested in joining the ACQ people can contact an ACQ member.</p> <p>DDS offered to have an article on the ACQ in the next newsletter-identify who will write this? Executive Committee?</p> <p>ACQ requested the Final By-Laws from Cathy Stevenson, indicating that they have gone through DDS's legal review</p>	<p>DDS to send Transportation Policy to Chris Futey.</p> <p>Gayla-send latest draft form of Patrick's brochure</p> <p>Executive Committee Newsletter on next agenda</p> <p>Gayla to follow up and respond to ACQ</p>
<u>Public Comment:</u>		
1. Future Agenda items		
2. Closing:		

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