

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

ACQ Members: Bill Myers, Danny Palma, Doris Husted, Gabriela Ramos, Jim Copeland, June Montoya, Lisa Rossignol, Mark Taylor, Patrick Anaya, Lecie Langille, Lily Martinez, Phyllis Shingle, Randy Costales, Stevie Bass, Virginia Lynch  
 Joined after lunch: Kathleen Holmes Cates.

State Staff: Jen Rodriguez, Roberta Duran, Chris Futey, Annabelle Martinez, Ed Stallard, Melanie Buenviaje, Regina Lewis, Kathy Baker, J. Steve Baca, Iris Clevenger, Cassandra DeCamp, Cathy Stevenson, Jolene Mondragon

Guests: Fritzi Hardy, Claudia Ibanez, Lori Stewart

TOPIC	DISCUSSION	OUTCOME
a) Call to Order: b) Welcome and Introductions c) Approve Agenda d) Review/Approve Previous ACQ Summaries	a. Bill Myers called to meeting to order @ 9:47 am b. Welcome and Introductions  c. Approve Agenda- Motion to approve. All in favor  d. Review Summary from last meeting June 9, 2016- Motion to approve. All in favor.  Bill reminded folks to sign in and to review the ground rules and place their name tents on their side if they wanted to speak. Note cards were placed on table for questions to be written, if any. All partner forms have been closed out-should have been notified by email.  Evaluations are being received by non-members. Suggestion of having two different colored paper or a check box form to distinguish between evaluations from members and non-members.  Chris Futey states that Kathy Baker will be taking over for Gayla Delgado starting at the next meeting in October.	Chris Futey made a correction on the last page-next subcommittee mtg. is Oct. 7 <sup>th</sup> instead of the 3 <sup>rd</sup> . Page 3; it should read Brad Hill, need to change the name.
<b>Wise Plans            Objective 1: Identify weaknesses in communication chains</b>	<b>Bill Myers</b> wants committee to spend some time on how it's working, if it's working, etc. Thinks there is some confusion and some struggles with how this is working. The intent is to bring focus and make an impact to ACQ. Remind everyone that we as a group did	

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	<p>work on this. Can we do anything better? Would like to have an open conversation.</p> <p><i>Doris Husted</i> feels that they don't get much outside feedback, (limited comment on agenda), practical stuff that says that the division takes what we talk about and use it. Does not see a full circle (i.e. partner list), she would like to see more direct comments from the division on whether they need our assistance and advice and if what we have given has done any good. Bill asks if there are some people uncomfortable submitting a partner form. Doris says people outside of ACQ may be uncomfortable and don't know about the partner forms.</p> <p><i>Kathleen Holmes</i>, suggests a process to Exec. Committee that if you have a public comment and it addresses one of the agenda items it could be discussed right after the agenda item instead of at the end of the day. The idea of the wise plan, partner form is to produce data. We do have a gap in the things getting done. Partner form is only open to the committee but it has to be filled out in order to be held accountable.</p> <p><i>Danny Palma</i> would like to hear updates and doesn't know why there can't be an hour on updates. There are 5 committees that he would like to be updated on.</p> <p><i>Kathleen</i> makes a motion for time to be allotted on the agenda for 10-15 minutes each for updates.</p> <p><i>Danny Palma</i> would like at least an hour on the updates. We have to set ground rules for it.</p> <p><i>Gabriella</i> supports it but problems are that people start complaining, or adding to discussion, and turns into more than 10 minutes. June says if someone has an issue or clarification on what update was presented, what could be a follow up procedure on getting this done? Not in that same meeting, but after, later. Gabriella, from then, we could go to a partner form and be put on the agenda. But updates are just that, updates.</p>	<p>Kathleen motions to allot time 1 hour or 1½ for 10 minutes each for updates on the agenda, Mark Taylor second. All in favor – motion approved.</p>
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<p>Mi Via Advisory Committee</p>	<p><b>Brad Hill</b> Mi Via advisory committee had a discussion and felt that because of the nature of the issue, we concentrated on two issues that really affect the quality of the Mi Via program. Would like to commend staff on hard work but there is still a problem. 2 areas of concern:</p> <ol style="list-style-type: none"> <li>1) Wal-Mart or Staples will not accept checks from our vendors, Xerox and TNT. The problem is not being able to make purchases. Due to nature of the format of the check, the routing number and account numbers are being jumbled. Staff has reached out to companies and asked to make exceptions. It is done on a case by case basis depending on manager.</li> <li>2) The other concern is purchasing on line. It is difficult to do that as well because there is no perfected mechanism. On the check you can go to Xerox and exchange check for a cashier's check, ad hoc purchasing agent to do it on line. We are looking for solutions to deal with this.</li> </ol> <p>Any suggestions and recommendations can be made here. <i>Stevie Bass</i> says that Mi Via did form a task force to address this. <i>Doris</i> would like to know why the proposed debit card has not moved forward.</p> <p><i>Melanie</i> states that we would be happy to present the options that HSD have come up. It is a very complicated issue</p>	<p>HSD will be put on the agenda for next meeting to address this topic. Regina Lewis states that all this discussion will be on the mi via website.</p>
<p>Mi Via Amendment</p>	<p><b>Melanie Buenviaje</b> states that the waiver renewal submitted with effective date of Oct 2014 was approved October 1, 2015. An amendment will be submitted January 1, 2017. Public comment period with begin November 15, 2016.</p>	<p>Next ACQ meeting, a timeline will be submitted</p>
<p>Med Fragile Waiver</p>	<p><b>Iris Clevenger</b> – Med Fragile Waiver – Most of people on Med Frag waiver are on DDW Wait List. <i>Lori Stewart</i> is the Med Frag Liaison at CDD. <i>Cassandra</i> suggested it would be a good idea to bring Med Frag allocation numbers to the ACQ. There is virtually no wait list for</p>	



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<p>Recorded meetings to be placed on the ACT NM website</p>	<p>Still in the process of completing</p>	
<p>DDSD Newsletter</p>	<p>Due August 22, 2016. A draft is in process on the wise plan, and the function of ACQ, to include the role of the ACQ and what we are doing. Any suggestions for a newsletter article. Please notify Bill or anyone on the board. The DDSD newsletter is quarterly and will be out in September. Kathleen asks to take one of the goals and address where we are at in the process. It feeds into our communication and lays the foundation on what we need to do right now. Any other ideas or suggestions, please let them know.</p>	
<p>Partner form/ACT website</p>	<p>Partner form is to be placed on the act website.</p>	
<p>Litigation Conversation</p>	<p>Do we want this at future meetings, an update from DDSD? Is there anyone else we want an update from? <b>Cathy Stevenson</b> states that DDSD can provide an update, ARC of NM, Disability Rights of NM are other sources. Presentation was recently given to the legislature, that can be provided, if requested. Do we want to pursue other updates? <i>Danny Palma</i>, would like major updates, 5 minutes, no discussion. <i>Kathleen</i>, under identified communication chains, we don't need it every time. <i>Kathleen</i> would like it written down, either in the minutes or separate. Something formatted to take back to the people to let them know where exactly we are at. <i>Cathy</i> says we will provide them with a written document or bullets maybe rather than having it taken in the minutes when requested.</p>	<p>Next meeting, a brief overview update in writing which will set precedent for others will be presented.</p>
<p><b>Increase System Capacity</b></p>		



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<p>Keeping in Touch Letter (KIT)</p>	<p>very beneficial. The DDW and Mi Via services were all discussed. 103 individuals received an offer and 88 responded; 18 put themselves on hold, 18 stayed on Med Frag so put DDW on hold, others were receiving SGF and were happy to stay there, 60 chose traditional waiver. Three letters were returned not found. They had a month to follow up instead of just a week. Cassandra checked Omnicaid for all 103 people to check on Medicaid status.</p> <p><i>Kathleen:</i> How many individuals on SGF wanted to stay there?  <i>Cassandra:</i> Not sure. Some fear changing services and the paperwork involved. I think this is a substantial group who have no support group, these people have no support and are receiving SGF. SGF not a safety net after individual turns 65, these individuals/families need to know this and have an advocate to tell them about this.</p> <p>Delayed Allocations – In some FY in the past these folks have not received allocation letters. Currently there are 33 people who have delayed their allocation. We are trying to find them and see if they are interested in re-engaging. We are asking for one last reason for why they are not interested in being allocated.</p> <p>Expedited Allocations – 63 in the past year – up from years past  <b>Cassandra DeCamp</b> Wait List subcommittee worked very hard on survey</p> <p>2 groups:          People whose allocation is on hold – 4000 – 15% responses have been returned – every eligibility worker in the state is receiving 4-5 calls a day asking how to complete the form.</p> <p>People who have their Child on open status or those that don't have their eligibility letter, can now receive email addresses for people including the guardian, person able to make decisions plus one other person – up to 4 people can be added to list to receive all information.</p>	
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<p align="center">Policy and Quality Subcommittee</p>	<p>Keeping in Touch letter was last done in 2008. Lily Martinez wanted to thank Cassandra for all the work she's done on this. Bill seconded this.</p> <p><i>Kathleen</i> – DDS D has been saying from the beginning they don't know how they are going to get the manpower needed to enter all of this info into system. This can all be done by venders that are able to do this work for the State. Not committing to a long term employment contact.</p> <p><i>Cassandra</i> will bring this up with Teresa, new Bureau Chief. Folks are sending these back and appear to be very vested in this.</p> <p><i>Bill</i> asked when the next meeting for the Wait List subcommittee is? <i>Cassandra</i>: The meeting is always the day before the full ACQ meeting. The next meeting is Oct 12.</p> <p><i>Cassandra</i> We are creating a report that covers the Central Registry list. DDS D is looking at feedback from the Committee. If you'd like a copy, please email me, I'd be happy to send it to you</p> <p><b>Chris Futey</b> DDS D Transportation Policy – Kathy Baker and I went back 12 -18 months of ACQ meeting minutes. P &amp; Q committee was supposed to look at it in Aug 2015. Chris will send the current policy to subcommittee members and try to get some recommendations back before Oct 3 subcommittee meeting. Falls Task Force – <i>Peggy Taylor</i>, the new QA nurse, is working on finding internet resources regarding falls online. Peggy presented to the P&amp;Q committee some of these resources and will also take them to Clinical Services Bureau to look at. Scorecard – Bureau of Systems Improvement is working on a Scorecard for DDW only. They are currently working on FY16 and</p>	<p>Would like feedback – <a href="mailto:Cassandra.DeCamp@state.nm.us">Cassandra.DeCamp@state.nm.us</a> – no later than close of business on Monday, Aug 15</p>
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<p style="text-align: center;">New Membership</p>	<p>the provider populations to finish up current draft. Chris will provide Scorecard draft to Senior Management in September, 2016.</p> <p>Vacancy under Self Advocate – otherwise setting very well</p> <p><b><u>Public Comment:</u></b>  <i>Lori Stewart:</i>            Comment on discussion this morning from this morning, “It is very important to include Med Frag. All clients who are at risk or have a DD/IDD diagnosis are eligible. It is a very complex decision for a family to make when deciding when/if to switch to DDW or Mi Via from Med Frag. She appreciates that ACQ wants to make it more of an inclusive group. Thank you to the State – feel they are partners with the State in keeping the Med Frag Waiver strong</p> <p><i>Bill Myers:</i>            Please complete the meeting evaluation form.</p> <p>Does everyone have to go through the vetting process again after their term expires?</p>	
<p>1. Future Agenda items</p>		

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2. Closing:	Motion to adjourn by Gabriela Ramos. 2 <sup>nd</sup> by Mark Taylor. All agreed	
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