## Personal Assistance Oversight Committee Minutes March 14, 2012

1:00PM - 3:00PM (MT) 12:00 - 2:00PM (PT)

Video Conference in Regions I, II, V, VI and VII and Medicaid Central Office at 3232 Elder Street

AGENDA ITEM	LEAD	Time	DECISIONS/ACTION ITEMS
OLD BUSINESS			
Welcome - Introductions Read and approve minutes from December 14, 2011.	Natalie Peterson	1:00 1:10	Deanna motioned and Scott seconded that minutes from the December 14, 2011 meeting be approved as written. Minutes will be posted on the Health and Welfare website at <a href="https://www.healthandwelfare.idaho.gov/Medical/Medicaid/MedicalCareAdvisoryCommittee/PersonalAssist_anceOversightCommittee">www.healthandwelfare.idaho.gov/Medical/Medicaid/Medicaid/MedicalCareAdvisoryCommittee/PersonalAssist_anceOversightCommittee</a>
PLANNING	37 . 71	1.10	
PAO Committee Composition	Natalie Peterson	1:10 1:40	It was decided at the 12-14-11 meeting we would table membership nomination action until the 3-14-12 PAO Meeting:  Nominations received for Providers are:  1) Jim Vercruyssen, Co-Owner of Comfort Keepers, In Home Care Agency – Northern HUB. Scott motioned and Mary Jo seconded - Nomination accepted by committee.  2) Karen Raine, Administrator of Best Home Care & Staffing, A&D/PCS Agency – Central HUB. Scott motioned and Mary Jo seconded - Nomination accepted by committee.  3) Dean Nielsen, Executive Director for LIFE, Inc., Non-Profit C (3) Corporation, whose mission is to assist people with disabilities to live as independently as they choose – Eastern HUB. Mary Jo motioned and Deanna seconded – Nomination Accepted by Committee  4) Jason McKinley, current active member of the PAO and President of the Idaho Association of Home Care Agencies.(IAHCA) Jason is the owner and operator of Seubert's Quality Home Care Deanna motioned and Mary Jo seconded – Nomination accepted by committee.  5) Dana Gover, Participant Central HUB Mary Jo motioned and Scott seconded – Nomination accepted by committee.  6) Jeff Weller has agreed to serve as a representative of the Idaho Commission on Aging in the Advocate position.  Current Vacancies as of 3-14-2012 are: (1) Participant - Eastern HUB and (1) Personal Assistant - Statewide.  The purpose of the Personal Assistance Oversight Committee is Planning, Monitoring and recommending changes to the Medicaid Waiver and the Personal Assistance Services Programs. PAO Committee Composition is a standing agenda item and Providers are invited to submit nominations for vacancies as they occur. Providers are also invited to take an active role in the recruitment of PAO Participant members. All PAO Committee members were encouraged to take a more active role in the PAO Committee Meetings – Agenda items and discussion topics dealing with Personal Assistance are always welcome.
			Action with the By-Laws at the 12-14-11 meeting to delete the last sentence under Appointment and Term Subsection (A) "Upon conclusion of their respective two (2) year term, new individuals will be appointed for a full three (3) year term." Following discussion Mary Jo motioned that the

UAI Sub-Committee Workgroup Update	Melanie Belnap	1:40 1:55	deletion/change not be accepted. Motion passed by Committee. Mary Jo motioned that changes to the Bylaws instead read: Appointment and Term: The Facilitator in consultation with the committee members shall appoint members to the PAO Committee. Members whose term expires may reapply to serve additional terms. Scott seconded and Motion passed by Committee.  Committee members were encouraged to review the PAO Bylaws that are posted at www.healthandwelfare.idaho.gov/Medical/Medicaid/MedicalCareAdvisoryCommittee/PersonalAssist anceOversightCommittee. If any member has comments or would like to make recommendations to the PAO Bylaws, they are always welcome to put forth as an agenda item for next meeting.  Action Items: Amended Bylaws (Adopted 2009) will be sent to PAO Committee members with Draft Minutes.  The Home and Community Based Services (HCBS) A&D Waiver will be renewed effective October 2012. The UAI workgroup was formed as a recommendation from the Personal Assistance Oversight (PAO) Committee and approved by the Medical Care Advisory Committee (MCAC). The workgroup met on three occasions; November 1, 2011, November 28, 2011 and January 17, 2012 for approximately 3 hours each meeting. The expectations of the workgroup were that all recommendations must remain budget neutral and the recommendations would be presented to the PAO in March 2012. The desired outcome of this workgroup expressed by the members are as follows: Identify areas of the UAI that are of concern, get stakeholder input on the UAI process, have a better understanding of the UAI process, review and improve the UAI, make the current UAI easier to read and understand, review and improve the current UAI based on a study of other state's assessment tools.
			The UAI was presented to the members of the workgroup and each area was explained by a nurse reviewer and two nurse managers with the Bureau of Long Term Care. Assessments administered by other states were assigned to each member to research; good practices vs. bad practices were then discussed. As a result, the following recommendations are being made to improve the UAI and will be presented to the MCAC at their April meeting. (See Attachment)
			Workgroup members were: Sue Purington (Medicaid), Karen McKinley (Provider), Dana Gover (Participant), Eddy Houser (Participant), Bart Larsen (Provider), Melanie Belnap (Medicaid), Brett Waters (Provider), Jana Brasier (Meeting Support), Theresa Hoffman (Medicaid), Aaron Thain (Provider). Sue Harvey (Medicaid) acted as a consultant on the UAI specifically addressing Section 4 as it relates to Supervision.
			Committee members may review these recommendations and give additional input/suggestions on how to make suggested changes. Email Recommendations to Melanie Belnap, BLTC Operations Program Manager Region 5,6 & 7 at <a href="mailto:BelnapM@dhw.idaho.gov">BelnapM@dhw.idaho.gov</a>
MONITORING	D	1.77	
New Nurse Reviewer Home Visit Form	Pam Mason	1:55 2:05	Pam presented the purpose and policy of the Nurse Reviewer Home Visit Form and Process.  • Bureau of Long Term Care (BLTC) Nurse Reviewer (NR) Home Visit Form is completed by the

Nurse Reviewer Home Visit 2011 Data Report			NR on all Aged and Disabled (A&D) Waiver and Adult Personal Care Services (PCS) redeterminations. The information gathered from the aggregate data for NR Form statewide is critical in monitoring the following HCBS Waiver Assurances under Level of Care, Service Plan and Administrative Authority. CMS review develops ways for Medicaid to collect data to meet CMS Assurances.  Form Completion Instructions  Follow Up, Corrective Action/Remediation and Data Entry  Monitoring  The information gathered will be utilized for management purposes: During the Provider's scheduled QA review, the QI Specialist will review the file of NR Home Visit reports to assure that any identified issues or corrective actions had been taken.  Action Items: The Committee suggested that "Agency" be changed to "Provider" on the form and add citations pertaining to RALF's.
Complaint/Critical Incident Summary 2011	Pam Mason	2:05 2:15	The Bureau of Long Term Care monitors the health and welfare of participants through the Complaint and Critical Incident Process. Quality Assurance Specialists receive, document, and classify all incoming concerns. The concerns are defined, classified, categorized, investigated and referrals are made to appropriate services/resources when necessary. Pam presented the Bureau of Long Term Care Complaints and Critical Incidents, Quarter 4, 2011 which includes data specifically by Complaint, Critical Incident, Both and quarterly as well as monthly.
MFP Grant –ADRC Supplemental Grant Funding Revised IHC Benchmark Calendar Year 2011	Tammy Ray	2:15 2:30	Tammy shared an exciting development, Idaho was recently awarded an additional \$400,000 as part of a supplemental grant to the Idaho Home Choice Program. The additional funding will be used to build new partnerships between Medicaid and the Aging and Disability Resource Centers and the Centers for Independent living while continuing to strengthen Medicaid's partnerships with the Idaho Commission on Aging and the State Independent Living Council.  Tammy also shared the Idaho Home Choice Benchmark Update March 8, 2012. As of March 8, 2012, IHC has enrolled 9 Participants, Received 21 Referrals and 6 Inquiries. For additional information, please access the Idaho Home Choice Website at <a href="https://www.healthandwelfare.idaho.gov/Medical/Medicaid/IdahoHomeChoice/tabid/1621/Default.aspx">www.healthandwelfare.idaho.gov/Medical/Medicaid/IdahoHomeChoice/tabid/1621/Default.aspx</a> or <a href="https://www.ldahoHomeChoice.dhw.idaho.gov">www.ldahoHomeChoice.dhw.idaho.gov</a>
RECOMMENDATIONS			
UAI Sub-Committee			Natalie Peterson, Bureau Chief Long Term Care and Facilitator for the PAO will take the workgroup
Workgroup			recommendations to the MCAC.
ADJOURN		3:00	Next Meeting will be held on Wednesday, June 13, 2012

2012 Meeting Dates: March 14, 2012, June 13, 2012 September 12, 2012 and December 12, 2012. All meetings will be held on Wednesday and meeting times will be from 1-3 PM (Mountain Time). These meetings will be scheduled as video conferences in local offices 1- CDA, 2-Lewiston, 5-Twin Falls, 6-Pocatello and 7-Idaho Falls.