

## The Advisory Council on Quality Supports for Individuals with Developmental Disabilities and Their Families Meeting Minutes February 11, 2016

ACQ Members: Bill Myers, Danny Palma, Gabriela Ramos, Jim Copeland, Joyce Munoz, Kathleen Holmes Cates, Lily Martinez, Lori DeAnda, Patrick Anaya, Randy Costales and Stevie Bass,

State Staff: Cassandra DeCamp, Cathy Stevenson, Chris Futey, Christina Hill, Gayla Delgado, Jen Rodriguez, Karen Peterson, Kresta Opperman, Melanie Buenviaje, Roberta Duran, and Scott Good

Guests: Mark Taylor, Brad Hill. Lori Steward

TOPIC	DISCUSSION	OUTCOME
<ul style="list-style-type: none"> <li>a) Call to Order:</li> <li>b) Welcome and Introductions</li> <li>c) Review Summary from December meeting</li> </ul>	<ul style="list-style-type: none"> <li>a. Meeting was called to order</li> <li>b. Welcome and Introductions took place</li> <li>c. There was not a summary from the December meeting as the entire meeting was work on the ACQ Wise Plan.</li> </ul>	

ACQ Housekeeping	<ol style="list-style-type: none"> <li>1. Patrick reviewed the ACQ Ground Rules</li> <li>2. Lori spoke about having an open mic time at each meeting which will allow members of the ACQ to inform the committee of special events that their agency is having or special events in their Region. The Co-Chairs request that if a member has a subject that could cause a lengthy conversation that the Co-chairs be contact and asked if the issue could be placed on the agenda.</li> <li>3. Patrick reviewed the ACQ accomplishment from 2015.               <ul style="list-style-type: none"> <li>o ACQ Brochure</li> <li>o Created a mechanism called the Partner form which allows members to obtain information or clarification from the State.</li> <li>o Completed 3 Partner form requests</li> <li>o Finalized the ACQ By-Laws</li> </ul> </li> </ol>	<p>Create a formal document of ACQ accomplishments for 2015 to measure against for next year</p> <p>Publicize accomplishments in DDS newsletter?</p> <p>ACQ standing section of DDS newsletter-OK</p> <p>See if we can get ACQ brochure on the CDD's resource library</p>
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	<ul style="list-style-type: none"> <li>○ Updated ACQ Ground Rules and Guest Rules and had Banners made</li> <li>○ ACQ provided articles for the DDS D Newsletter</li> <li>○ ACQ Wise Plan was completed</li> <li>○ ACQ attendance at the SW Disability Conference</li> </ul> <p>Additional accomplishments were provided: Mi Via became part of the ACQ in 2015, efforts to streamline application process for self-advocates, and the DDS D Secondary Freedom of Choice (SFOC) Policy and Procedure were developed as a result of an ACQ Partner form.</p> <p>Kathleen suggested that our 2015 Accomplishment be printed in bullet form so all can place in their ACQ binders and use as a reminder we do get things done.</p> <p>4. Lori requested volunteers for membership on a sub-committee to look at stipends. DDS D is also looking for volunteers to be on a CMS Final Rule sub-committee and DDW renewal subcommittee. Signup sheets were provided.</p> <p>A. Information for Stipend Sub Committee:</p> <ul style="list-style-type: none"> <li>○ ARC of NM fiscal agent for stipends and contract runs through June 2016. \$15/hour</li> <li>○ No allowance for mileage per DDS D policy</li> <li>○ DDS D tells ARC how to handle stipends and the state has final approval</li> <li>○ Need to discuss possibility of stipends for phone participation</li> <li>○ Stipends tied to membership?</li> <li>○ Possibly completely revise stipend policy</li> <li>○ Invite contract manager to identify available funding</li> <li>○ What are the “rules?”</li> <li>○ Develop stipend criteria</li> <li>○ Currently does not include travel time or overnights</li> </ul> <p>5. The Co-Chairs reported that they wrote two letters regarding membership: one is a general call for membership that will be</p>	<p>Randy to send out stipend criteria/contract</p>
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<p style="text-align: center;">State Updates</p>	<p>included in the March DDSD newsletter and the second is one asking providers if they have a Direct Support Professional (DSP) that could represent DSP on the ACQ, which will be sent out to providers/vendors.</p> <ol style="list-style-type: none"><li>1. <u>DDW Update on Regulations</u> –The DDW regulations were updated to include language pertaining to the Outside Review process, Fair Hearing language and continuation of benefits was updated, SIS-A language was included, additional language around verification, “proposed” service packages and budgets language added and the addition of allowing three therapy disciplines was included. These regulations were out for public comment and will be effective March 1, 2016.</li><li>2. <u>CMS Final Rule Webinar</u>—DOH and HSD will provide four (4) webinars that will inform DDW Providers, Mi Via Vendors and Consultants on the CMS Final Rule. Two webinars for DDW Providers and Mi Via Vendors will be on March 1<sup>st</sup> from 1pm to 4pm and March 4<sup>th</sup> from 9 am to noon. March 17<sup>th</sup> there will be two webinars one from 9am to noon and 1 pm to 4pm for DDW Case Managers and Mi Via Consultants.</li></ol> <p>The State has received comments and guidance from CMS on our State wide Transition Plan. The state continues to work with Mercer to update our Statewide Transition Plan. We need to send an updated plan to CMS by the end of February. Once we receive prior approval on this plan from CMS it will be sent out for Public Comment. DOH and HSD are working with Mercer at this time on a process to validate the provider self-assessment survey. This process will include onsite visits, paper reviews and participant interviews.</p> <ol style="list-style-type: none"><li>3. <u>Outside Reviewer</u>—Notification was sent out this week advising providers that the OR has been told that when denying a service the denial will be dated 10 calendar days</li></ol>	
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<p style="text-align: center;">Sub Committee updates</p>	<p>from the denial review date which will allow the provider to bill for services provided during the time a budget had expired up until the date of denial. New allocations are not included in this memorandum dated February 8, 2016. DDS can look at new allocation issues on a case by case basis, if needed.</p> <p>The OR will start sending an automatic response when they receive any submission beginning next week. They are getting a 1-800 number that Case Managers can call for status updates on budgets.</p> <p>4. <u>Mi Via updates on Regulation and Standards</u>- On October 1, 2015, the Mi Via waiver was approved for another 5 years. Mi Via updated their Standards and Regulations. The Regulations were out for public comment and HSD included a lot of the public comment into the regulations. Both Regulations and Standards will be effective March 1, 2016.</p> <p>5. <u>DHI/IMB</u> – Terri Cotter updated everyone on the new ANE Late and Failure Policy and Procedure. The policy was reviewed by the Consultants and they had a few minor edits/changes to the policy in which Ed Stallard has changed. He is submitting the revised policy to Jack Evans today for approval. From July 1, 2015 to today, the data reflects 55.4% of the allegations reported have been screened and closed at Intake.</p> <p>6. <u>Mi Via Advisory Council</u> (MVAC)-Stevie introduced Brad Hill as the new Chair of the Mi Via Advisory Council.</p> <p>There has been feedback from Mi Via participants, consultants and family members about extreme difficulties with Xerox. HSD indicated that conversations with Xerox on these issues had been taking place, but change would take time.</p>	
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	<p>MVAC immediate past chair, Stevie Bass, and new MVAC chair, Brad Hill, have agreed to give HSD personnel some time to resolve Xerox issues, but if no substantial improvement is made in a reasonable amount of time, then they will propose to ACQ to issue an advisory related to the Mi Via/subcontractor difficulties and ask for relief.</p> <p>7. <u>Policy and Quality subcommittee</u> Chris Futey The committee met on February 9<sup>th</sup>. They have gathered data for the last six years from QMB and IMB for the provider scorecard. The scorecard will include the last two QMB surveys which is why 6 years of data was needed. The subcommittee will help review a small sample since conditions of participation were included in the reports which are no longer being reported on. The committee is also assisting DDS in reviewing the annual report. Chris stated he uses a tracking system which the ACQ might consider that could help us keep track our ACQ Wise Plan</p> <p>The ACQ was asked if they thought DDS should host a Quality Summit this year. There was a lot of discussion regarding a Quality Summit and it was agreed that the following needs to occur if we are going to have a 2016 Summit:</p> <ul style="list-style-type: none"> <li>• Review the information we collected from the last Quality Summit and see what we did with the data.</li> <li>• Determine the purpose, structure and desired outcomes.</li> </ul> <p>There was a motion by Jim Copeland: <b>The ACQ authorize the Policy and Quality subcommittee to meet and come up with a purpose and structure for the Quality Summit and come back to the ACQ with a recommendation and anyone would be invited to participate at the April meeting.</b> Randy Costales seconded the motion. All in favor no one opposed.</p>	
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<p align="center">ACQ Wise Plan</p>	<p><u>Waitlist Committee</u></p> <ul style="list-style-type: none"> <li>• Legislative update             <ul style="list-style-type: none"> <li>○ no new funds listed in the Legislative Finance Committee or Governor’s budget for new allocations</li> <li>○ SB36 had \$25 million appropriation, but that was removed before it passed the Senate, now it’s only a report</li> </ul> </li> <li>• Update on HB2 activities – the Keeping in Touch (KIT) letter and survey is still in process. The KIT letter has not gone out yet. DDS is waiting to receive additional information about making information available online.</li> <li>• SB216 draft report – reviewed the draft report with the group and requested feedback, suggestions include             <ul style="list-style-type: none"> <li>○ Formal presentation to LFC, specific legislators in a formal way</li> <li>○ Include an executive talking points page at the beginning for quick access in reading</li> <li>○ Make the report available online</li> </ul> </li> <li>• Requested to review SM20 Task Force report at next meeting to assess where we are at now versus what was proposed in the report.</li> </ul> <p>The next meeting will be on 4/13/2016, 2:00P – 4:00P, at the BOTW building, 11<sup>th</sup> floor conference room.</p> <p>It was suggested that we should use the tracking system Chris Futey uses for tracking actions on the Wise Plan. The ACQ agenda would incorporate the Wise Plan goals and objectives in this template to use as future agendas. Objective and actions steps need to be considered when inviting people to present at future ACQ meetings.</p> <p>Cathy stated we need a three prong update to include State, providers and participants.</p>	
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	<p>Goal number 2 action number 1 is completed. Presentations to be on the April agenda for action 1 and 2 of Goal 1.</p> <p>We need to remember our objective is a quality process and this is outlined by: 1. Gather data 2. Determine actions or make decisions 3. Review Changes 4. Make adjustments.</p>	
	<p>There was a motion from bill Myers that the ACQ work off of this plan using Chris's tracking system. The ACQ Executive Committee will determine timelines and bring back to the committee. Danny Second. All in favor no one opposed.</p>	
Open Mic	<p>It was requested that the ACQ Co-Chairs email the secretary and thank her for attending the meeting.</p>	
<u>Public Comment:</u>	No Public Comment	
1. Future Agenda items		
2. Closing:		
3.		
4.		
5.		