

**Shawnee County CDDO
Affiliate Meeting Minutes
March 9, 2022**

Present: Lori Rogers, Advocate Home Specialty Care; Lina Petrel, Game Time Living; Quinta Avance, Avance'd Community Alternatives; MaryAnn Hughes, Holly Mace, Sunflower Supports; Jesse Cox, Tiffanie Desch, LHTC; Janna Hancock, ResCare; Janice Duran, Enabled Hearth; Dave Skinner, Monaco & Associates; Frankie Holloway, EVF; Eileen Doran, Shelby Fry, Angie Dougan, Rebecca Glotzbach, Sally Martin, Loletha Clark, TARC; Rebecca Guerera, Helpers Inc.; Sara Dinkel, Dream Catchers; Billy Lewis, S&L Ranch; Angie Reinking, Arc of Douglas County; Shawna Hauck/Lampe; Sara Ditch, Tanya Gragg; Caring & Compassionate Care; Lisa Marx, DCCCA; Amy Harmon, CALM; Jenell Jones, Ann Kaiser, Pearlie Mae's; Stacy Bleidissel, Shayla Bleidissel, AIS; Beverly Cobb, Circle of Friends; Gina Allen, Jonathan Allen, CCCS; Sabrina Winston, Coleen Hernandez, Robert Smith, Michelle Shirey, Rachael Piecukonis, Paula O'Brian, Diane Hanes, Haley Fender, Christine Hurla, SNCDDO.

Latonia Wright, HCBS Project Manager:

Final Rule Presentation (See attached presentation)

Q: Some providers have asked about COVID-19 and how that affects Final Rule compliance.

A: As COVID is tapering off, make sure you have your policies in place and are checking staff so that when Appendix K expires you are ready.

Q: What will be needed for documentation of options counseling beyond provider choice?

A: This piece is still in development, but we may be looking for why was this setting chosen and what other options were looked at? Is the person able to tell me? What is the evidence?

CDDO Reminders for TCM's:

- For persons coming out of jail, let Robert know ASAP so they can get funding back in place. Ideally, notify Robert ahead of time of them coming out of jail.
- Status Action Forms: Make sure to use the notes field to explain briefly what the SAF is being done for. TCM's, please complete as soon as there are any demographic changes such as address changes, for either persons served or guardians. We are seeing addresses not being updated until the annual assessment is being done. This is important to keep up-to-date because we have to communicate this information with KDADS and KDHE.
- If there are internal agency TCM changes, make sure you are completing a PCSP addendum and uploading to BCI. Make sure you indicate you are the new lead coordinator of the plan. This should be uploaded within 10 days, and they need to be signed. If changing from one agency to another, make sure you are inviting all providers to the transition meeting, not just the new TCM.

- MCO Care Coordinator changes: if there has been a change of Care Coordinator, in BCI in Basic Info, there is a field for MCO Care Coordinator. Please keep those current and up to date as they change a lot. You are able to make this change yourself, no SAF is required.
- When you are scheduling meetings, please give all team members enough advance notice, especially with being short-staffed, people need time to prepare for a meeting.
- Updated Forms: Make sure you are using the updated SAF and Transition Checklist forms and to delete the old forms. The updated forms are also available in BCI in forms. **(See Attachments)**
- Plan of Action on CIR's: When you submit a CIR, the incident is not the Plan of Action. The Plan of Action is for what as a team you are going to do to prevent this from happening again, for example are you going to have a team meeting or do a risk assessment? If it's a medical CIR the Plan of Action could be if they are going to be discharged or if there are medication changes or follow up appointments to make.
- Risk Assessments: In the PCSP template there is a section for risk assessments, they need to all be in the same section under risk assessments.
- Send invites with the updated method of meeting (in-person vs zoom, teleconference) to the ENTIRE team. Please put the initials of who the meeting is for.
- All documents for BASIS assessments must be sent 2 days prior to the meeting so the Assessors have sufficient time to review the documents.
- We continue recruitment for the Council of Community Members. Send Nomination forms to Coleen chernandez@sncddo.org.
- If you were in attendance via telephone, send an email to Christine churla@sncddo.org to be counted for attendance.

Training Opportunities/Resources:

- **May 12, 2022** 8:30-12:00 CDDO Training (Session 1: CDDO Overview, Article 63, BASIS, Status Action Forms)
- **May 17, 2022** 1:00-4:00 CDDO Training (Session 2: BCI, Transition Checklist, Critical Incident Reports, PAS Tools)
- Email Christine churla@sncddo.org to sign up for CDDO Training. Both trainings are required for new TCM's.

Next Affiliate Meeting:
April 13, 2022