

**STATE OF ALASKA
DEPARTMENT OF HEALTH AND SOCIAL SERVICES
DIVISION OF SENIOR AND DISABILITIES SERVICES**

INCLUSIVE COMMUNITY CHOICES COUNCIL-PARTICIPANTS

**Meeting Minutes
Wednesday, November 7, 2018**

Attendees: Art Delaune, Ken Helander, Travis Noah, Deb Etheridge, Caitlin Rogers, Moli Atanoa, Maureen Harwood, Lynne Keilman-Cruz, Ulf Petersen, Rodney George, Jenny Murray, Carol Downey, Cassandra Lynch

I. Overview

1. Deb Etheridge thanked the group for participating in the ICC. She said the group has provided invaluable feedback not only around CFC, but also the ISW and Case Management efforts.
2. Deb said that during this meeting SDS would like to talk about the role of the ICC moving forward. Originally the ICC was intended to inform the development and implementation of CFC, however the ICC has provided valuable input in other areas, such as ISW and Assessment and Support Plan (A/SP). SDS will need to work with the ICC-P to determine how the group will evolve, with special focus on input from participants.
3. Deb Etheridge then provided an overview of the ICC-P agenda.

II. Updates to Community First Choice (CFC)

1. Rodney George said that CFC went live on October 1.
2. Rodney reported that there are currently just under 1000 individuals enrolled in CFC. These enrollees are largely comprised of individuals already enrolled in PCS and/or waivers who were auto enrolled in CFC. Rodney noted that SDS has found a few people who were not automatically merged and are working to contact those individuals.
3. Rodney said that in the month since rollout there have been a limited number of initial applications for CFC, amendments, and service level authorizations performed.
4. Rodney also shared that the SDS training unit has done a tremendous amount of training on CFC for SDS staff, care coordinators participants, providers, and other stakeholders.
5. SDS continues to work with Wellsky to ensure Harmony is fully compliant with all the CFC forms and tracking requirements.
6. Rodney said that there has been a few applications that include requests for supervision and cueing under CFC-PCS.
7. David Chadwick encouraged the group to contact SDS if there are any issues or questions.

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8. Deb Etheridge encouraged Care Coordinators not to council participants to choose State Plan PCS rather than CFC. CFC offers the potential for more hours for the participant and prevents other reductions in services because of the higher match the State receives. In addition, SDS plans to shift more waiver services to CFC in the future.
9. Lynne Keilman-Cruz said that a participant informed her that they were told that if they enrolled in skills building offered under CFC-PCS they would have their PCS hours cut. Lynne clarified that this was not the case, and that SDS wants to answer questions to help dispel misinformation.
10. The group asked whether individuals who enroll in CFC in the future will receive notification of enrollment.
 - i. Rodney George said that SDS will be sending notices to all individuals who are enrolling in CFC, similar to the practice for waiver notifications.

III. Updates on the Individualized Supports Waiver (ISW)

1. Caitlin Rogers said that SDS began doing draws for ISW in September 2017. From September to December 2017, SDS drew 100 individuals per month until all available ISW slots were filled.
2. After initiating the ISW draws, SDS began accepting LOC applications and other required forms so people will be able to transition seamlessly from grants to ISW. SDS has issued 248 level of care (LOC) determinations for ISW and has received 47 Support Plans. The remaining individuals are in various stages of application, with the largest group waiting for approval from DPA.
3. Caitlin said that there were 241 individuals who were non-responsive to various forms of SDS communication about enrolling in ISW. SDS has sent several rounds of additional notices requesting these individuals send something to indicate they are interested in enrolling in ISW, otherwise their offers will be rescinded and their slots will be assigned to other individuals who are on the waitlist for ISW/IDD waivers.
4. Caitlin said that SDS has tried to be very responsive to help address participant and Care Coordinator confusion about ISW status and progress.
5. Maureen Harwood thanked the ICC for their involvement and feedback with the development and rollout of ISW.
6. Caitlin said the ICC-OS asked what will happen with the individuals who will no longer have the CDDG grants available. She reported that:
 - i. Notification letters have been sent both to individuals currently on CDDG grants and individuals not on grants but were potentially eligible, such as those on the waitlists for the IDD waiver. SDS is tracking why individuals are choosing not to enroll (e.g., not wanting paid services or waiting for the IDD waiver).

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- ii. Some of the people who were nonresponsive to the notices were not receiving grant services. Lisa Morley has been working with grant providers to ensure that people are responding to the notices and being transitioned to ISW.
 - iii. There were 3 or 4 individuals currently receiving grants who did not meet LOC for CFC or ISW, and SDS has been working with these individuals to establish back-up services.
7. Caitlin Rogers said that SDS drew 57 individuals for the IDD waiver in the previous fiscal year, and since July 1, 2018 have drawn approximately 15.
 - i. Caitlin said that SDS draws 50 individuals annually.
 - ii. Maureen Harwood said that in January the IDD unit develops a summary report about IDD draws and waitlist status to share with the legislature and they would be happy to share this report with the ICC.

IV. Discussion of the Process for Reviewing New Assessment and Support Planning Tools

1. Steve Lutzky thanked the group for the feedback that they have been providing with the Assessment and Support Planning (A/SP) tools.
2. He said that the A/SP tools that were presented are the first draft of the tools that will continue to evolve.
3. Steve said that after the final draft tools are developed there will be a small paper-based workflow pilot. This pilot will allow the A/SP tools to be used with a small number of participants to understand how the tool works in the field. Updates to the tools will be made after this pilot based on feedback from staff and participants.
4. SDS and HCBS Strategies will then work with Wellsky to automate the tools. This may include additional changes to ensure that the forms reflect the structure and intent of the items within the automated system.
5. Steve said that the rollout of the tools will likely not be until 2020.
 - i. Maureen Harwood added that because the A/SP development is a long term process, the ICC will continue to have opportunities to provide feedback.
6. Steve said that the ICC-OS requested additional opportunities to review the A/SP materials. This included having supplemental web-enabled calls to review the Employment section of the Support Plan Interview and a more in-depth review of the Support Plan.
 - i. Steve said that HCBS Strategies will be sending out a Doodle poll to schedule these meetings.
 - ii. Ken Helander requested that the invitation for these meetings is clear that participation is voluntary because they are outside the regular ICC meeting.

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7. Andrew Cieslinski provided an overview of the updates to the tools that occurred as a result of ICC feedback.
 - i. Updates to the Support Plan Interview
 - a. The person-centered interview was moved from the Application to the Support Plan Interview. The ICC recommended this change so that Care Coordinators can complete the person-centered interview with the participant.
 - b. SDS is working to develop new items for the person-centered interview as alternatives to strengths, preferences, and challenges that were presented to the group.
 - c. In the section Where I Live, items were added to determine whether the participant has or wants to change roommates
 - d. Advanced Directives were updated to be Alaska-specific, including the addition of a Comfort One order and a supported decision-making agreement.
 - ii. Updates to the Support Plan.
 - a. The goals section has been updated so that it is now voluntary to identify how goals will be measured and adding language to clarify the intent of capturing goals.
 - b. The "Skills Building" column in the activities table was updated to "Building Skills" so it is not confused with CFC skills building
 - c. An item was added to the Emergency Planning to capture whether participants want to be evacuated with other individuals or pets.
 - iii. Andrew said that SDS is working to better incorporate and adapt items so that the tools are more applicable for all populations, including children.
 - a. Steve Lutzky said that SDS has been discussing how the assessment process can be adapted for children with the interRAI team, as they have additional tools for pediatric populations.
 - i. Deb Etheridge said that SDS will be meeting with the interRAI team in-person in January.

V. Public Comment

1. There was no public comment during this meeting.

I. Next Steps

1. Deb Etheridge said that because the ICC has gone beyond its original purpose of guiding the implementation of CFC, SDS would like the group to consider if and how the ICC should continue moving forward.

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- i. Ken Helander said that he has appreciated how transparent and open to feedback and change SDS has been throughout the process. He said that moving forward with the ICC, he feels he has fulfilled the goals of the ICC with implementing CFC and feels that he is less able to provide valuable feedback about the Assessment and Support Planning effort.
 - ii. Travis Noah said that he thought the follow-up web-enabled meetings would be a useful format, however he encourages the use of the Zoom web-enabled call platform rather than Webex.
 - iii. Travis said that his preference would be to review smaller pieces of information more frequently via web-enabled calls.
 - iv. Art Delaune said that he would be able to provide better input if he was better prepared for meetings and encouraged SDS to provide materials well in advance of meetings. He said that he believes more participation can be gained by giving more details ahead of the meetings.
 - v. Deb Etheridge said that the participant group plays an important role in providing input on the Assessment and Support Plan from the perspective of individuals receiving services and their families. She said that providers have regular communication with SDS, however participants have less communication and access. She said that she would like the participant group to continue in some capacity.
 - vi. Ken Helander clarified that the fulfillment of the statutory requirement of the ICC is complete, and asked Deb Etheridge what she envisioned for future meetings.
 - a. Deb said that the ICC has been involved with many efforts beyond CFC and it has provided very valuable insight. While it is not a requirement to continue the group, she would like to maintain at least participant membership.
2. Deb Etheridge said that for homework she would like ICC members to consider how the ICC should continue moving forward. She said that this will be a main discussion topic during the February 2019 ICC meeting.
 3. Deb said that because the ICC has already begun to review the Assessment and Support Plan materials, she would like to finalize the preliminary review of the tools before the discussions on next steps for the ICC occur.