

Oregon Developmental Disabilities Services

STATUS REPORT

Office of Developmental Disability Services

Date: May 13th, 2014

Project Owner: Trisha Baxter

Steering Team members: Lea Ann Stutheit, Chelas Kronenberg, Eleshia Ledridge, Bruce Baker, Darlene O’Keeffe, Acacia McGuire

Cross Program Team Leads: Marilee Bell, Kristine Duffy, Julie Harrison, Joli Schroader, Bruce Baker, Mike Parr, Brent Watkins, Brenda Autry, Dana Hittle, Acacia McGuire, Renee Shippey, Sherri Yoakum

Overall project status:

July	Aug	Sep	Oct	Nov	Dec	Jan '14	Feb	Mar	Apr	May	Jun
G	G	Y	G	G	Y	G	G	G	G	G	G

Dashboard status:

SCHEDULE	G	High-level roadmap or Gantt chart showing how strategies unfold over time, leading to milestones and targets
SCOPE	G	Scope has been identified.
RESOURCES	G	Strategy owners have validated and added additional information about adequate resources
CHANGES	G	Added several new milestones this week

Executive update:

At this time, the majority of the project work streams are on schedule. We are between several milestone target dates, so some of the work stream leads did not have additional updates this week and will have more to report next week.

Some highlights for this week’s status report include:

The waiver transition plans have been written and the public notice and request for input was sent out last week. ODDS has requested all comments be sent to the odds.info email box. A folder has been set up so comments may be reviewed daily by DHS/OHA.

The draft of the CMS Waiver Review Corrective Action Plan for all waivers was sent to OHA and ODDS for review. OHA provided comments and feedback.

Feedback from the field has been received on the waiver and k-plan service requirements. Internal review and finalization is occurring; Information from the Waiver and Technical Guide has been updated and moved into the LOC Instructions. The LOC information also applies to K-Plan LOC requirements.

Under the FNAT work stream, Version b for both ANA and CNA are scheduled for Mid-May. Version b includes feature improvements and CNA algorithm changes; Interim tier assignments and review procedures for Employment Supports will be sent to the Brokerages and CDDPs by June 6, 2014. Addition of assessment questions will be included in version “c” to address skills training for social interaction.

Under the ISP work stream, compiling of the findings of the small pilot was completed.

The review of the completed QA strategic plan draft was completed and presented on 5/12/14 to management team. The QA team will begin to put the project plan together with target dates and more detail information.

Distribution to CDDPs and Brokerages of brochure has occurred.

The process for content development has begun for the ODDS web re-design. Additional stakeholders are being engaged to participate in content development.

ODDS management provided edits to the Complaints website verbiage, which all have been accepted and forwarded one more time for final edits. The document has been distributed and vetted to the Communicating with Families and Self Advocates Charter and the DD Council. The feedback provided is being used in the development of the webpage as well as in a brochure.

Transmittals this week:

UPCOMING MILESTONES

RESPONSIBLE – MILESTONE	STATUS	DUE DATE	COMPLETED DATE
Compliance: Corrective Action Plan (CAP) due to CMS for Behavioral Model children’s waiver; Medically Fragile children’s waiver; Medically Involved Children’s Waiver; Support Services and Comprehensive Services Waivers	On Schedule	05/27/14	
Compliance: Submit Medically Involved Children’s Waiver (MIW) evidence package to CMS	Completed	04/30/14	04/30/14
Compliance: Develop initial transition plan that will go out for 30 day public notice and comment	Completed	05/02/14	05/09/14
Compliance: Comprehensive Services waiver amendment for 6% employment services rate increase submitted to CMS	On Schedule	06/29/14	
Compliance: Submit Support Services Waiver, Behavioral Model Waiver, Medically Fragile Children’s Waiver for renewal and Comprehensive Waiver for amendment of employment services. To include transition plan, public comment and waiver CAP changes.	On Schedule	06/15/14	
Compliance: Submit Comprehensive Waiver amendment for Employment Services rate increase	On Schedule	06/30/14	
FNAT: Revisions to the CNA to address scoring for children (0-4 yrs. old)	On Schedule	05/16/14	
FNAT: Interim tier assignments and review procedures sent to Brokerages and CDDPs	On Schedule	06/06/14	
FNAT: ANA catch up of backlogged assessments	On Schedule	06/30/14	
FNAT: Addition of assessment questions in version “c” to address skills training for social interaction	On Schedule	07/01/14	
FNAT: Complete research on the assessment tool recommended to be the “one tool” for all service settings and final decision on tool implementation	Behind Schedule	4/30/14 ; 5/30/14	
ISP: Conclude small pilot with SCs/PAs representing the various service settings	Completed	04/15/14	04/15/14
ISP: Compile findings of small pilot; make recommendations prior to launch of the formal field test	Completed	04/30/14	04/30/14
ISP: Training for SCs and PAs participating in the field test	Complete	05/8/14	05/8/14
ISP: Conduct and conclude field test with Services Coordinators, Personal Agents, and individuals residing in each service setting.	On Schedule	07/30/14	
POC: Begin initial basic training with PSWs	Complete	04/22/14	04/22/14
POC: Begin training with CDDPs and Brokerages on entering plans POC	Completed	04/24/14 ; 05/05/14	05/05/14
POC: Contracting for the use of the single FI for POC implementation	Behind Schedule	05/01/14	
QA: Create a QA strategic plan	Complete	04/11/14	05/12/14
QA: Complete the initial project plan with target dates for the completion of tasks needed in order to begin field reviews in the Fall of 2014	On Schedule	06/01/14	
Communication: Finalize communication process flow and train ODDS staff on the process	Complete	4/30/14	4/30/14
LOC: Release date of amended form & instructions	Behind Schedule	04/30/14 ; 05/30/14	
Contracts: CDDP amendment to the Counties	Behind Schedule	02/14/14	
Contracts: Brokerage amendment to the Brokerages	Behind Schedule	03/21/14	
Contracts: Transition management of Umatilla CDDP back to Umatilla county.	On Schedule	07/01/14 ; 08/01/14	

Contracts: Transition management of Douglas CDDP from Douglas County	On Schedule	07/01/14	
Contracts: Transition management of Columbia CDDP from Columbia County	On Schedule	07/01/14	

Work Stream UPDATES

WORKSTREAMS	<p>CMS Compliance <i>Strategy Lead: Joli Schroader</i></p>	On Schedule	<p><u>Waiver amendment/renewal updates:</u> We are developing initial HCBS transition plans (The transition plans are written and a draft public notice is being vetted) that will go out around May 2, 2014 for a 30 day public notice and comment period. The public notice has been posted. Waivers will be resubmitted no later than June 15, 2014 once this step is complete. We still anticipate waivers will be approved for a July 1, 2014 effective date. A Project Manager is assisting with organizing the completion of the global transition plan that will be due to CMS 120 days from when waivers are resubmitted.</p> <p><u>Evidence Report Update:</u> The Medically Involved Children’s waiver review evidence package, covering review period March 1, 2010-February 28, 2014, was submitted on schedule to CMS on 4-30-2014. Initial CMS feedback was that this report is not complete and a recommendation was made to include this waiver in the corrective action plan due to CMS on 5-27-2014.</p> <p><u>Corrective Action Plan (CAP) Updates:</u> On 4/16/2014 CMS alerted OHA and DHS that approval was given to submit all CAPs on 5/27/2014. A formal approval letter will be forthcoming from CMS; A Project Manager is assisting in organizing this project. A draft has been sent to ODDS and OHA for review. Feedback has been given by OHA.</p>
	<p>Oregon Administrative Rules (OAR’s) <i>Strategy Lead: Mike Parr</i></p>	On Schedule	<p>No additional update this week: All of the DD Oregon Administrative Rules (OAR) will be filed as temporary emergency changes effective July 1, 2014. The temporary rule amendments are being filed in order to capture the Fair Hearing due process as well as the development of a new DD Complaint rule. Additionally, the employment and support services rules are being amended in order to comply with the Governor’s Executive Order No. 13-04.</p> <p>The next legislative concept meeting is scheduled for 5-20-14.</p>

<p>Functional Needs Assessment (FNAT) <i>Strategy Lead: Kristine Duffy</i></p>	<p>On Schedule</p>	<p>No additional update this week: Catch-up assessments for brokerage customers are being scheduled and conducted by state, regional, county and brokerage staff. Collaboration between brokerages and external staff continues to go well. We are on track for completion by June 30, 2014.</p> <p>Version b for both ANA and CNA are scheduled for Mid-May. Improvements include a feature to re-align radio buttons, and CNA algorithm changes to address scoring concerns for young children, and minor, positive algorithm adjustments for children in all age groups, and remove the school year adjustment for children not yet eligible for school.</p> <p>The team is developing additional assessment sections to be added to the ANA and CNA in July. The new sections assess support needed for social interaction and community integration.</p> <p>The team has developed an interim ANA based Tier schedule for individuals accessing agency Employment Supports who have not had a SIS assessment. The interim Tiers are based on analysis of ANA and SIS Tier results among individuals who have had both assessments. Interim tier assignments and review procedures will be sent to brokerages and CDDPs by June 6, 2014.</p> <p>ODDS has contracted with an outside contractor to prepare a report on the Connecticut Level of Need tool and the Support Intensity Scales (SIS). DHS Administration will have an opportunity to provide necessary clarification on content and will make a decision by May 30th.</p>
<p>Level of Care (LOC) <i>Strategy Lead: Acacia McGuire</i></p>	<p>Behind Schedule</p>	<p>No additional update: The LOC form was reviewed by CMS and final changes are being made to the form and instructions. The form has been submitted to OHA/DHS Publications and is currently going through the revision process. We do not have a specific completion date from them.</p> <p>Feedback from the field has been received on the waiver and k-plan service requirements have been made. Internal review and finalization is occurring at this time.</p> <p>Information from the Waiver and K Plan Services Technical Guide has been updated and moved into the LOC Instructions, in order to provide detailed information regarding the LOC and how to process the LOC without having multiple documents on the LOC, as has been requested.</p>
<p>Individual Support Plan (ISP) <i>Strategy Lead: Marilee Bell</i></p>	<p>On Schedule</p>	<p>The Career Development Plan (CDP) is scheduled to roll out statewide July 1, 2014. This roll-out will include changes based on the input provided during the pilot phase.</p> <p>Training occurred for field test participants. Weekly call ins have been scheduled for all participants.</p> <p>An orientation to POC for field test participant is being pursued. The new ISP contains a “Chosen Supports Page” that should replicate the services identified in POC.</p> <p>The following dates and activities remain: 5/15-7/30 - Conduct formal field test, with three listening sessions scheduled throughout the field test. 8/1 – 9/30 - Integrate and adjust, based on learning from field test; make decisions where necessary, change processes based on learning 8/26 – 28 - Introduce broad and intimate details of ISP at SC/PA conference 9/1-10/31 - Prepare training materials and final comments for statewide release 11/1/14-12/15/14 - Roll out of regional trainings statewide 1/1/15 – Statewide implementation</p>
<p>Plan of Care (POC)</p>	<p>On Schedule</p>	<p><u>CDDP and Brokerage Training</u></p>

<p><i>Strategy Lead: Julie Harrison</i></p>		<p>Training sessions for CDDP and Brokerage staff on how to create/enter POC plan information occurred on May 5-7. These are webinar/NetLink trainings. Additionally, the assistance guides and some transmittal guidance were sent to CDDPs and Brokerages, last week.</p> <p><u>Personal Support Worker Training</u> First informational training for PSW & IC-PSW providers occurred on April 22nd. Additional dates have been scheduled and will be released.</p> <p><u>Fiscal Intermediary Contracting</u> Contracting for the use of single FI for POC implementation is in process and ODDS met with DOJ on Friday regarding the contract, but the contract has not been finalized to date.</p> <p><u>PSW eXPRS Enrollment</u> POC In-home provider record creation/load to DHS provider database is approximately 90-95% complete; work continues to finish this task. Implementation of supporting business processes for POC in-home provider management is initiated.</p>
<p>Quality Improvement <i>Strategy Lead: Brent Watkins</i></p>	<p>On Schedule</p>	<p>The draft of the QA Strategic Plan was reviewed at a high level with ODDS management on 05/12/14. The QA team will begin to put the project plan together with date targets. ODDS management and OHA have been sent the strategic plan so that they can provide direction and offer feedback throughout the development process. Once the project plan is complete, the QA team will include more detailed milestones.</p> <p>The backlog of Brokerage review reports has had to be re-prioritized to accommodate work on the assessment backlog.</p>
<p>Training <i>Strategy Lead: Marilee Bell</i></p>	<p>On Schedule</p>	<p>Stakeholder groups representing Services Coordinators, Personal Agents, Direct Support Professionals and Self advocates will begin the vetting process of the draft core competencies. Designated staff from ODDS will also be included in the reviews.</p> <p>A no cost extension to the OTAC contract is being proposed, extending the full roll out of the electronic based competencies to March 31, 2015. As a result, the deliverables will be adjusted. This accommodates the delay in the new ISP roll out, and provides opportunity for clarity based on system changes that continue to occur. Details are forthcoming.</p> <p>The Oregon Gathering is scheduled for <u>June 24 and 25, 2014</u>, to be held in Eugene. The planning committee met and is well on the way to developing an exciting and relevant Gathering. Information on content will be forthcoming.</p> <p>The Services Coordinators/Personal Agents conference is scheduled for August 20 and 21st in Corvallis. Additional information will be forthcoming.</p>
<p>Communication Strategy: <i>Strategy Owner/Lead: Brenda Autry</i></p>	<p>On Schedule</p>	<p><u>Service Brochures:</u> The printed service brochures for children, families, and adults in various languages last week were delivered to CDDPs and Brokerages last week. Those that were not present at the meetings will have their brochures mailed to them.</p> <p><u>Web page redesign:</u> The content development for the new ODDS web re-design began last week. A specific date for completion has not been created, but the group is meeting a minimum of one time a week and additional stakeholders are being asked to participate in specific tasks related to content creation. <u>ON SCHEDULE AS PART OF AGENCY WIDE WEB PAGE AUDIT/REVIEW.</u></p>
<p>Contracts Administration: <i>Contracts Owner/Lead: Renee Shippey</i></p>	<p>Behind Schedule</p>	<p>The CDDP amendment went to the County Counsel meeting on Thursday, May 8th for another round of discussion; as a result DHS staff will be meeting with a few CDDP program representatives on May 15th to further review requested changes, no timeline has been established to finalize the document and submit it to the counties for signature.</p> <p>Brokerage Directors comments to the Brokerage amendment have been received and compiled. OHA/DHS contract staff met with DOJ this week and</p>

			<p>reviewed the amendment. OHA/DHS contract staff will finalize the document upon receiving DOJ approval and submit to the brokerages for signature.</p> <p><u>CDDP Case Management Contracts:</u> Umatilla CDDP: DHS and Umatilla county continue to work toward an August 1, 2014 transition date.</p> <p>Douglas CDDP: The RFP for I/DD services in Douglas County will close on May 19th, after which an evaluation of the submitted proposals will occur. A new contractor will be selected by June 1st, 2014</p> <p>Columbia CDDP: DHS is currently in the process of determining next actions regarding obtaining a contractor for Columbia County prior to July 1st.</p>
	<p>Service Access: <i>Lead/Sherri Yoakum</i></p>	<p>On Schedule</p>	<p>ODDS has sent the information for the Complaint website to the Communicating with Families and Self Advocates Charter and the DD Council to forward on to the Family Networks. We have requested that they review the content and provide our office with feedback. ODDS has also made some final edits to the revised SDS 0947-Notification of Planned Action and also just updated the instructions sheet. The instructions sheet will be referred to the Office of Forms and Document Management (OFDM) this week to be attached to the revised Notification of Planned Action form. We also found where the Notification of Rights form (SDS 0949) and the FACT SHEET for Complaints and Fair Hearings (SDS 0948) will need to be updated and referred to OFDM as well. The goal is to get those referred this week.</p> <p><u>New Services process map/flowchart:</u> The draft process map providing guidance on enrolling individuals into waiver or k-plan services has been recently updated based on feedback from the field and other stakeholders. Before it is released, we need to have a discussion about the timelines. The lead on this is following up with management regarding the decision.</p>