



MEETING MINUTES

June 6, 2013

Commissioners Present	Commissioners Absent	Others Present
Scott Bond		Jorja Brown
Patty Brost		Jereme Grzybowski
Mark King		Denise Hall
Joseph Lowe		Erica Hedberg
Roxie Mayfield		Jan McManus
Angela Munkers		Michael McCormick
Lyla Swafford		Roxie Tolva
		Bob Weir
Staff Present	Staff Absent	Jean Yamamoto
Yvonne Fleming	William Douglas	
Leslie Houston		
Suzanne Huffman		
Roxanne McAnally		
Ron McGhee		
Cheryl Miller		
Kelly Rosenau		
Lindsay Terrett		

Meeting was called to order at 10:10 a.m. by Chairman Joseph Lowe.

Adoption of Agenda

The agenda was presented and reviewed. **Motion** was made by Patty Brost to accept the agenda. **Seconded** by Mark King.

Motion carried.

Approval of Minutes

The minutes of the May 2 Commission meeting were reviewed. **Motion** was made by Mark King to accept the minutes as written.

Seconded by Scott Bond. **Motion carried.** Lyla Swafford abstained.

Announcements

Lyla Swafford mentioned that she led a workshop for people with disabilities on her recent trip to St. Croix. The workshop dealt with the issue of grieving one's disability and that while there, she realized how much more support that people with disabilities have in our country.

Public Testimony

No public testimony was given.

Budget Update

Stephen Blair, Fiscal Analyst, APD, reported on the Oregon Home Care Commission's budget for the July 2011 – June 2013 biennium.

Oregon Homecare Insurance Program (OHIP) Worker Benefit Report

Denise Hall, Deputy Administrator, OEBB, reported that she and Jorja Brown met with Cascade Counseling to talk about HCW utilization of the Employee Assistance Program. There is a concern over little or no utilization during the past few months. They believe that some HCWs who received services were identified as DHS employees and counted toward a separate program, but they are going to do an audit on it for clarification. Different marketing and communication activities were discussed about getting the word out to HCWs about the benefits of the Employee Assistance Program. OHIP will provide a more formal update at the next Commission meeting for increasing participation.

Denise Hall announced that Jorja Brown will be retiring on June 14 and that Erica Hedberg will replace Jorja. Erica has been working with the HCW program since January and is very familiar with the eligibilities and challenges faced in this position.

Jorja Brown, Program Lead, OHIP, presented homecare worker benefit reports showing:

▼ May 2013 medical and dental insurance plan enrollment:

	<i>Employee</i>	<i>Dependents</i>	<i>Family</i>	<i>COBRA</i>
<i>Statewide Medical</i>	3,991	45	60 FHIAP 29 Self-pay	23

	<i>Employee</i>	<i>Dependents</i>	<i>Family</i>	<i>COBRA</i>
<i>Statewide Dental</i>	3,993	43		16

OHA's invoice to the Department of Human Services for May 2013 for health benefit premiums including adjustments totaled \$2,882,749.50.

Customer Service Report for May showed:

- ▼ 380 enrollment packets were mailed to eligible HCWs.
- ▼ 119 HCWs lost eligibility for insurance coverage.

Cheryl Miller thanked Jorja for her work with HUBB and OHIP and that her contribution and service to the Commission were appreciated.

May Revenue Forecast, Long Term Care 3.0, CMS/LTC Study, Stakeholder Relations Update

Bob Weir, Manager, Advocacy and Development Unit, APD, gave an update on APD's revenue forecast for May, Long Term Care 3.0, CMS/LTC Study, and stakeholder relations.

Workers' Compensation Update

Kelly Rosenau, Workers' Compensation Coordinator, reported:

- ▼ Workers' Compensation Report for Homecare Workers (HCWs), April 2013:
 - 21 injury claims were submitted to SAIF.
 - Average age of injured worker - 55.
 - Workers with non-disabling injuries – 71%.
 - Injured workers who have taken safety training - 28%.
 - Injured workers who were covered with health insurance – 86%.
 - The leading cause of injuries was *strain/injury by lifting* (10).
 - The most injured body part was the *neck* (six).
- ▼ Workers' Compensation Report for Personal Support Workers (PSWs), April 2013:
 - Four injury claims were submitted to SAIF.
 - Average age of injured workers - 48.
 - Workers with non-disabling injuries – 75%.
 - Injured workers covered with health insurance – 50%.
 - The majority of the injuries was caused by *slips/trips/falls* (two).
 - The most injured body part was the *back* (two).

Homecare Worker Training Update

Mark King, Commissioner/Training Chair, reported on the training statistics for April 2013:

- ▼ 82 training classes were held.
- ▼ Total attendance at training classes – 803. Of that total, 773 were HCWs.
- ▼ 133 (15%) of the registered participants did not show up for the training classes.
- ▼ Average attendance per training class – 10.
- ▼ SEIU was present at 50% of the training classes.
- ▼ 411 HCWs have received Professional Development Recognition since the program started.
- ▼ 6,408 unduplicated HCWs have been trained to date.
- ▼ 59 unduplicated PSWs have been trained to date.

Mark King also reported:

- ▼ The HCW orientation presentation will be revised.
- ▼ Helen Moss updated the Training Committee on the PVAC project.

K Option Update

Mike McCormick, Director, APD, presented an update on the progress of the K-Option that allows states to serve people needing long term services and supports to receive those services in the home and community settings.

Bridge to Care, Union Manor Concept, CMS Innovation Center Grant

Jan McManus, SEIU, presented a summary and progress update on the *Bridge to Care* project. This project is aimed at improving consumers' healthcare experiences, health outcomes, and utilization of services through better care coordination with the consumer, the medical team, and long term care providers.

Jan also spoke on the Union Manor project which will use CHWs and eHCWs to improve the health outcomes, services, and quality of life for 1,000 plus seniors living in six low-income housing settings in Multnomah County. The majority of the people living in these settings are minorities and non-English speaking.

Jean Yamamoto, SEIU, asked for the Commission's support in continuing to develop the concept and idea at Union Manor which could also be expanded to other affordable housing units in the area.

On another subject, Jean said that the Centers for Medicare and Medicaid Services (CMS) have released funding for round two of the Health Care Innovation Awards and will spend up to \$1 billion for awards and evaluation of projects that test new payment and service delivery models that will deliver better care and lower costs for Medicare, Medicaid, and Children's Health Insurance Program (CHIP) enrollees. CMS is seeking proposals in the following categories:

- ▼ Models that are designed to rapidly reduce Medicare, Medicaid, and/or CHIP costs in outpatient and/or post-acute settings.
- ▼ Models that improve care for populations with specialized needs.
- ▼ Models that test approaches for specific types of providers to transform their financial and clinical models.
- ▼ Models that improve the health of populations—defined geographically, clinically, or by socioeconomic class—through activities focused on engaging beneficiaries, prevention, wellness, and comprehensive care that extend beyond the clinical service delivery setting.

Jean said that SEIU feels that there is a great opportunity in securing the grant to assist in further development of the eHCW and CHW models in affordable housing units. Jean asked for the Commission's support to continue exploration in applying for this CMS grant.

Joseph Lowe asked for motions to support the Bridge to Care/Union Manor project and the CMS grant.

- ▼ **Motion** was made by Patty Brost to support SEIU in its continued development of the Bridge to Care/Union Manor project. **Seconded** by Lyla Swafford. **Motion carried.**
- ▼ **Motion** was made by Patty Brost to support SEIU in its acquisition of the CMS grant. **Seconded** by Mark King. **Motion carried.**

Elimination of Relative Adult Foster Home Program

Jane-ellen Weidanz, Medicaid Long Term Manager, APD, discussed the elimination of the Relative Adult Foster Home Program which closes on July 1, 2013. Jane-ellen briefly discussed the options available to individuals transitioning from Relative Adult Foster Homes to In-Home Services.

Developmental Disabilities/Mental Health (DD/MH) Committee Update

Margaret Theisen, Chair, DD/MH Committee reported on the May 22 meeting:

- ▼ Lindsay Terrett reported on her coordination efforts for the Committee.
- ▼ Ron McGhee presented a Registry report.
- ▼ Leslie Houston provided a PSW training report. Core trainings, communication guidelines, and the criteria for the PSW Professional Development Recognition courses were reviewed.
- ▼ Kelly Rosenau presented a Workers' Compensation injury report for PSWs. Injury reports for PSWs continues to be low.
- ▼ Cheryl Miller provided an overview of the role of the Committee and what their primary charge is.
- ▼ Committee discussed the ramifications of the K Plan in regard to consumers and PSWs.

Developmental Disabilities/Mental Health (DD/MH) Coordinator Update

Lindsay Terrett, Coordinator, DD/MH Committee, reported on her activities for May:

- ▼ Attended a seminar on Asperger's syndrome and autism disorder.
- ▼ Is preparing for a case manager's conference in Corvallis on June 18 and 19.
- ▼ Is participating in the monthly board meetings for the ARC of Marion County and is applying for a position on that board at their request.
- ▼ Has been assisting with preparing materials for the PSW Training Committee meetings in William's absence.

- ▼ Is preparing a "Frequently Asked Questions" flier for the AMH NetLink trainings.
- ▼ Is preparing informational notebooks for the DD/MH Committee members to enable them to better understand the Committee's processes that are going on during the meetings, acronyms used by the state, etc.
- ▼ On her personal time, Lindsay helped organize and chaperon a prom in Las Vegas for 300 adults with disabilities.

Registry and Referral System Update

Ron McGhee, Registry Coordinator, reported that the lead developer was off of work for a couple of weeks which slightly delayed progress of the Registry. In addition, Friday will be the last day for the user interface developer as he is moving to Denver. The rest of the team has had to pick up the pace as a result. The original plans for completion may have to be scaled back, but that has not been determined yet.

STEPS Update

Suzanne Huffman, STEPS Coordinator, reported that a new request for proposal will be forthcoming for STEPS services. In the meantime, Suzanne and Nancy Janes have been gathering information for three weeks for a new specific type of funding module per Mike McCormick's (Deputy Director, APD) specifications. A contract writer from Contracts will now prepare a request for proposal for this module.

In order to generate more referrals for STEPS services and to use more of the available funding, there is the need to get information on consumer/employers when they are first approved for services through APD. A process for this to happen is still being evaluated.

Suzanne mentioned that in the STEPS Specialist meeting on May 21 that she informed the Specialists that the providers in the discontinuing Relative Adult Foster Home Program will have the option to become HCWs and that consumer/employers may choose from any service option. Angela Munkers asked Suzanne if it would be helpful for the STEPS Specialists to have a listing of

the consumers in the Relative Adult Foster Home Program so that they can be contacted about STEPS services. Suzanne agreed to that suggestion.

A request for solicitation for STEPS services for the DD/MH programs has been finalized.

Minutes of the STEPS Specialists' May 21 meeting were distributed as well as a STEPS Report for April 2013 which highlighted outreach activities, challenges or barriers, best practices, and success stories of the STEPS contractors.

The STEPS Statistical Report for April 2013 showed:

- ▼ 47 planning interviews were held.
- ▼ 47 participants received STEPS services.
- ▼ 110.25 hours of STEPS services were provided to participants.

Personal Support Worker (PSW) Training Committee Update

Cheryl Miller, Executive Director, reported on the PSW Training Committee's May meeting:

- ▼ The Committee reviewed the HCWs' curriculum in an effort to establish which classes would act as core classes, optional classes, and where the gaps are in classes that need to be added for PSWs. Safety-related classes, CPR/First Aid training, a Professional Development Recognition program, and communication guidelines for PSWs were also reviewed and discussed.
- ▼ Cheryl discussed the possibility of using curriculum for PSW training from the College of Direct Support Professionals. Cheryl is evaluating their program and will present her findings at the next meeting. A learning management system is also available which Cheryl will also review.

Non-Traditional Health Worker Update

Roxanne McAnally, Community Health Worker Coordinator, presented a chart of training and certification activities that are currently ongoing for the Community Health Worker, Personal

Health Navigator, and Enhanced Homecare Worker through various partnerships. Ongoing research being conducted by various organizations was also listed as well as barriers to and outreach for the Non-Traditional Health Worker Program. One barrier mention was that the certification process for these workers is not yet in place. In addition, a list of organizations is included that Roxanne is tracking, communicating with, and partnering with to make certain that NTHWP is all inclusive of all of the programs that are existing. Projects that Roxanne yet hopes to start for NTHWP is also included.

Roxanne mentioned that there are over 160 HCWs who have expressed interest in the CHW program. Of those, 97 are eligible to take the free 80 hours of training. However, 44 of the 97 have expired CPR/First Aid certifications which will need to be recertified before training can be taken.

Community Advisory Councils/Coordinated Care Organizations Update

Joseph Lowe said that he attended the Community Advisory Council meeting of Health Share of Oregon. The Committee is still struggling with what their mission is and is trying to get that issue resolved.

Legislative Update

Cheryl Miller briefly discussed several bills:

- ▼ HCWs and PSWs are excluded from HB 2672B which establishes certain workplace protections for domestic workers.
- ▼ SB 1 requires employers to provide paid or unpaid time off for Veterans Day to employees who are veterans. This requirement needs to be developed and implemented for PSWs and HCWs.
- ▼ SB 21A requires DHS to develop and plan for improving the long term care system in Oregon. This is an ongoing project and is moving forward.
- ▼ SB 300 provides that certain persons appointed by the Governor and certain persons appointed to positions in the Executive Department serve at the pleasure of the

- ▼ Governor. This ruling also applies to the participants appointed to the DD/MH Committee by the Commission.
- ▼ SB 530 directs certain health professional regulatory boards to adopt rules by January 1, 2016, requiring licensees to document participation in continuing education opportunities. The Commission needs to work with OHA to develop cultural competency continuing education requirements for HCWs and PSWs.

Executive Director's Report

Cheryl Miller, Executive Director, reported on her activities for May 2013:

- ▼ Attended two bargaining meetings.
- ▼ Attended CHW meetings.
- ▼ Met with SEIU, Family Care CCO, Addus Health Care, and Washington and Multnomah Counties to discuss the Bridge to Care Project.
- ▼ Met with the Office of Developmental Disability Services to discuss the provider enrollment agreement and criminal background checks.
- ▼ Attended several meetings with Web Publications to discuss the new logo for the Commission.
- ▼ Roxanne McAnally and Cheryl met with Jean Yamamoto and Jan McManus regarding the Bridge to Care Project.
- ▼ Met with Noelle Wiggins, the Community Capacitation Center, and Roxanne McAnally to finalize work on the CHW contract.
- ▼ Met with Ron McGhee and Corissa Neufeldt to discuss the Registry expansion.
- ▼ Attended two APD Manager's meetings.
- ▼ Participated in a conference call with ODDS, DOJ, DAS, and Wallowa CDDP regarding non-payment on fair share dues.
- ▼ Facilitated the PSW Training and PSW Issues Committee meetings.
- ▼ Attended a life guide trainings session sponsored by the Wellness Center.
- ▼ Met with Cedar Sinai, Advocacy and Development, and SEIU regarding the Bridge to Care Project.

- ▼ Met with Kelly Rosenau and Lindsay Terrett regarding the Commission's work with self-advocates.
- ▼ Met with Corissa Neufeldt regarding a letter of intent related to PSW and DD terminations and the appeal process.
- ▼ Participated in a telephone planning meeting with Elvyss Argueta for the PSW Issues Committee meeting.
- ▼ Attended a Compass Team meeting at the Mt. Scott Community Center in Portland.
- ▼ Met with Kelly Rosenau, Jane-ellen Weidanz, and Jenny Cokeley to discuss the provider task list.
- ▼ Met with ODDS to discuss the provider enrollment agreement and criminal background check.
- ▼ Attended a DD/MH Committee meeting.
- ▼ Attended an OHCC/SEIU project meeting.
- ▼ Participated in an OHCC budget review meeting.
- ▼ Attended a HCW/PSW payment systems meeting.
- ▼ Attended an Oregon Growth Savings Plan informational meeting.
- ▼ Attended a meeting with Kelly Rosenau to review SAIF claims.

Commission By-laws Review

Cheryl Miller stated that the Commission's By-laws are to be reviewed at the beginning of each biennium. The By-laws were distributed, and the language under the following sections needs clarification:

Section III: Committees

F. 4.a.b.c.d.

F. 5.b.

Section VI: Changes to By-laws

B.

Cheryl encouraged all of the Commission officers to review their duties in the By-laws under Section IV: Commission Leadership. She also stated that if any Commissioner has agenda items for any meeting to send them to Joseph, Cheryl, or Yvonne. Cheryl reminded the Commissioners that all Committee chairs are to preside over their individual committees and that all non-Commission committee members must be approved by the Commission chair. Cheryl asked that the Commissioners review

the By-laws and send their comments/recommendations to her by July 10 so that she could make adjustments to any sections and electronically email them to the Commissioners 15 days prior to the next Commission meeting.

Support Letter

Several letters in support to allowing homecare workers to provide services to consumers with high care needs while the consumers are in the hospital were distributed. Cheryl Miller said that she would like the Commissioners to review the letters and forward any comments to her so that she can finalize it and present it to Mike McCormick.

July Commission Meeting

The Commissioners decided that there would not be a July Commission meeting due to the Fourth of July holiday falling on the regular Commission meeting day. Joseph Lowe suggested that the Commission and staff join together in a picnic on a Saturday/Sunday. Lindsay Terrett will send out a survey asking which day would be the best for most of the people to meet.

Adjournment

The meeting adjourned at 3:55 p.m.

Attachments:

- ▼ Agenda
- ▼ Oregon Home Care Commission Meeting Minutes, May 2, 2013
- ▼ July 2011 – June 2013 – Home Care Commission Budget to Actual Report
- ▼ 2013 OHIP Status Report – Enrollment Data, January 2013 – December 2013
- ▼ Invoice dated May 5, 2013 from the Oregon Health Authority to the Department of Human Services - \$2,882,749.50
- ▼ Oregon Health Authority, Oregon Homecare Insurance Program, Fund 3469 – OHIP Operations Admin – Limited
- ▼ OHIP Monthly Customer Service Report, January – May 2013
- ▼ Workers' Compensation Report – Homecare Workers, Claim Reporting Period: 04/01/2013 – 04/30/2013

- ▼ Workers' Compensation Report – Personal Support Workers, Claim Reporting Period: 04/01/2013 – 04/30/2013
- ▼ Home Care Commission Monthly Training Report, April 2013
- ▼ Bridge to Care Project: Empowering, Connecting, Working Together for Better Health—Updated June 5, 2013
- ▼ STEPS Statistical Report, April 2013
- ▼ STEPS Report for April 2013
- ▼ STEPS Specialist Meeting – May 21, 2013
- ▼ OHCC Commissioners Report, Non-Traditional Health Worker Program Training Update, 06/06/13
- ▼ Bill Summary Detail Report, Wednesday, June 5, 2013
- ▼ Letter from Roxie Mayfield dated May 10, 2013, regarding homecare worker support to consumers when they are hospitalized
- ▼ Letter from the Commissioners dated June 1, 2013, to Mike McCormick regarding homecare worker support to consumers when they are hospitalized
- ▼ Letter from SEIU dated June 6, 2013, to Mike McCormick regarding homecare worker support to consumers when they are hospitalized
- ▼ Oregon Home Care Commission By-laws