

## Service Standards and Requirements Subgroup Meeting:

June 25, 2014 (10:00 – 12:00):

Attended – Cheryl Smith, Susan Nipper, Miranda Johnson, Colleen Foley, Rhonda Sloan, Diana Flenard, Debbie Terenzio, Linda Mabile, Gretchen Thwing, Dianne Ciccarelli, Debbie Gibson Lee, Pauline Lipps, Cydeon Trueblood, Betty Kay Clements, Amanda Heystek, Bryan Funk, Tony DePalma, Patty Hougland, Lisa Robertson, Barb Page, L.J. LaRue, David Minnici, Colton Madill

### Topics Discussed:

- Navigation to key documents including the APD webpage dedicated to the CMS Transition Plan found at <http://apdcare.org/cms/>
- Overview of other sub-groups and their focus
- Self-Assessment tool for Residential Programs going out first, then Self-Assessment tool for Day Programs
- AHCA's Preliminary Transition Plan open comment period from 6/25/2014 – 7/25/2014
- AHCA will be sending a letter to all consumers regarding the CMS Transition Plan
- AHCA will be submitting one Transition Plan to CMS for all HCBS Waivers within Florida.
  - All agencies currently reviewing their own waiver statues, rules, policies and procedures for identification of changes necessary to come into compliance with the new regulations.
- Purpose of the subgroup to review the Service Standards and Requirements
  - To confirm Service Standards and Requirements within Florida Statutes, agency rules and operating procedures are conducive to the new CMS requirements.
- Reviewed Templates/Tools and documents to be used during the review of documents to identify current service standards that do not meet the new regulations
- List of Florida Statutes to include in our review <http://www.leg.state.fl.us/>
  - 393 F.S.
  - 409.221 F.S.
- List of APD Rules to include in our review <http://apd.myflorida.com/rule-repository/all-apd-rules.htm>
  - Chapter 65G-2: Licensure of Residential Facility
  - Chapter 65G-3: Termination, Suspension, or Reduction of Client Services by Service Providers
  - Chapter 65G-4: Service Delivery Practice and Procedure
  - Chapter 65G-5: Supported Living Services
  - Chapter 65G-8: Reactive Strategies
- List of AHCA Rules to include in our review
  - 59G-13.088 Developmental Disabilities Consumer Directed Care Plus
  - iBudget Handbook TBD
- List of APD Operating Procedures to include in our review
  - APD OP 04-003 - Uniform Procedures for the Determination of Residential Habilitation Services and the Submission of Prior Service Authorization Packages
  - APD OP 10-002 - Incident Reporting and Risk Prevention for Consumers Living in the Community
  - APD OP 17-002 - Supported Living Provision of In-Home Subsidies for Persons in Supported Living Arrangements
- Age and relevance of certain Operating Procedure documents was brought up. APD OP 04-003 references the 2003 DD Handbook. Should the document should be brought to current practice, then begin review.
- Lack of an iBudget Handbook to review was brought up
- Do we need to review legal settlement documents, such as Wheaton?
- Necessity for a CERC, Statement of Regulatory Cost was brought up
- Concern about how this can be accomplished within current rate structure was brought up

- Strategy for review
  - AHCA's Timeline requires that all Sister Agencies have their Transition Plan elements turned in by Monday, August 25, 2014
  - To meet this deadline, APD subgroups must complete their reviews and identify service standards that do not meet the new regulations by the end of July
  - To accomplish our task within the timeframe the various documents will be divided so the entire group does not need to review every document. Independent reviews feedback to be provided at the next scheduled meeting
- Requested that each member send an email by close of business (COB) on 6/25/2014 to the [CMS.Transition@apdcares.org](mailto:CMS.Transition@apdcares.org) email box stating what document they will review. Subgroup Chair will gather the emails and notify the group via email by COB on 6/26/2014 what each person is working on and identify gaps.
- Next meeting scheduled for Wednesday, July 2<sup>nd</sup> from 10:00 – 12:00.