



MEETING MINUTES

February 6, 2014

Commissioners Present	Commissioners Absent	Others Present
Mark King (via phone)	Scott Bond	Jereme Grzybowski (via phone)
Joseph Lowe (via phone)		Erica Hedberg
Roxie Mayfield (via phone)		Tom Jaeger
Angela Munkers		Dale Marande
Lyla Swafford (via phone)		Meghan Moyer
		Suzy Quinlan
Staff Present	Staff Absent	Bob Weir
Yvonne Fleming	Kelly Rosenau	
Leslie Houston		
Suzanne Huffman		
Roxanne McAnally		
Ron McGhee		
Joan Medlen		
Cheryl Miller		
Lindsay Terrett		

Meeting called to Order

The meeting was called to order at 10:10 a.m. by Chairman Joseph Lowe via phone. Due to the weather conditions, all Commissioners were in attendance via phone except for Angela Munkers who attended in person and Scott Bond who was absent. Introductions were made by all in attendance.

Adoption of Agenda

The agenda was reviewed. **Motion** was made by Lyla Swafford to accept the agenda as written. **Seconded** by Mark King. **Motion carried.**

Approval of Minutes

The minutes of the December 5 Commission meeting were reviewed. **Motion** was made by Roxie Mayfield to accept the minutes as written. **Seconded** by Lyla Swafford. **Motion carried.**

Announcements

Joseph Lowe, Commission Chair, mentioned that he sent an email to the Commissioners about House Bill 4088 which modifies the crime of criminal mistreatment in the first degree to include sexual contact with a dependent person by the person paid to provide care for the dependent person. Joseph said that the intent of this bill was to protect consumers who are not competent enough to make those types of decisions. Joseph discussed the issue separately with Representative Jeff Barker (District 28) and Aaron Knots (DOJ's Legislative Liaison) and met with them and other consumers during Lobby Days. This particular bill has been killed. A study group will be formed to further discuss this issue by targeting the population that needs protection. Joseph suggested that the Commission provide input to the study group when it convenes.

Public Testimony

There was no public testimony.

Budget Update

Tom Jaeger, APD Operations and Policy Analyst, reported on the Oregon Home Care Commission's budget for the July 2013 – June 2015 biennium.

Affordable Care Act (ACA)

Dale Marande, Manager, APD Financial Eligibility and Waiver Group, spoke to the Commissioners defining those people who are eligible for health care services as it relates to the Affordable Care Act (ACA).

State Plan Personal Care

Suzy Quinlan, APD Operations and Policy Analyst, gave a brief update on the State Plan Personal Care Exception Process that now includes extra hours for exceptional housecleaning for

individuals eligible for or receiving comprehensive Medicaid medical benefits. Suzy will forward the website links to Cheryl Miller regarding this new ruling for distribution to the Commissioners.

Homecare Choice

Meghan Moyer, Senior Political Organizer for SEIU Local 503, spoke about House Bill 1542 which will improve access to quality homecare for aging Oregonians and those with disabilities by making the Oregon Home Care Commission's Registry and Referral System available to all consumers. Non-Medicaid recipients would be able to select a homecare worker from the Registry while paying the state a standard per-hour cost that includes the caregiver's hourly salary and benefits and an administrative fee to cover the state's cost to administer the program.

Joseph Lowe asked for updates as House Bill 1542 proceeds through the legislative process.

Oregon Homecare Insurance Program (OHIP) Worker Benefit Report

Erica Hedberg, OHIP, presented reports showing the following:

- OHIP Statewide Enrollment Totals (employee and family members), December 2013: 4,521 medical and 4,516 dental.
- Customer Service Report for December 2013:
 - 537 calls were received regarding benefits.
 - 118 HCWs lost eligibility for insurance coverage.

Long Term Care 3.0, Steering Committee and Subcommittees

Bob Weir, Manager, Advocacy and Development Unit, stated that the Long Term Steering Committee has been meeting for three months and has identified four subcommittees. Bob gave reports on the activities of three subcommittees: Data and Research, Service Equity, and Workforce.

Homecare Worker Training Update

Mark King, Commissioner/Training Chair, usually gives a statistical training report; however, that report could not be given as Mark did not have the reports at his residence. The report for November 2013 showed the following:

- 76 training classes were held.
- Total attendance – 941. 895 of those in attendance were HCWs.
- Number of “no shows” at the training classes - 116 (12.3%).
- Average attendance per class – 12.4.
- Unduplicated HCWs trained to date – 6,798.
- Unduplicated PSWs trained to date – 76.
- Union representation at the training classes – 37 (48.7%).
- Professional Development Recognition to date – 474 HCWs.

The statistical training report for December 2013 showed the following:

- 55 training classes were held.
- Total attendance – 676. 640 of those in attendance were HCWs.
- Number of “no shows” at the training classes – 114 (16.4%).
- Average attendance per class – 12.3.
- Unduplicated HCWs trained to date – 6,867.
- Unduplicated PSWs trained to date – 81.
- Union representation at the training classes – 13 (23.6%).
- Professional Development Recognition to date – 492 HCWs.

A Quarterly Training Summary Report, October – December 2013 was circulated which showed:

- 208 training classes were held this quarter.
- 2,539 individuals were in attendance.
- Average attendance per class – 12.25.

Personal Support Worker (PSW) Training Committee Update

Joan Medlen, PSW Training Coordinator, reported:

- 15 individual PSWs attended training classes from October – December 2103. The highest attended classes were

Substance Abuse Awareness, Heart Healthy, and Diabetes by the Numbers.

- 29 individuals attended the PSW New Member Orientation.
- The PSW Training Committee has reviewed the training curricula for *Ready, Set, Work* and approved it as a class for PSWs to attend and will forward that recommendation to the DD/MH Committee.
- Joan attended two HCW training classes (*Fraud and Abuse* and *Challenging Behaviors*) and with minor adjustments, will recommend these as training classes for PSWs.
- The PSW Training Committee is collaborating with the Oregon Technical Assistance Corporation (OTAC) and the Oregon Council on Developmental Disabilities (OCDD) to provide trainings for workers that complement each other rather than duplicating training opportunities.

Cheryl Miller reported that the first meeting of the Enhanced HCW/Enhanced Exceptional PSW Workgroup was held. Workgroup parameters and tasks were discussed at this meeting. The main focus of this workgroup is to create certification requirements and determine what that certification process will be. From there, classes will be created by the training team. Cheryl said that Commissioner Mark King is presently serving on the workgroup, but if any other Commissioners are interested in participating, please contact her. Joseph Lowe requested that he receive any materials gathered for the workgroup's meetings.

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

Lindsay Terrett, DD/MH Coordinator reported on her activities for the quarter:

- Lindsay designed PowerPoint presentations for CBA Netlink trainings for AMH, CIIS, PSWs, and HCWs. She also designed a PowerPoint presentation for the PSW new member orientation.
- Created a PSW incident report for ODDS.
- Revised the HCW Clients-Employer's Rights to Confidentiality Agreement to reflect PSWs.
- Prepared a PowerPoint presentation for DD/MH Committee members for an October 30 meeting which was cancelled

due to low attendance. A November 20 meeting was rescheduled and also cancelled due to low attendance. In place of these meetings, Lindsay will be meeting with new committee members on an individual basis to provide an overview of the committee and review agenda topics.

- Lindsay provided staff backup for assisting PSWs with questions regarding a variety of forms.
- Lindsay is now participating as a member of the Preventing Medicaid Fraud Workgroup.
- Reviewed and edited the HCW orientation PowerPoint presentation.
- Reviewed the Commission's By-laws with Cheryl Miller regarding content pertaining to the DD/MH Committee.
- Signed up PSWs for the new member orientation pilot.
- Assisted with a STEPS phone survey.
- Assisted with the PSW new member orientation.

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

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

- The Registry and eXPRS systems were discussed at length.
- Kelly Rosenau reported on a Netlink training on the CBA.
- Joan Medlen, PSW Training Coordinator, was introduced and provided an outline of the *Ready, Set, Work* (RSW) training class that was reviewed by the PSW Training Committee in their 10:00 am meeting. The PSW Training Committee recommended to the DD/MH Committee that PSWs receive a stipend for attending the class.
- Lindsay Terrett provided an update on the activities that she has been involved in.
- Discussion was held regarding adding new members to the committee. The discussion was tabled as the By-laws are under review by the Commission which contains language about the makeup of the DD/MH Committee.
- STEPS update was presented by Suzanne Huffman.

Motion was made by Mark King that PSWs be paid a stipend for attending the *RSW* training class. **Seconded** by Angela Munkers.
Motion carried.

STEPS Update

Suzanne Huffman, STEPS Coordinator, distributed the STEPS Statistical Report for November 2013 that showed:

- 38 planning interviews were held.
- 38 participants received STEPS services.
- 53.25 hours of STEPS services were provided to participants.

STEPS Statistical Report for December 2013 showed:

- 31 planning interviews were held.
- 32 participants received STEPS services.
- 68 hours of STEPS services were provided to participants.

Minutes of the STEPS Specialists' November and December 2013 meetings were distributed as well as a STEPS Reports for November and December which highlighted outreach activities, best practices, challenges or barriers, and success stories of the STEPS contractors.

Registry and Referral System Update

Ron McGhee, Registry Coordinator, reported:

- DD PSWs:
 - 86 providers are available for referral in the Registry.
 - 532 have filled out their profiles but are not looking for work.
 - Total of 902 providers are in the Registry in various stages of completion/work status.
- CIIS PSWs:
 - 32 providers are available for referral in the Registry.
 - 21 have filled out their profiles but are not looking for work.
 - Total of 78 providers are in the Registry in various stages of completion/work status.
- AMH PSWs:
 - There is a credentialing issue not related to the Home Care Commission that needs addressed and resolved.
 - Four providers have completed their profiles; one provider is available for work.

- APD HCWs:
 - 1,941 providers are available for referral in the Registry.
 - 5,265 are active and eligible for additional work but have chosen not to seek extra work at this time.
 - Total of 17,726 active providers are in the Registry.
- The DD side of the Registry is "live," and consumers are able to obtain referrals for PSWs.
- There are issues with the existing HCWs' and employers' data migrating into the new system. However, there has been one successful data migration of 1,004 individuals at this point in time.
- The HCW training side of the Registry will be enhanced once the data migration is complete and the HCW side is "live."
- The Commissioners requested a demonstration of the new Registry at the March Commission meeting.

Traditional Health Worker (THW) Update

Roxanne McAnally, THW Coordinator, reported:

- The Community Health Worker (CHW) curriculum is being prepared for publishing. Once that is finished, classes will be scheduled.
- The Community of Practice continues to hold meetings where CHW graduates voluntarily get together to interact and learn from one another.
- Of the 25 CHW graduates, two have been recruited by APD to serve on a committee; two are serving on the Traditional Health Worker Commission; the Oregon Community Health Worker Association (ORCHWA) has hired one for full-time work; and Portland State University (PSU) has hired one for part-time work through the Cambia Foundation grant.
- The THW Commission met for the first time and has agreed that a list of competencies in statute does not fully explain what THWs can do and will be adding worker knowledge, skills, and abilities. This will help promote employment for these workers.
- ADRC is considering using Personal Health Navigators (PHNs) in their referral system when the PHNs' skill sets compare with Care Transition Specialists.

- Roxanne has been researching other employment opportunities for THWs such as internships and on-the-job training through the local Workforce Investment Board and Community College Workforce Development.

Community Advisory Councils/Coordinated Care Organizations

Joseph Lowe gave an update on the activities of Health Share of Oregon. Among other CCO activities, the Community Health Needs Assessment subcommittee has named mental health and chronic conditions due to unhealthy eating and lack of physical activities as disparities in their communities and will focus on addressing those issues throughout the improvement plan. Roxanne McAnally said nutrition is being considered as part of the training module for THWs, and they would be available to lead work groups and sessions for the CCO. Joseph asked Roxanne to send him an outline of the curricula for this module that he can present to the subcommittee.

Roxie Mayfield's sister (Christina) read a report on the activities of Trillium Community Health's January 27 meeting. Roxie volunteered to send out her notes in an email to the Commissioners.

Oregon Health Authority CCO Summit

Roxie Mayfield, Commissioner, attended the "Oregon Health Authority CCO Summit" on December 5 in Portland. This day-long event was held to provide a forum for sharing lessons learned from the first year as a CCO and sharing information on transformation fund projects and other emerging and best practices. Roxie was scheduled to present her views on the summit; however, her computer was malfunctioning and her notes were not available to her. Roxie volunteered to email her notes to the Commissioners when her computer was back in operation.

Disability Awareness Resource Team (DART)

Roxie Mayfield, Commissioner, stated that she had been working for DART for about eight years. DART is a group of advocates and volunteers with disabilities who join together to provide

advocacy and support to people with disabilities in the Portland Metropolitan area. The DART Resource Team provides services such as information, advocacy, counseling, online support groups, referrals, safety and crime awareness, resources, etc.

Joseph Lowe requested that the Commission's Facebook and state web pages contain a link to DART. Lyla Swafford also requested that she be emailed a link to the DART website.

Time Study Workgroup

Cheryl Miller, Executive Director, stated that a Time Study Workgroup has been formed as a result of the CBA that will study health related tasks that HCWs provide. This study must be completed by June 30, 2014. Cheryl asked if any Commissioners would like to become a part of this study group. Participation by phone is an option if someone is unable to physically be in attendance at the meetings. Mark King volunteered to participate. Cheryl Miller will send Mark all of the documents that she has on the workgroup.

Commission Bylaws Review

Motion was made by Mark King to approve the Bylaws as written. **Seconded** by Angela Munkers. **Motion carried.**

The Bylaws will again be reviewed at the July Commission meeting. At that time, adding verbiage about the Chair (and possibly another Commissioner) attending CBA sessions will be discussed.

Legislative Committee Update

As House Bill 4088 and Senate Bill 1542 had already been discussed in the Commission meeting, there was no further discussion.

Joseph Lowe mentioned that he attended Lobby Days at the Capitol where over 150 stakeholders attended.

Executive Director's Report

Cheryl Miller, Executive Director, reported on her December and January activities:

- Cheryl attended several Unfair Labor Practice and grievance meetings regarding the Centralized State Payment System (CSPS), the Registry, and the Relative Adult Foster Program.
- Attended several HCW/PSW Netlink trainings.
- Meets weekly with the ODDS, Provider Relations, OIS, and eXPRS staff to identify any unaddressed issues related to the CSPS.
- Attended the following meetings: DD/MH Committee, PSW Issues Committee, and Senate Bill 21 Caregiver Committee.
- Met with CIIS and eXPRS staff to discuss the provider enrollment process.
- Met with Mental Health regarding CIIS PSWs and Community Health Programs.
- Invited by Margaret Carter to participate in a Workforce Forum in Portland with African-American leaders.
- Attended APD management meetings and legislative huddles.
- Attended meetings regarding the finalization of the CBA.
- Participated in a conference call with the National Association of States United for Aging and Disabilities (NASUAD).
- Attended a meeting to discuss reorganization of OHCC's webpages.
- Participated in interviews for the new APD Deputy Director.
- Met with CIIS's Manager and staff to discuss training on new Registry.
- Participated in the PSW New Member Orientation.
- Reviewed various House/Senate bills.
- Answered many phone calls from Brokerages, CDDPs, PSWs, and family members about the new Registry process, health insurance, and CSPS.

Adjournment

The meeting adjourned at 1:40 p.m. The next meeting will be held on March 6, 10:00 am, 676 Church Street NE, Salem.

Attachments:

- Agenda
- Oregon Home Care Commission Meeting Minutes, December 5, 2013

- Home Care Commission Budget to Actual Report, July 2013 – June 2015
- Affordable Care Act
- Homecare Choice, Senate Bill 1542, “Making Quality Homecare Affordable for All Oregon Seniors”
- 2013 OHIP Status Report – Enrollment Data, January 2013 – January 2014
- OHIP Monthly Customer Service Report
- Home Care Commission Monthly Training Report, November/December 2013
- Quarterly Training Summary Report, October – December 2013
- PSW Class Attendance, October – December 2013
- STEPS Statistical Report, November 2013
- STEPS Report for November 2013
- STEPS Specialist Meeting, December 17, 2013
- STEPS Statistical Report, December 2013
- STEPS Report for December 2013
- STEPS Specialist Meeting, January 21, 2014