

# Family Directed Services Advisory Group Charter

---

## Date

Draft date: 4/26/2016

## Overview

The Division of Medicaid is required to meet the rules and guidelines defined by The Centers for Medicare and Medicaid Services (CMS) in order to receive Federal funding for Developmental Disability (DD) services within the Idaho State Plan and or approved Waiver(s) to the State plan. The DD Children’s benefit program currently in place does not meet existing CMS guidance. The Children’s DD Services Enhancement project has been launched to identify and execute the needed changes to meet compliance as well as the needs of Idahoans for DD Services to children.

## Advisory Group Purpose

The purpose of the Family Directed Services Advisory Group (FDSAG) is to provide DD Family Directed benefit experience and advice in the area of developmental disability needs of Children, assisting the State of Idaho Division of Medicaid and Family and Community Services (FACS) in support of CMS requirements to move state plan coverable services to children with developmental disabilities into the Idaho State Plan.

## Advisory Group Goals

The goals of the FDSAG are to:

- Participate as a subgroup of the Children’s DD Services Enhancement project.
- Work together with Department staff to determine best practices and make recommendations to the Department regarding benefit development and implementation, while staying within the scope and limitations of the Children’s DD Services Enhancement project as defined in the project plan including:
  - CMS federal rules and guidelines,
  - State’s budget limitations and authority.

Recommendations developed will be specific to Family Directed benefit model and impacts related to state identified services moving or adding to the State Plan and include:

- Family Directed budget calculations for DD Benefit plan services remaining
- Family Directed needs within State Plan services

## Roles & Responsibilities

The FDSAG roles and responsibilities are defined for purpose of the listed goals and Children’s DD Services Enhancement project need. The FDSAG will have a chair and a co-chair who will work to lead the group in achieving the goals outlined. The following members and his/her role on the Group have been determined as follows:

<b>Name</b>	<b>Role</b>	<b>Responsibility</b>
Cindy Day	Chair	Facilitate communications, group meetings, meeting minutes and documentation. Ensure alignment with project goals and stakeholder engagement model.
TBD	Co-Chair	Meeting agenda, backup to chair
Carolyn Burt	Medicaid Representative for DD Child Policy & rule, CMS rules and guidelines specific to DD Children	Represent Medicaid Child DD Policy and benefit change goals and outcomes. Provide knowledge and understanding of DD Child rules, requirements, limitations, history
Darcy Nesor	Family & Community Services (FACS) representative for FACS Operations	Represent Family & Community Services (FACS) and DD Child Operations. Provide insight, understanding, limitations of FACS operations as well as DD Child redesign learnings and improvement opportunities
Toni Brinegar	Idaho Council on Developmental Disabilities Representative	Represent DD advocacy specific to determine, access, and direct DD services and/or support needed to live the lives they choose, and to build the communities ability to support their choices.
Janilee MacLeod	Fiscal Employer Agent, Consumer Direct, (Program Manager)	Family Direct Service Support Representative, service and process needs, budget needs, speak to impact, issues,
Sandi Pierce	FDS Parent representative	Family Directed parent representative, service needs, budget needs, speak to impact, issues,
Kristie Yerger	FDS Parent representative & Support Broker representative	Family Directed parent and Support Broker representative, service needs, budget needs, speak to impact, issues

### **Length and Scope of Membership**

Members of the group have been determined and invited by the Children’s DD Services Enhancement project team based on the perceived need for benefit experience, interest and or knowledge related to DD Child Family Directed benefit model. The members and officers are requested to serve for a period of 4/2016 to 7/1/2018 which is the time anticipated for planning, development, implementation and quality assurance of the changes to the DD Child benefits.

### **Accountability**

The FDSAG comes under review by the Children’s DD Services Enhancement project and Governance to ensure members work according to the charter and do their part to meet the project and organizations' goals.

### **Authority and Decision Making**

The FDSAG does not have decision making authority however, the work and recommendations of the FDSAG will inform IDHW project and benefit decision making. It is expected that recommendations will be delivered to project and stakeholder groups as follows:

- FDSAG recommendations will first go to the project team who will provide feedback.
- Once feedback received will then go to the provider workgroup for their review and feedback. Once feedback addressed
- Recommendations will go forward to inform additional stakeholder group and obtain their feedback and address concerns
- All recommendations will ultimately need to be approved by project executive sponsorship.

### **Meeting Schedules**

Frequency of meetings will be determined and agreed upon by the FDSAG members. Will look at mtg weekly to start, will meet in person and using web meeting tools to aid in attendance.

Meeting frequency will be reduced over time as project deliverables completed.

### **Meeting Format**

The general format for each meeting will be to review the status of action items from previous meetings, provide updated information that may impact the group, address agenda items prepared by or brought to the group.

- Agenda items will be solicited and a meeting agenda will be emailed out in advance of the meeting
- The meeting minutes will be completed by the group Chair and distributed to meeting participants for feedback and finalization. Final copies will be distributed to all participants.

### **Supports**

The Family Directed Services Advisory Group is a valued subgroup of the Division of Medicaid’s Children’s DD Services Enhancement project and will be supported by the Project Manager and project team.