



**Department for Medicaid Services (DMS)
Home and Community Base Services (HCBS) Advisory Panel
7/11/2019
Meeting Summary**

Meeting: Advisory Panel Meeting – Meeting #3
Date: 7/11/19
Location: James F. Thompson Room, CHFS

AGENDA TOPICS AND KEY DISCUSSION POINTS

- I. Review HCBS Advisory Panel (AP) Meeting minutes from 5/9/19.
 - a. The Meet and Greet component of the town hall meetings was implemented based on suggestions from the 5/9/19 meeting.
- II. Subpanel Chair Introduction and Subpanel Activity Updates
 - a. The Subpanel Chairs were introduced.
 - b. Jane Stahl, Case Management (CM) Advisory Subpanel Chair, updated the Advisory Panel regarding CM Subpanel meetings and topics. CM Subpanel topics included: 1) Discussed and updated Case Management Vision language, 2) Discussed and updated standard operating procedures for service plan development and monitoring, and 3) Began working on curriculum training.
 - c. Rachel Jones provided the Participant Directed Services (PDS) Advisory Subpanel update. The PDS Subpanel 1) Discussed developing the self-assessment tool, now termed the Employer Responsibilities Review Tool, to ensure the tool identifies skills in a comprehensive, concise manner; the PDS Subpanel will bring the tool to the HCBS Advisory Panel for review, and 2) Discussed identifying clear parameters and general policy changes for legally responsible individual (LRI).
 - d. Catherine Lee, Centralized Quality Management (CQM) Advisory Subpanel Chair, provided an update on the CQM Subpanel meeting. The CQM Subpanel discussions included: 1) Reviewing guidelines and feedback survey, and 2) Reviewing how to standardize provider requirements. Next week's CQM Subpanel meeting is canceled but the Subpanel will submit comments via email.
 - e. Chris George provided an update on the Rate Study group's progress. DMS also provided a rate study handout highlighting work to date. The Rate Study Subpanel has: 1) Discussed high-level data related to employees who receive a W-2; most therapists are contract employees so the rate study workgroup wants to capture contract employee costs as well, 2) Reviewed other costs such as employee benefits and administrative costs, and 3) Discussed that supervisory hours, turnover, and hiring costs will be included in the analysis. The next Rate

Study Subpanel meeting will focus on productivity. DMS expects to present the recommended rates for public comment in August.

III. Town Hall Debrief

- a. Pam Smith provided an update on the town halls that DMS conducted in seven locations and via webinar. At the town, halls DMS shared progress on HCBS waiver design and presented on topics of interest based on stakeholder feedback. Pam reported that the webinar deck and recording are available on the DMS website. <https://chfs.ky.gov/agencies/dms/dca/Pages/default.aspx>
- b. Pam provided updates regarding: 1) The success of the meet and greets DMS held before the town hall meetings. Stakeholders were pleased with this meet and greet format and DMS will continue to include meet and greet sessions as part of future town halls, 2) The attendance (383) and number of questions submitted by attendees (122), 3) The sister agencies were well represented, 4) The most popular questions included LRI and patient liability; DMS discussed plans for two webinars that will address LRI, one for participants and families and one for providers, and 4) Feedback from the questionnaires.
- c. Panelist questions, concerns and discussion include: 1) How DMS will determine patient liability, and 2) How DMS will implement the changes. Pam reported that the change will not be retroactive.

IV. Discussion on Waiver Revisions and CMS Submission Timeline

- a. Pam Smith provided an overview of the next steps in the waiver revision process. Pam reviewed the timeline and discussed plans for public hearing and public comment to begin on 10/31/19. DMS has included specific waiver content changes in the posted public comment response.

V. Discussion on Kentucky Administrative Regulations (KAR) Structure Proposal and Promulgation Process

- a. Pam Smith provided an overview of the KAR timeline, including when the KARs are scheduled to go to regulatory affairs and the process for KARs to take effect by 5/1/20. Pam discussed the transition process and: 1) The way in which regulations have been streamlined, 2) Clarified that during the transition, the plans of care will not be disrupted by the changes but will be updated on the annual date for level of care, and 3) There will be another revision to the appendices of the waiver after DMS completes the rate study.

VI. Case Management Discussion

- a. Pam Smith and Alicia Clark provided an overview of updates to Case Management that included: 1) Discussion of the service authorization purpose statement and plans for providing training to address goals and person-centered thinking, 2) How monitoring will be streamlined to increase consistency, 3) Updates to MWMA targeted to be completed in time for waiver implementation, and 4) Changes to the authorization process. Panelists questioned inconsistency among case management services and ways that participants and family can be empowered; The panel discussed having "What to Expect" one-pagers, and the importance of training to avoid concerns regarding recoupment. The panel also

discussed the importance and feasibility of including Supported Employment and requested that Shared Living services be reconsidered.

- b. Pam Smith reported on DMS plans to streamline forms to allow case managers additional time to support the participant and seek additional resources. Pam also discussed plans for MWMA to be a “one stop shop” that allows for integration between MWMA and electronic health records (EHR) for improved efficiencies. Pam will share basic information on MWMA for panelists to follow up with their EHR vendors to discuss system interface.
 - c. Pam Smith asked for input from the panel on the best way for DMS to provide support to case management agencies during the implementation. Responses included: 1) Have a pilot, 2) Meet with agency leadership to educate and inform regarding the changes, 3) Identify ideal qualities for trainers, and 4) Have a web-based training platform.
- VII. The next meeting will be on 9/12/19. DMS will send notices approximately one month in advance.