

<b>West Virginia I/DD Waiver Quality Improvement Advisory Council Meeting Minutes</b>		July 13, 2022 11:00am-1:05pm Zoom Meeting
<b>Voting Members Present:</b>		
<input checked="" type="checkbox"/> CHAIR Ashley Skeens Provider Term exp: 9/30/2022	<input checked="" type="checkbox"/> Renee Chapman Program M/F Term exp: 9/30/22	
<input checked="" type="checkbox"/> Marilyn Nichols Wolfingbarger Program M/F Term exp: 6/30/24	<input checked="" type="checkbox"/> Tracy Bowman Program M/F Term exp: 6/30/24	
<input checked="" type="checkbox"/> Michael Hite Program M/F Term exp: 3/31/2025	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Christine Dickson Provider Term exp: 6/30/24	<input checked="" type="checkbox"/> Jason Bowlick Provider Term exp: 6/30/24	
<input checked="" type="checkbox"/> Brad Blackburn Provider Term exp: 6/30/24	<input checked="" type="checkbox"/> Charity Register Provider Term exp: 6/30/24	
<input checked="" type="checkbox"/> Mary Lea Wilson Stakeholder Term exp: 9/30/22	<input type="checkbox"/> Stefanie Caldwell Stakeholder Term exp: 9/30/22	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Adam Stevenson Stakeholder Term exp: 3/31/25	
<b>Ancillary Members Present:</b>		
<input type="checkbox"/> Erika Hastings Term exp: 6/30/22	<input checked="" type="checkbox"/> Christi Hamilton Term Expires: 3/31/23	<input checked="" type="checkbox"/> Jason Jones Term Expires: 3/31/23
<b>Other Representatives Present:</b>		
<input checked="" type="checkbox"/> Michele Mount WVU CED SFCP Prg. Mgr.	<input type="checkbox"/> Susan Given DRWV	<input checked="" type="checkbox"/> Taniua Hardy DRWV
<input type="checkbox"/> Steve Wiseman DD Council	<input type="checkbox"/> Linda Higgs DD Council	<input checked="" type="checkbox"/> Lisa Purkey PPL
<input checked="" type="checkbox"/> Stacy Broce BMS	<input type="checkbox"/> Randy Hill BMS	<input checked="" type="checkbox"/> Nasim Molavi PPL
<input type="checkbox"/> Laura Barno BCF	<input type="checkbox"/> Kara Young KEPRO	<input checked="" type="checkbox"/> Steve Brady BBH
<input type="checkbox"/> Emily Proctor KEPRO	<input checked="" type="checkbox"/> Jim Patterson OHFLAC	<input checked="" type="checkbox"/> Carissa Davis Olmstead Coordinator
<input checked="" type="checkbox"/> Josh Ruppert KEPRO	<input checked="" type="checkbox"/> April Goebel KEPRO	<input checked="" type="checkbox"/> Lori Tyson BMS
<input checked="" type="checkbox"/> Ashley Quinn KEPRO	<input checked="" type="checkbox"/> Courtney Brown KEPRO	<input checked="" type="checkbox"/> Rebecca Jennings OHFLAC
<input checked="" type="checkbox"/> Lia Billings DRWV		
<b>Public Present:</b>		

## MINUTES

Agenda Item	Welcome	Presenter	Ashley Skeens Council Chair
<b>Discussion and Conclusions:</b>			
<ul style="list-style-type: none"> <li>• Ashley Skeens (Chair), called to order</li> <li>• Review of April 2022 Meeting Minutes                Corrections to minutes: Remove Laura White. Remove Brad Blackburn from chair nomination. Correct spelling of OHFLAC.               <ol style="list-style-type: none"> <li>1. Michael Hite moved to approve</li> <li>2. Mary Lea Wilson seconded</li> <li>3. Minutes approved by majority vote</li> </ol> </li> </ul>			
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
None			

Agenda Item	Membership Status Update	Presenter	Courtney Brown KEPRO
<b>Discussion and Conclusions:</b>			
<p><u>Applicants:</u></p> <ul style="list-style-type: none"> <li>• Craig Kelley</li> <li>• Karen Clark</li> <li>• Marian Layne</li> <li>• Ashley Skeens</li> </ul> <p><u>Upcoming Vacancies:</u></p> <ul style="list-style-type: none"> <li>• Ashley Skeens (Chair/Provider position) September 2022</li> <li>• Renee Chapman (Sub-Committee Chair/Program Member/Family position) September 2022</li> <li>• Mary Lea Wilson (General Stakeholder) September 2022</li> <li>• Stefanie Caldwell (General Stakeholder) September 2022</li> <li>• Jason Jones interested in open Provider position</li> </ul> <p><u>Elections:</u></p> <ul style="list-style-type: none"> <li>• Will hold elections prior to October 2022 meeting. Any nominations or applications should be sent to <a href="mailto:coubrown@kepro.com">coubrown@kepro.com</a>.</li> <li>• Adam Stephenson nominated Chair</li> <li>• Jason Bowlick nominated Co-Chair</li> </ul>			
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
None			

Agenda Item	General Program Updates	Presenter	Stacy Broce BMS
<b>Discussion and Conclusions:</b>			
Presentation of Mortality Report			
<ul style="list-style-type: none"> <li>Forty-four deaths occurred for whom information has been received since the last meeting. Death Certificates continue to be a problem to obtain, and some deaths go back to October 2021. Five deaths were noted due to COVID-19 and related complications and/or factors. All but one were marked as natural deaths. One death was marked as an accidental fall.</li> </ul>			
Action Items	Person Responsible	Deadline	
None			

Agenda Item	Program Policy Clarifications & Updates	Presenter	Josh Ruppert KEPRO
<b>Discussion and Conclusions:</b>			
<ul style="list-style-type: none"> <li>A running announcement has been added to the routine Policy Clarification calls reviewing the numbers of individuals on the IDDW Managed Enrollment List (MEL) and include a breakdown of the July 2022 slot releases by county.</li> <li>Results of the face-to face visit survey conducted in March 2022 were used in the development of the IDDW COVID-19 Concessions Unwinding Plan and will be utilized in the development of future policy.</li> <li>BMS addressed the following guidelines for COVID-19 precautions during the April 2022 Policy Clarification meeting and would like to re-iterate that providers should: Continue to monitor state and federal guidelines. Encouraged members to use masks but allow for individual choice. Not restrict attendance for day programs due to social distancing issues. Maintain 6 feet social distancing when possible. 3 feet is acceptable when not possible to maintain 6 feet social distancing.</li> <li>Presented on 6/2/22 and sent the IDDW COVID-19 Concessions Unwinding Plan to the IDDW Distribution List on 6/24/2022.</li> <li>A total of 43 Q/As were updated as a result of the measures outlined in the IDDW COVID-19 Concessions Unwinding Plan that was shared during the 6/2/22 meeting and sent to the IDDW Distribution List on 6/24/22.</li> <li>The notice of the Public Health Emergency (PHE) has been extended to mid-July 2022.</li> <li>Shared information regarding the Mountain State Conference on Disabilities that was held virtually in May 2022.</li> <li>Disseminated the updated the Provider Review Tool dated 7/1/22, a couple of times, and put it into practice with reviews beginning in this month forward. The tool was originally shared and discussed during the November 2021 Quarterly Provider Meeting. Since then, the tool has been revised to include enhanced</li> </ul>			

formatting and terminology corrections throughout the entire document. Providing more details to certain items in the Service Plan and Case Management Service Plan tabs for increased clarity. Kepro will begin utilizing this tool with reviews starting in July 2022. The following changes have been made to the included version: Removal of the Residential Site Review tab. Changes to the wording in guidance/notes in the Crisis Plan tab. Crisis plan will only be evaluated for the CM agency and will be recommended for potential disallowance if not included in the service plan.

- Sent out the updated Kepro WV Contact List that contains updated contact information for all Kepro employees across all programs/departments.
- Provided updates for PPL as it relates to contact information and with self-directed EAA and Extended State Plan Therapy services. Reportedly the issues with their portal have been resolved and that there should be no further delays in processing these services. A handout on how to get started with these services was also provided.
- Announced on the 6/2/22 PC call that Full implementation of Conflict Free Case Management (CFCM) will begin to roll out with members that have January anchor dates beginning on January 1, 2023. BMS and Kepro will provide training related to various CFCM topics and concerns in the months prior to full implementation. Agencies that have not already done so are encouraged to reach out to Kepro with ideas and topics for future trainings related to CFCM.
- All members of the IDT must work together to ensure that all documentation, as it relates to the accurate recordkeeping of incident reporting, is made available to all applicable IDT members.
- Sent out the 2022 Summer WVABLE Quarterly Newsletter provided by Roxanne Clay with the treasury department.
- Announced on PC call that Tina (Maher) Wiseman is now serving as the Director of the Office of Health Facility Licensure and Certification (OHFLAC) within the Office of Inspector General (OIG). She may be reached at [Tina.E.Maher@wv.gov](mailto:Tina.E.Maher@wv.gov).
- Reminded providers that per Bureau for Social Services (BSS) Adult Services policy, persons who may not be appointed guardian includes: Corporation, agency, or other entity, or any agent thereof doing business with or in any way profiting from the estate or income of the protected person for whom services are being performed by the Guardian; WV Substitute Decision-Maker Policy Revised September 2021. Any person who has an interest as a creditor of a protected person, other than a bank or trust company authorized to exercise trust powers or engage in trust business in West Virginia. In addition, Adult Service workers should not solicit or accept any monetary gain for their services to the client other than their salary and benefits paid by the Department; WV Substitute Decision-Maker Policy Revised September 2021 and APS Policy January 2022.
- The next PC Call/QPM will be held 8/4/22. We continue to advocate for this group each call.

Action Items	Person Responsible	Deadline
None		

Agenda Item	Specialized Family Care Program	Presenter	Michele Mount
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**Discussion and Conclusions:**

- As of 4/1/22 all monthly home visits and quarterly respite homes visits returned to in- person.
- There are two new homes open.

Placement:

- 27 (16 adults and 11 children)
- There are approximately 10 open beds at any given time.
- There are zero children beds open.

Action Items	Person Responsible	Deadline
None		

Agenda Item	General Updates	Presenter	April Goebel KEPRO
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**Discussion and Conclusions:**

- Postponed discussion on Discovery & Remediation report.
- Discussed overview of HCBS reviews. Primary goal is to have 100% of ISS/GH sites assessed with a deadline of 2/28/2023 to ensure the health, safety, and welfare of members are being monitored and corrected as needed.

Action Items	Person Responsible	Deadline
None		

Agenda Item	OHFLAC	Presenter	Jim Patterson Rebecca Jennings
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**Discussion and Conclusions:**

- REM Beckley involves the Princeton area and abuse of two clients by not providing sewage to the clients for eight days. We levied an \$8000.00 fine.
- ResCare WV-Eastern-Provisional Lift on Admissions Ban 6/24/22.
- ResCare North Eastern ban is entirely lifted as of this month.

Action Items	Person Responsible	Deadline
None		

Agenda Item	Disability Rights of WV	Presenter	Lia Billings
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<b>Discussion and Conclusions:</b>		
<ul style="list-style-type: none"> <li>Presented on the Public Health Workforce.</li> </ul>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
None		

<b>Agenda Item</b>	<b>Grants</b>	<b>Presenter</b>	<b>Steve Brady</b>
<b>Discussion and Conclusions:</b>			
<ul style="list-style-type: none"> <li>Questioned one accident on the mortality report. Rebecca Jennings suggested to notify APS immediately.</li> <li>Presented on the Families Conference.</li> <li>The waitlist support grant policy has been updated to reflect CM instead of SC. CMs will be allowed \$200 per quarter to provide services.</li> </ul>			
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>	
None			

<b>Agenda Item</b>	<b>Public Comment</b>	<b>Presenter</b>	<b>Public</b>
<b>Discussion and Conclusions:</b>			
None			
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>	
None			

<b>Agenda Item</b>	<b>Discussion/Adjournment</b>	<b>Presenter</b>	<b>Ashley Skeens Council Chair</b>
<b>Discussion and Conclusions:</b>			
<ul style="list-style-type: none"> <li>Ashley Quinn addressed that authorizations for retainer payments will not be given after 6/30/22. Providers may contact Ashley Quinn with questions.</li> <li>Ashley Skeens questioned if SSFs will be making sure members are compliant with CFCM during annual assessments.</li> <li>Jason Bowlick asked if WVIMS could be accessible to all agencies so that all team members would have access to the incident reports. April Goebel explained that this is not possible with the current system in place, with Josh explaining a new system is also in the works. Jim Patterson explained that IMS reports do not take the place of individual provider incident reports to be kept on file for OHFLAC.</li> <li>Adam Stephenson questioned if reimbursement could happen for residential managers. April Goebel explained this is not possible at this time due to it not being a direct care service being provided specifically to members. Management structure is up to individual agencies, but Kepro will investigate this.</li> <li>Jason Bowlick asked if there were concerns with the unwinding plan for LPNs to be able to pass medications.</li> <li>Mary Lea Wilson moved to adjourn the meeting.</li> <li>Michael Hite seconded.</li> </ul>			

- The meeting was adjourned at 1:05pm with the line staying open and monitored by KEPRO and BMS for public comment
- The next meeting will be conducted Wednesday, October 12, 2022, remotely depending upon the state of health emergency.

**Meeting Minutes Submitted by: Courtney Brown, July 13, 2022**