

Developmental Disabilities Advisory Council (DDAC) Meeting Minutes

Department of Economic Security
Division of Developmental Disabilities
2200 N. Central Phoenix, AZ 85004
September 13th, 2017
10:00 am – 1:00 pm

Call to Order	Linda Mecham
Start Time	10:20 am
Facilitator	Linda Mecham
Note Taker	Taylor Pike
Attendees	<p>DDAC Members Present: Linda Mecham, Renaldo Fowler, Karen Van Epps, Rick Hargrove</p> <p>DDAC Members Absent: Carrie Raabe, Michael Williams</p> <p>Division of Developmental Disabilities (DDD) Staff: Maureen Casey, Elizabeth Barrett, Richard Kautz, Ileen Herberg, Taylor Pike</p> <p>Remote Participants: Jill Ryan, Gina Judy, Elizabeth Archuleta</p> <p>Members of Public in Attendance: Erica McFadden</p>
Agenda Topics	<ul style="list-style-type: none"> -Welcome and Introductions -Approval of March 2017 Minutes -Sub Committees: (Nominations and CSTF) -Globe Public Forum Report -October Public Forum -Policy Update -By-Laws -Nursing Homes -“My25” -Voting Update -Membership review vacancies and recruitment -Member Reports -DDD Update -Call to the Public

Welcome and Introduction

Committee

Discussion	The Developmental Disabilities Advisory Council (DDAC) members introduced themselves in person and on the phone. DDD staff introduced themselves as Division of Developmental Disabilities staff members.
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Approval of May 2017 minutes

Linda Mecham

Discussion	On page 2, section 2, and page 4, section 1, Renaldo Fowler's name is spelled incorrectly. Karen Van Epps made a motion to approve minutes with the above changes. Renaldo Fowler seconded. Motion carried.
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Subcommittees: Nominations/CSTF

Linda Mecham

Discussion	Linda asked if anyone would volunteer for two subcommittees: <ul style="list-style-type: none"> • Gina Judy, Karen Van Epps and Linda Mecham volunteered for Client Services Trust Fund. • Elizabeth Archuleta and Jill Ryan volunteered for the nominations committee. <p>If anyone is interested in running for Chairman or Vice-chairman let Celene Galaviz know.</p>
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Globe Public Forum Report/October Public Forum

Linda Mecham

Discussion	Those who attended the Public Forum discussed the topics of the meeting: Guardianship; Voting; Vocational Rehabilitation Services; DDD/HCBS Services Available to Members; Consistency in Support Coordination; ALTCS eligibility vs DDD Eligibility; Appeals process The Public Forum was hosted by PEP, with excellent attendance support from the Community. The next Public Forum will be held in Tucson on October 18 th , 2017 from 3:30 PM – 5:30 PM at 7750 E. Broadway Blvd. Tucson, AZ 85710. The H.E.R.O. Unit will look into establishing a location for the Phoenix Forum on October 26 th from 3:30 PM – 5:30 PM.
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Policy Update

Tim Ward

Discussion	Tim Ward reviewed policy updates for the previous two months.
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	<p>Tim Ward will work on providing the following information to the council: whether the policy changes are technical or specific, if it is an AHCCCS language change, the language or content change will be included, as well as what the impact will be on the Member.</p>
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Bylaws

Linda Mecham

Discussion	<p>Linda Mecham</p> <ul style="list-style-type: none"> • Per rule, DDAC is to review policies BEFORE going out for public comment; Discussion: What mechanism needs to be implemented for DDAC to review that will not slow down the DDD/AHCCCS process? • Gina noted the AAPPD has a dedicated committee to review policy and then follow-up with the Committee • Maureen will ask staff to ensure they are sending the new/changes in policy to the DDAC out in a timely manner for review prior to Public Comment. <p>Council decided this will be tabled for next meeting and if they have any suggestions to send them to Celene Galaviz.</p>
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Nursing Homes

Karen Van Epps

Discussion	<p>Karen Van Epps</p> <p>Nursing homes for the intellectually disabled when being supported financially by the Division of Developmental Disabilities are prohibited from administering PRN or “as needed” medications. If psychotropic medications are administered in a SNF, a behavior plan must be developed, approved by the Program Review Committee and the staff must be trained to follow it. Nursing homes are not staffed or trained to do this. In addition, on-site observations—not less than twice a month—must be conducted to assure that trained staff are following the plan.</p> <p>During the months January-July, an average of 53 members have been placed in SNFs. Members who are being given psychotropic meds need a behavior treatment plan. If members are receiving PRN meds, this is a sanctionable procedure. This pertains to members who are being funded by the Division.</p> <p>Members placed in a SNF do not have program goals, because the SNF follows the Department of Health guidelines and does not have to follow ISP goals.</p> <p>Maureen Casey stated out of the 38,000 members 53 are currently in Skilled Nursing Facilities. Between January and August the high being 58 and the low being 44.</p>
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	<p>The following suggestions were made:</p> <ul style="list-style-type: none"> • If aware of a case report it to the Support Coordinator and to the Customer Service Center so it can be investigated. • Quality indicators can be better identified and incorporated into data and metrics.
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“My25”

Gina Judy

Discussion	<p>Gina Judy shared information on My25.</p> <ul style="list-style-type: none"> • My25 is an example of strategic technology supported meal time. • Menus and grocery lists are developed for individuals with disabilities along with recipes written for the staff. • System includes a tracking method of the individual’s medications, weight, and blood pressure. • Will track their medical status to see if they are if it improving or not. <p>Rick Hargrove: Does the Division continue to support family style dining in Group Homes?</p> <p>Maureen: This is a home. What the Division is paying for is to ensure hat the Member is involved in selection, participating in preparation, and that we are supporting them in whatever level of support they need in order to do that.</p> <p>Gina: My25 supports family style dining: In addition to the menus, recipes, and shopping list, it also includes suggestions for Member involvement and participation, including Members who are medically involved, as well as Members who are more independent. If used correctly, it can promote individual use, dialogue between staff and Members, shopping throughout the week, or as determined by Member needs, which supports the Family Dining setting in the Group Home.</p> <p>Council determined this is something to be pursued, with a presentation at the next meeting.</p>
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Voting Update

Renaldo Fowler

Discussion	<p>Renaldo Fowler shared with the council that National Voter Registration Day is on September 26th. At Ability360 two sessions are offered to talk about your rights as a voter with a disability as once under guardianship you cannot vote. He is working on a program where those with disabilities can practice on voting machines.</p>
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Membership Review Vacancies and Recruitment

Linda Mecham

Discussion	<p>Linda Mecham is concerned about membership. Boards and Commissions are not renewing applications. Maureen stated she will get together with Richard Kautz and Celene Galaviz to address this and will contact Boards and Commissions to see the status of their applications.</p>
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	<p>Jill Ryan asked about current practices for applications to be submitted. When this current Council originally submitted applications, they were submitted directly to Boards and Commissions. Current Practice seems to be that the applications are submitted to DDD for review and then forwarded on to Boards and Commissions.</p> <p>Eileen Herberg said that the H.E.R.O unit will look into this.</p>
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Member Reports

Council Members

<p>Discussion</p>	<p>Renaldo Fowler</p> <ul style="list-style-type: none"> • As ACDL is a protection and advocacy center their job is to go into institutions and make sure their civil rights are not being violated. • October 1st of this year they are increasing their efforts, announced, unannounced going into group homes. They have AHCCCS authority and are following protocol. <p>Rick Hargrove</p> <ul style="list-style-type: none"> • Providers were paying above minimum wage before propositions 206 and 4014. Reality: does not foresee an environment where the legislature is going to be able to provide the funding when the minimum wage in Flagstaff increases to \$15/hour and then being able to attract workers. • Staffing is the biggest issue, which leads to an overtime issue. • Rick moved his Agency’s group homes from Flagstaff to the Phoenix. 3 of the Members did not move. Regarding the process, the Division was very protective of the Members, it was very involved and yet very successful. All of the Direct Care staff moved with the group homes. The biggest issue for the Members is learning a new city. • While driving down, one Member exclaimed, “Rick, I have a new chapter in my life!” and “I’m a big city girl now!” • Downside: still does not have an AHCCCS ID, but overall, it was a success. <p>Jill Ryan</p> <ul style="list-style-type: none"> • Concerned about the ongoing lack of providers, especially in rural areas. • Cited an example of a student in Maricopa County who did not qualify for ESY, and the frustration and concern felt by the parents. • Maureen noted that children ages 3-22 are served by the Dept. of Education, with wrap-around services by DDD. ESY is available, depending on the child’s needs, and paid for by Medicaid dollars. Our job as a Division is to wrap around those services, and to ensure that the services are not duplicated. • Jill will forward information on to Maureen for follow-up. • Requested Maureen to give updates on recruiting new providers and contracts.
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Liz Archuleta

- Flagstaff is lacking in therapy providers.
- School Districts are pulling therapists from those working with DDD contracted agencies.
- Therapists are putting Members on a waiting list, which does not meet the terms of their DDD contracts.
- Children are also not able to get evaluations either before or after the diagnosis is made.
- Lack of therapists is reaching a critical point.

Gina Judy

- Went to AAPPD conference last week.
- Applauds the division for continuing the Direct Support Professional Event.

Karen Van Epps

- Because there is just not enough money to pay for everything, there is a need to look at what the future is going to be for the Members, and look at using both private and public partnerships.
- HIPAA continues to be an issue that will not allow the HRC's to get the information those committees need to fulfill its responsibilities, per law.
- Support Coordination: SC's are generally not attending PRC for the Member assigned to them; it is usually a "stand-in" who does not know the Member and cannot immediately address the issues discussed during the PRC.
- At the Statewide Quality Management Committee (SQMC) meeting they discussed the effects of Support Coordination vacancies and turnover rates on quality of services for our members.
- HRC's are concerned about members being over the \$2,000 limit and losing eligibility.

Linda Mecham

- This Council receives applications for the Client Services Trust Fund (CSTF). The requests are generally for basic items that AHCCCS doesn't pay for. We need to once again approach the Legislature about returning the CSTF monies that were used by a previous Governor to "balance the budget." Gina said she would be willing to approach the Legislature. Gina was able to get \$125,000, but Richard Kautz confirmed those funds are now down to \$23,000.
- A recent policy change regarding the handling of Client Funds when DDD is the Payee changed "shall" to "must". This policy clearly indicates that when a Member's funds have reached \$1500, the Support Coordinator must reconvene a team meeting to begin a spending plan. At \$2,000, the Member will lose eligibility. Linda's concern is that the Member is losing eligibility through no fault of his/her own, and DDD needs to be more proactive in preventing this. Also, clarification regarding who is responsible for the spend-down. Policy states that it is a team decision, whereas, it is also stated that the Support Coordinator has the final word.
- Impact of high caseloads for Support Coordinators on the Members served. Are Support Coordinators able to adequately serve the

	Members? AHCCCS puts caseload limits at 40 per Support Coordinator.
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DDD Update

Maureen Casey

Discussion	<ul style="list-style-type: none"> • Maureen gave updates on Coolidge. The Arizona Training Program – Coolidge (ATPC) ATPC staffing is up, now have 22 people. Environment has improved, repairs and updates are being made on the building and practices. 64 members in Intermediate Care Facilities, 20 in five state operated Group Homes. 62 is being the average age of the member. • CMS issued a decree can't have a state operated ICF/IID can't have a state operated group home collocated. • Integrated RFP, AHCCCS is issuing an Integrated Health Plan. Integrating how we support members' acute, long-term and behavioral health care services. • Gave update on the Arizona Management System (AMS). 18 months in, five pilots occurring.
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Call to the Public

Linda Mecham

Conclusion	Erica McFadden briefly spoke to the council about the \$700,000 of grant money the Developmental Disabilities Planning Council (DDPC) has to obligate in the areas of employment, self-advocacy and community inclusion. They are coordinating DDD and Vocational Rehabilitation services to develop training program and connecting people with disabilities into the workforce. They are also working on a refugee project.
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Adjournment

Linda Mecham

Conclusion	Next meeting will be held on November 8 th 2017 at 10:00 am at the Phoenix location. Meeting adjourned by Linda Mecham at 1:45 pm.
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