

**Residential Rate Setting Transitional Work Group**  
**June 21, 2012**  
**Meeting Minutes**

**Present:** Mark Kovitch, Mary Pat DeCarlo, Carol Grabbe, Paul Rosin, Katie Banzhaf, Quincy Abbot, Warren Sparrow, Sheila Cordock, Stephen Becker, Peter Mason, Leonard Cipollone, Joe Drexler, Shannon O'Brien, Pauline Bouffard

1) **Review Minutes** - Various minor changes to the minutes for the May 17, 2012 meeting were requested. Warren will update the minutes with the changes. The minutes were approved with the changes as discussed.

2) **Committee Updates** -

- a) **Implementation Committee** - Peter said the last meeting was May 22, 2012. Minutes were not available at this time. The committee is working on researching transitions to standardized rates in other States.
- b) **Residential Issues Committee** - The meeting in June was cancelled due to schedule conflict in visit a provider "Smart Home." This visit has been rescheduled for July 16, 2012. The committee is still in the process of collecting survey results from provider based on the survey on adaptive technology in residential settings. The plan is to review the result at their next meeting.
- c) **CCH Rate Setting Committee** - They met in May. They are reviewing the "shared living" model. Member of the committee will be going to visit a "shared living" model in Massachusetts. Joe requested the committee ask the provider about how wage and hour and Federal income taxes are handled under this model. The committee is also reviewing issues concerning when individuals supported under the CCH model retire from their jobs. (Issues - What is happening during the day?, Who is providing the supports?, What other DDS service model could be provided for retired individuals?, etc...)
- d) **IHS Rate Setting Committee** - Next meeting is on July 9, 2012. There have been 19 responses to the cluster apartment settings survey issued by the committee. Only 7 of the 19 have cluster apartment settings. Some of the data on the number of clusters that providers operate seems too large. DDS could check this data against the CAMRIS system to determine if the provider's information is consistent with DDS data. Mary Pat will work with Peter on this. The committee will review the survey result at the meeting on the 9th.
- e) **Data Management Committee** - Next meeting is June 27, 2012. The committee will review the list of data items that would help providers that the Business Managers created at their meeting in beginning of June. Also the committee will working with DDS to determine which of these items providers can have access to before the new State Data system is ready (4 or 5 years away).
- f) **Sustainability Committee**- The committee has not met since the last residential transition workgroup meeting. The next meeting is scheduled for next week.

3) **Continue discussion on the composition of the rates** - This was tabled to the next meeting. Peter and Joe will send additional information regarding the composition of the draft CLA rates before the next meeting.

4) **LON/direct support hour surveys completed by the agencies** - A discussion was started by Peter's question - How challenging was it to fill out the hours survey? This prompted the following topics to be discussed:

- ✓ Average weekly hours for unscheduled face to face support hours column - should "Average" be there?
- ✓ Why? - Monday thru Friday between 9 AM - 3 PM
- ✓ Why? - Transporting to and from day services
  - How day programs interact with residential programs (transportation, full day, half day, out sick, etc...)?
  - Discussed ADA transportation issues
  - Need to look at how the day programs relate to residential programs for older individuals or medically fragile individuals
    - What is build into the rate for non-attendance in the day and residential programs
  - Issues when people come and go to their day programs
- ✓ The survey needs to be expanded to more providers
- ✓ Next survey - maybe use two weeks and take average for some data
- ✓ Put out the draft rates and hours with the survey

Peter and Len provided the committee with two handouts. One was the draft DDS rates and hours for each bed size and LON level. Two was the survey results summarized by average LON score by the number of individuals at each CLA. The summary showed the average face to face hours per CLA for each average LON score as compared to average draft hours. The average face to face hours was arrived at by taking the total average weekly face to face support hours (L + M) less the following columns:

- Number of scheduled face to face support hours provided for Monday thru Friday between 9:00 a.m. 3:00 p.m. included in the total average weekly face to face support hours
- Number of staff hours transporting to and from day services included in the total average weekly face to face support hours
- Number of 1:1 support hours directly attached to an individual through an approved budget
- Number of 2:1 support hours directly attached to an individual through an approved budget

These handouts prompted the following discussion points, views, or thoughts:

- ✦ What the committee is trying to determine is what are the providers doing for residential staff support - face to face - on average
- ✦ DDS is looking for the average supports by LON and CLA size to determine the rate
- ✦ What are the items that are not part of the average that need a funding stream? (outside the normal situation but not unique)
- ✦ The rate system needs to be driven by the needs of the individuals versus the rate system driving the services available
- ✦ Two major variables are the number hours and rate per hour within the available appropriations budget for CLA Services. High rate with Low hours or Low rate with High hours.
- ✦ Like LONs in the same size CLA need to have the same level of funding
- ✦ Rate systems comes out at averages
- ✦ Providers need to see this analysis and process.
- ✦ Provides need to change their service delivery to address the upcoming rate changes and assumptions of what is being funded on average
- ✦ Quality of life need to be funded in the rate system and not just health and safety
- ✦ 1:1 support hours versus face to face support hours was discussed
- ✦ Should some week day coverage be in the average?
- ✦ Should the CLA's with 1:1 support hours be summaries or taken out of the analysis because they are not an average support. 1:1 support hours are the exception.
- ✦ Cost of administrating the rate system is lower with the more items included in the average. The more "crave-out" of individual service items or staffing coverage, then the cost of administering the rate system increases.
- ✦ Discussed with Peter if it was possible to use the schedules that providers submit with their OP-Plans to determine average weekly schedules for CLA's. Due to the inconsistent format of the staffing schedules, this is not possible at this time.
- ✦ In terms of staffing – it is DDS's opinion that provider data will cluster into different groups. This was the case for the Day program data.
- ✦ Should we look at a simple CLA? No exceptions – for example 1:1 supports
- ✦ Should we look at actual hours versus schedule hours?
- ✦ Should the model be based on more than 24 hours in a one day period to address transition between the residential and day providers?

DDS will be increasing the hours in the DDS contract with providers for day program services from 5 ½ hours under the current contract, which ends June 30, 2013. Then, for the contract period of July 1, 2013 to June 30, 2014 hours will be increased to 5 ¾ hours. Finally, for the contract period of July 1, 2014 to June 30, 2015 hours will be increased to 6 hours per day. This should help with the assumption in the draft rates that staffing is not needed during the weekdays between 9AM and 3PM.

At the next meeting or for the next meeting the following will be addressed:

- DDS will e-mail the committee – What is included in the hours for DDS draft rates and hours?
- DDS will e-mail the committee – Hours available in each providers' CLAs based on LON levels and CLA size
- The provider will use this data to determine the effect of these hours on each of their CLAs
- At the next meeting, the committee will determine if the hours survey should go out during the summer.

**5) Research of other states** – No member had additional information to provide to the committee. Joe will ask the new DDS Waiver Management Coordinator to research how other States address billing for CLA services; monthly, daily, or some other period of time.

**6) Public Comments** – The comments were the following:

- ❖ We should send this information to all of the other subcommittees.
- ❖ We need to address the 2:1 and 1:1 staffing supports because it “messes-up” the summarization of the survey data.
- ❖ The sooner we get data the better. Should issue the survey during the summer instead of the fall. The committee needs more information to determine how the rate system should be setup.

**7) Adjournment** – The meeting adjourned about 3:25 PM

Respectfully submitted,

Mark Kovitch