

**Residential Rate Setting Transition Workgroup**  
**DDS Central Office**  
**Meeting Minutes**  
**3/15/2012**

**Present:** Mary Pat DeCarlo, Shelia Cordock, Quincy Abbot, Mark Kovitch, Cres Secchiaroli, Kate Banzhof, Shannon O'Brien, Joe Drexler, Steve Becker and Peter Mason.

**Review of Meeting Minutes**

The minutes of the last meeting were approved.

**Meeting Format**

Workgroup discussed the following discussion points:

- Openness of the Workgroup.
- Option to observe the meeting will be given to those who are not part of the workgroup.
- Period of 10 minutes will be set aside for comment at the end of the meeting Comments to be included at the end of the minutes.
- Presentations/Meeting/Update on Workgroup to other stakeholder groups.

**Purpose of the Work Group:**

Purpose of the work group was reviewed; is to develop a rate methodology without existing resources. There is no infusion of funding.

**Sub Work Groups:**

Peter handed out work groups, members still needed

**Draft Rate Methodology for CLA/CRS Reports (Handout)**

Flow Chart distributed and reviewed - identifies each expense for the hour rate of 14.75

Information from the FY 2011 Annual Report data was used to establish this rate.

The following factors were taken into consideration:

- Room and board taken out for A&G purposes, if it was not included.
- Discussion about Administrative and General Expenses and employee benefits as identified in the draft rate methodology.
- Nursing and Clinical percentage. Discussed what is included within this subcategory.
- Discussion about homes with RN or LPSs, staff-delegated nursing tasks.
- Discussion about putting some examples together based on LONs, number of staff, etc. in the CLAs to determine what it will look like, and review data.

**Discussion points:**

- Discussed transportation to and from day program. Discussed routine, day-to-day shopping, recreation, etc. Is included in the rate.
- Question about supervisors split among several homes - where does this fall? Direct or indirect? Supervisor factor?
- Difficulty substitute staff – used 1.25 factor to determine.
- Question of vacancy/backfilling your vacancy. In theory, it is all ready included.
- Substitute staff for 30 days of direct care absences. Discussion: Is 30 days low?
- Utilizing onetime, non-salary expenses vs. indirect
  - Program supplies
  - Vehicle
  - Recreation supplies

Day vs. monthly billing was discussed; CMS may be the deciding factor.

Question: If there is a vacancy, family vacation, etc., how is it handled?

**What other states are doing?**

Mark Kovitch presented on practice used in PA. Each agency has their own rates. Rates are not based on individual needs.

Mary Pat presented on Massachusetts has just started and is beginning the process.

Peter Mason reported on Oregon has what appears to be the closest to what CT is doing. The REBAR project. CT probably has the biggest GAP between the highest to the lowest.

**Other tasks:**

If we can find out what other states have in place.

Providers will look at their homes/LONs/rate.

Cres will put together a form to utilize for LON/size of house/amount of hours.

A Co-Chair needs to be appointed

Sub committees will need additional members assigned

Minutes submitted by:  
Shannon O'Brien  
West Region