

West Virginia Intellectual and Developmental Disability (I/DDW) Quality Improvement Advisory (QIA) Council Meeting Minutes	DATE: July 9, 2025 TIME: 10:00 AM – 1:30 PM Virtual Meeting
Members Present:	
Members Not Present:	
Others Present:	
<p style="text-align: center;">MINUTES</p>	
<u>Meeting called to order at 10:02 am by Mike Pushkin, Chair</u>	
<u>Welcome and Introduction</u>	
<ul style="list-style-type: none"> • April 9, 2025, Meeting Minutes were presented and approved. <ul style="list-style-type: none"> ○ Motion to approve: Jason Jones ○ Motion to Second: Mary Gibbs ○ Courtney spoke about the new format of the minutes. ○ Motion Carried 	
<u>Old Business:</u>	
<u>New Business:</u>	
<ul style="list-style-type: none"> • New I/DDW QIA Council Member applicant, Kristi Schwartz (in attendance), Provider (taking Jason’s position in October) <ul style="list-style-type: none"> ○ Motion to approve: Jason Jones ○ Motion to second: Mike Pushkin ○ Motion Carried • New I/DDW QIA Council Member applicant, Ashley Skeens (in attendance), Stakeholder <ul style="list-style-type: none"> ○ Motion to approve: Jason Jones ○ Motion to second: Mike Pushkin ○ Motion Carried • New I/DDW QIA Council Member applicant, Marilyn Wolfingbarger, will not become active/voting member until October 2025 (Member/Family Rep) <ul style="list-style-type: none"> ○ Motion to approve: Mike Pushkin ○ Motion to second: Jason Jones ○ Motion Carried • Jason Jones asked if discussion should be held on his position of Vice-Chair as his term will be expiring. Jason Jones nominated Ashley Skeens. Mike Pushkin tabled until next meeting for further discussion and nominations. • The member roster was reviewed. Will be sent to members for complete update. 	

BMS Updates:

Angela Signore presented the following BMS updates:

- Waiver approval went through for 5 years beginning July 1, 2025
- Approval letter, application and such on BMS website
- Working on policy manual and should not take much longer
- Mortality report: April – beginning of May 2025; 7 deaths; 5 natural causes and none required further investigations
- **Get a copy of mortality report from Ken or Angela**

Palco Update:

Ashley Quinn/Stacy Broce in attendance.

- No updates

UMC/Acentra Health General Update:

Courtney Sites provided the following updates:

- Courtney presented the D&R
 - The last report finalized is from May 2025
 - Went through each question and compliance rate/requests
 - **Get information from Courtney for inclusion; send to members**
 - No questions concerning the D&R Report
- Courtney discussed the short times recorded on DD3.
 - Courtney provided examples to the council.
 - Example was a 6 minute meeting; with nothing changing even with the prompted questions.
 - Courtney explained the prompted questions would take more time than 6 minutes alone
 - Began seeing this trend after the switch in the rates for CM
 - Delmar asked if there was anything that could be done for this. Courtney stated that the PEs give education, better training from supervisors, possible sanctions against the agencies (however, Appendix K prevented this, but in talks with BMS about this since APP K is winding down), etc. Also seeing home visits are not being completed at all. A possible tracker could be implemented to determine all members are receiving home visits.
 - Jason Jones suggested that the possible disallowance be based on a percentage of the DD3 that is not completed. Jason said a clearly defined percentage would live very room for argument
 - Gillian stated that something should be included that provider is actually seeing the member/home environment. And that the CM noting why the family is not wanting to be compliant
 - Tina Wiseman stated that the CM has the responsibility to build relationships with the families and these type of visits are not acceptable.
 - Courtney asked for any suggestions to be sent to her or directly to BMS especially with new policy begin developed.
 - Taniua stated that DRoWV is concerned with this situation and was concerned when the billing changed. She believes that this is not about training, etc., and more related to billing. Asked if there were any agencies

that are the problem child. Courtney stated was across the board and not just specific agencies.

- Gillian sees a big issue is with slot releases and not wanting to build the relationships with the CM/agency. Also a big issue is what should be documented, what are they doing for the member, and why is not in the narrative section.
- Steve Brady that Covid caused individuals not to learn what a home visit entitled. He does believe there is good case agencies that are spending time with their families, etc. Believes it needs to be across the board education and what it means to do a home visit.
- Christine recommended that the IPP team develop what needs to be monitored monthly and could give the CM guidance on what is important to the member. Makes sure the client/family involved, and needs are discussed.
- Ashley Skeens asked % of case management agencies this is occurring in and could the council get a copy. Also agreed with Christine that team support/agreement is needed. Would also suggest that 7-day IPP be a mandatory in person meeting (new slots/transfers) to get to know the clients/families.
- Courtney spoke about the home visit compliance letter that was sent when receiving reports that families are not complying. Outlines the policy pertaining and the risk of being removed from the program.
- New Providers and potential applicants for provider agencies
 - Courtney reported one new residential provider in the Charleston/Dunbar area.
 - Acentra/BMS has been contacted by multiple individuals/agencies to serve the IDDW population. These are not all CM agencies. Very diverse across the state. Nothing has been finalized. Once receive applications, requirements are complete, Courtney will update the council.
- Template form for utilization report
 - Mimics the BSP/RN form that can be utilized at meetings. Could be completed before IDT meetings.
 - Outlines all services and could report what is being utilized by the member.
 - Could be adjusted for services specific to the member and will track a 12-month period. Could possibly create their own form as along as utilization is tracked.
 - BMS was ok with form. Wanted QIA council input.
 - Would not be a requirement, but another resource to the providers
 - Jason Jones think it is a good format; Stephanie White likes the form as well because sometimes does not receive the information until the time of the meeting.
 - Courtney said utilization should be discussed and available at any time.
 - Courtney will have Ken sent out to QIA members and to please send any comments with Courtney. Please do not share as not official.

UMC/Acentra Health General Update – ISS/GH:

Misha McShane provided the following updates:

- Get information from Misha and share with the QIA council
- Went through the Q2 summary first; then Q3 summary report
- Review Tool to be sent out to QIA council
- Delmar asked the age of the clients in the home. Misha stated all clients are 18 and above.
- No further discussion

Bureau for Behavioral Health Update:

Steve Brady in attendance.

- No updates

OHFLAC Update:

Jim Patterson was not in attendance. No update.

Requested Council Discussion Topics:

- Duchenne Muscular Dystrophy – Presented by Jessica Campbell, Jett Foundation
 - Presented a very information presentation on Duchenne Muscular Dystrophy explaining about the foundation, symptoms/causes, support opportunities, etc.
- IPP Member Signature Requirements – Presented by Taniua Hardy, DRoWV
 - Wanted to bring forth issues concerning the agreement/disagreement section of the IPP Signature requirements
 - Have a concern agreeing/disagreeing with something that is not complete and only verbally discussed
 - Stephanie Thorn discussed that the CMs were going to complete the IPP as a living document and the IDT members would have the IPP immediately.
 - She mentioned that the finalized IPP have omissions of items discussed; additions that weren't discussed; etc.
 - DRoWV does not want to have members/families to have an adequate document in front of them to make the determination of agree/disagree
 - Jason pointed out that the IPP states “verbally”
 - Taniua states this is the issue; that you cannot agree to something verbally discussed
 - Stephanie said as recent as last month that an advocate could not simply mark attended, but they had to agreed to the IPP
 - Want to bring it forth to the council because has had issue with an agency.
 - There are times when they are not receiving the IPP within 14 days. They let Josh know when this does not occur.
 - Worried the families are being forced to do something they are not required to do at the time of the meeting.
 - Stephen agrees with DRoWV to mark attended and then review the IPP before signing with agreement/disagreement.
 - Courtney clarified that the language on the signature page has not changed since being implemented in July 2024. This is not a new document.

Stipulation in place that once receive the IPP, then call for a CJ and have the corrections made. However, it is an agreement to what was verbally discussed in the meeting.

- Taniua said it is the practice has changed, not the document.
- DRoWV has spoke to one of their attorneys concerning the matter and they will continue to follow that they will not agree/disagree until they see the final document.
- Taniua asked if someone follows this process, mark they agreed, but does not contain the information they thought was on the IPP, if they disagree, the IPP would be invalid. Courtney affirmed. Will authorizations still be pushed through? Courtney stated RCs would possibly hold authorizations.
- Courtney recommended inter-agency agreements between agencies/DRoWV to have the IPP before the 14 days deadline so can review and have sufficient time to get the signature page back to the agency. Stephanie said she would be taken back to DRoWV for further consideration.
- Not all agencies may not need this, but the ones that are in errs continuously
- DRoWV goal is to always complete items in a timely manner; however, hindered when does not receive the information in accordance with policy timeframes.
- Legislative Update – Presented by Mike Pushkin and Tina Wiseman
 - An increase in the budget for IDDW in the overall budget bill
 - Still eyes are on the federal level
 - Could have an impact on agencies providing services
 - Mike attended a conference in Seattle
 - Senate Bill 325 – Courtney asked about if there was a discussion on this matter and if providers could sign affidavits for the requirement of the bill.
 - Put the announcement from Provider Call in here for council members.
 - Mike said this is an agency rule; it will be discussed in intermittent session
 - Cynthia states said OHFLAC is requiring this and wanting to match the rule that OHFLAC reviews
 - Courtney said transportation is a common item found on provider reviews and members are being transported in vehicles that are not properly insured/licensed.
 - Taniua asked if there is a reason BMS does not want to be stringent. Cynthia stated it is because of oversight by the federal government.

Newly Requested Council Discussion Topics for Next Meeting:

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Public Comment:

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Action Items	Person Responsible	Deadline
Membership Committee Review	Mike Puskin/Jason Jones	On-going
Send applications for review to QIA members	Ken Hudnall	On-going – sent with council minutes
QIA Membership Rooster	Ken Hudnall	To be sent immediately for update
Distribute current D&R report to QIA members	Ken Hudnall	With council minutes
Distribute current ISS/GH update to QIA members	Ken Hudnall	With council minutes
Distribute utilization report to QIA members	Ken Hudnall	With council minutes
Coordinating presenters outlined for next QIA council topics	Ken Hudnall/Courtney Sites	Before the next meeting in October 2025
<p><u>Council Meeting Dates and Time:</u> October 8, 2025 (Hybrid Meeting) Meeting Time: 10:00AM – 2:00PM</p> <p>Motion to Adjourn: Second: Meeting adjourned at</p> <p>Minutes taken by Sissy Johnson, Acentra Health</p>		

Discussion Topics For Next meeting:

Mike is going to look at his notes from the 2025 Disabilities Legislative Composium that was held recently in Washing State. Ken asked him to look and see what was discussed regarding the workforce issues/shortages nationwide. Mike stated WV is very low in the rankings because of the state's demographics mostly being older.

_No other suggestions for topics.



No further discussion. Asked if anyone was here for public comment. No one responded. Council agreed to adjourn meeting, but that Acentra and BMS would keep the line open until 1:30 in case anyone joined for Public Comment.

Angela motioned to adjourn. Mike seconded. Meeting adjourned at 1:05pm.

Acentra and BMS members present on line until 1:30pm- Courtney, Misha, Ken, Cynthia, and Angela.