



agency for persons with disabilities
State of Florida

APD PROVIDERS / SUPPORT COORDINATORS JOINT MEETING

Thursday, March 22, 2012 9:30 A.M.

401 NW 2ND AVENUE, SUITE N-1011, MIAMI, FL 33128

AGENDA ITEM	ISSUE / DISCUSSION	ACTION / FOLLOW UP
I. CALL TO ORDER	Meeting began at 9:40 am. Area Administrator Ms. Evelyn Alvarez welcomed everyone and thanked them for their attendance and being on time and kindly reminded that all phones be silenced to avoid interruptions.	
II. STATE / AREA AND APD UPDATE	<p>**Friendly reminder: This room is the DCF District Administrator's conf. room and we are very appreciative that it is made available to APD for our Provider Meetings. However, the room is only available to until about 11:30am. When we adjourn please be reminded to do so promptly, quietly and pick up all of your belongings. If you need to meet with one of your colleagues we ask that you do so in the 4th floor cafeteria. Thank you for your cooperation.</p> <p>❖ <u>Management Staff Introductions:</u> Kirk Ryon, Sharon Powell, Ivonne Gonzalez, Hillary Jackson, Maria Springer, Carolyn Eleby, Montrese Albury, Michael Cardello.</p> <p>❖ <u>Announcements:</u></p> <p>New Staff Announcements: none</p> <p>New Provider Announcements:</p> <p>HoMedCare, Inc. – Carmen Hernandez Kindness & Care – Sophonie Maneus, Waiver Support Coordinator GMS Nursing Association, Inc. – Guido Lopez, Administrator A Cares 4 You, Inc. – Aliette Saint-Aime, Owner/CEO</p>	<ul style="list-style-type: none">▪ For more information about the Agency for Persons with Disabilities, please contact Evelyn Alvarez at (305) 349-1478.

❖ **Guest Speakers:**

Felix R. Garcia, LCSW - Magellan Health Services of Florida

❖ **Agency Updates:**

1. Legislative Wrap-up:

- Budget is still under current review by Governor. The Legislature proposed \$65 million added to Waiver Services Appropriations, bringing the Waiver appropriation to \$877 million.
- A one-time \$46 million appropriation was made to address the deficit.
- There was a 10% administrative reduction to APD (67 FTE positions) to take effect 7/1/12. The reduction will be done in conjunction to the Area Office consolidations. Anticipated 20-30 staff will be adversely affected.
- Reduction in IFS of \$400,000.00.
- Proviso language mandating a move to managed care did not pass, but the requirement of the iBudget full implementation by 2014 is still in effect.
- SB 1516 did not pass.

2. March is Developmental Disabilities Awareness Month:

- It's a time to celebrate and demonstrate how Floridians with developmental disabilities are contributing members of their communities. Area 11 has been recognizing our clients and their successes by featuring them in the STAR Recognition series.
- APD is held a DD Awareness Month celebration on March 20 at the Capitol in Tallahassee, which included a Cabinet resolution, followed by a program of inspiring speakers, and concluding with performances by talented individuals from Pyramid Studios in Tallahassee and APD's Tacachale Center in Gainesville.
- APD is spreading the good news of people with developmental disabilities being included in their communities and excelling in particular skills, as reported in the news media.

3. iBudget Implementation:

- iBudget Florida is a new way to deliver Medicaid waiver services that has been approved by both the Florida Legislature and the federal Centers for Medicare and Medicaid Services (CMS). It provides Floridians with developmental disabilities in the Medicaid waiver program more flexibility in choosing their

services.

- APD is implementing final component of the iBudget Florida program, the funding formula or algorithm, for its customers in Northwest Florida and the Big Bend area by April 1 (areas 1 and 2).
- Next, all APD customers in areas 4, 12, and 13 will transition into iBudget by July 1, along with CDC+ participants in areas 1 and 2.
- iBudget Florida is designed to make the funding process fair and equitable for all Medicaid waiver customers. Waiver support coordinators will assist customers and their families in managing service approvals and other aspects of the program using an online Web-based system.
- Trainers from APD's headquarters in Tallahassee are touring areas 4, 12, and 13 this month to provide training on the new online system to APD staff members and waiver support coordinators.
- The complete implementation schedule, and all kinds of information about this new program, can be found at iBudgetFlorida.org. As you are aware Area 11 is scheduled for March 2013.
- iBudget Rule Development Workshop will be posted on the Florida Administrative Weekly 3/23/12 and the workshop is scheduled for 4/3 @ 2pm APD Central Office. Draft Rule is available in the APD website.

4. Provider Scorecards:

- APD has begun publishing scorecards for two groups of Medicaid waiver providers—Supported Employment providers and waiver support coordinators.
- These rankings are an initial baseline score. APD's scorecards will be adjusted over time as input is received from stakeholders.
- All state agencies are developing provider scorecards to increase transparency and accountability to the public. APD's provider scorecards are intended to measure, evaluate, and improve performance. The long-term goal is to improve the quality of state-funded services.
- Customers, families, and providers are encouraged to submit suggestions and ideas to their local area office on ways to improve the ranking process.
- The scorecards are posted on the agency's website APDcares.org.
- Additional provider scorecards will be developed and posted to the agency's website in the near future.
- Area 11 Scoreboard Liaisons are Ms. Jackson for Waiver Support Coordination Services and Ms. Eleby for Supported Employment.

5. Residential Fee Collection:

- The Residential Fee Collection Initiative has been implemented effective date 3/1/12.
- The Residential Fee Collection only applies to adults (over 18), Persons in an APD-licensed facility that receive Residential Habilitation. If all three are criteria are not met, the fee collection will not apply to them.
- The fee that will be collected is the excess funds from federal cash benefits. (i.e. Social Security Disability Insurance, Supplemental Security Income, Railroad fund, etc.)
- The term "excess" refers to the amount left over after personal allowance is taken out (first). Room and Board (second), any additional federally approved exclusion, if any (third), any remaining money is considered excess and should be remitted to APD.
- The fee collection only applies to federal cash benefits. APD is not requesting persons to pay out of a trust fund, earnings or retirement plans.
- Mr. Ryon has lead and will be discussing this further with you.

6. Agency Strategic Plan:

- APD is working diligently in the Strategic Plan Process. This plan will tune the agency's goals and objectives. Plan is available on agency website and further details will be announced in APD's *Champion* newsletter as they become available.

7. The Champion Newsletter is almost four years old:

- We want to know how APD's monthly newsletter is meeting the needs of Florida's DD community, so we would like you to participate in a brief survey.
- Visit APDcares.org and click on the *Champion* button to view the current issue. It contains a link to the survey, which will only take a few minutes to complete.

8. Transition of ICD/DD resident on the waiver waitlist to the community:

- APD in consultation with AHCA will offer enrollment to individuals who currently live in ICF/DD and are on the waitlist for the DD/HCBS in accordance to proviso language created by the Florida Legislature FY 11-12.
- Starting 3/1/12 thru 6/30/12 the plan is to transition 12 individuals. Same proviso language is in the budget for FY 2012-2013 the remaining folks (323) on the waitlist as of 2012 and choose to transition to the community will also be assisted.

- Team Leader Transition Specialist for Area 11 is Sharon Powell, MCM. Interdisciplinary Team will include: MCM, CBA, ICF staff, Res Planning Coord., GR Support Coordinator, Waiver Operations and WSC.
- Will be sending out general information describing the process involved by next week.

❖ **Ms. Hillary Jackson spoke about several issues:**

1. CDC+:

- **Vendor/providers please contact our office (Ivonne or Hillary) if you are experiencing difficulties or delays in being paid by any CDC+ consumer/representative.** You should not be waiting for months to reach out to our office. There have been times when the provider was not added on to the consumer's purchasing plan - this will prevent you from being paid.

2. Costplan Issues:

- On 4/1/12, the rates will be reduced for assessments and skilled nursing will no longer be a quarter hour rate it will be by visit. Our MCM nurse will be reviewing the nursing care plans to assist with determining the visits that you are requesting. We are still pending nursing care plans for several consumers and staff will be calling you today.
- Several of you support coordinators have been sent Zixmails regarding consumers that are under age 21 that you serve that were receiving PCA services or CMS through Medicaid State Plan. You have repeatedly been reminded to ensure that you properly plan for a smooth transition. Please track your minor consumers and submit your crisis packet requests **3 months** PRIOR to the consumer's 21st birthday.

3. Documentation:

- All service requests require the determination of medical necessity made by our office. Support coordinators, you are still required to provide us with supporting documentation to justify the service request. Please refer to Attachment A from the PSA requirements.

4. Support Plan/Case Note Issues:

- Reminder to support coordinators, when we are reading support plans and in speaking with the consumer and/or their supports/group home providers it is clear that the consumer being depicted in the support plan is not accurate! It is also very concerning that families are telling us they have not signed a support plan or that it was forged. Support coordinators, this cannot occur. Support plans are to be an accurate reflection of the consumer and the consumer's situation.
- Submit the support plans accordingly for your consumers monthly in accordance with the Handbook requirements; plans must be received before the support plans effective date. Staff will be adjusting your support coordination allocated amount accordingly for noncompliance.
- CDC+ Consultants please be reminded that the casenotes must be done in addition to the required monthly Participant Review Form.
- The Medicaid eligibility forms are not being completed properly. Samples will be sent to support coordinators soon.
- Several emails have been recirculated to call your attention to issues such as central record files not being properly maintained. Please re-read these emails and follow up accordingly.
- Do not discourage any provider from attending the support plan meeting, it's the consumer/guardian's choice. Please remember it's the consumer's meeting so they should have input for their goals, etc.

❖ Mrs. Maria Springer shared the following information:

- Good Morning, I am happy to report that we have at this time twenty-six waitlist consumers receiving supported employment services.
- We have been working on ensuring our community resources are expanding.
- We have focused on searching for dental services for our consumers that are over the age of 21 and have successfully found services via the Department of Health where consumers that do not have any type of insurance can receive both medical and dental services at no cost. This service is provided by Caring for Miami Mobile Van and we will provide the information via our local APD webpage.

- We are continuing to work on our private/public partnerships to secure services for all of our consumers.
- ❖ **Mr. Kirk Ryon discussed Residential Fee Collection** and updated all present on the start up of this initiative. Mr. Ryon noted that within the next week, we have been instructed to send each residential provider who acts as representative payee (rep. payee) and each support coordinator, several documents that are relevant for Residential Fee Collection. These documents will include a form that the rep. payee will fill out each month, listing each customer for whom they receive 3rd party benefits, the amount that they receive minus LTRC and allowance. Other documents that will be forwarded to residential providers include instructions, the latest version of the rule authorizing fee collection and a list of frequently asked questions. Mr. Ryon reviewed the following points concerning fee collection which had been discussed by Evelyn Alvarez at the January 2012 Provider Meeting: Residential Fee Collection only applies to adults (over 18), Persons in an APD licensed facility, and receiving Residential Habilitation. If all three are criteria are not met, the fee collection will not apply to them. The fee that will be collected is the excess funds from federal cash benefits. (i.e. Social Security Disability Insurance, Supplemental Security Income, Railroad fund, etc.) The term "excess" refers to the amount left over after personal allowance is taken out (first). Room and Board (second), any additional federally approved exclusions, if any (third), any remaining money is considered excess and should be remitted to APD. The fee collection only applies to federal cash benefits. APD is not requesting persons to pay out of a trust fund, earnings or retirement plans. Other state agencies, like Department of Elder Affairs, have a fee collection in place. APD has tried to hold off as long as possible. The excess payment will be due on the 15th of the following month. APD does have statutory permission to implement the new cost containment measure.
- ❖ **Ms. Sharon Powell discussed the following:**
 - March is kidney disease awareness and development disabilities awareness month. You are at risk for kidney disease if you are diagnosed with hypertension, diabetes and or have a family history of kidney disease. How will I know if I have kidney disease, since early kidney disease does not manifest signs or symptoms?

- Testing is the only way you will know if you have kidney disease
 - A blood test can be done to test the glomerular filtration rate – this test tells how well your kidneys are filtering
 - A urine test can be done to test for albumin in the urine. Albumin is a protein that is found in the urine when the kidney is damaged.
 - Test your blood pressure, high blood pressure could be an indicator that the kidney disease
- Early diagnosis means early treatment to delay or prevent kidney failure.
- What can be done to reduce the risk of kidney disease?
 - Choose foods with less sodium, eat healthy protein in smaller portion mainly fish, skinless chicken and lean meat. Eat more fruits and vegetables. Always read food label.
 - Drink normal amount of water, limit soda and drink only light colored juice and soda, avoid orange juice because it is high in potassium, drink apple, cranberry and grape juice
 - Keep your blood pressure below 130/80
 - Keep your blood sugar in the normal range
- Prader-Willi Syndrome is characterized by weak muscle tone and difficulty eating in early infancy, which progress in late infancy early childhood to obsessive food intake. This condition puts the individual at risk for choking, overweight, non-insulin dependent diabetes which can result in kidney disease. It is important to have strict behavioral intervention and meal restriction planning in place. Individuals with Prader-Willi Syndrome can be very challenging to deal with because of the behavioral component.

❖ **Ms. Carolyn Eleby advised the following:**

- APD Provider Enrollment Area have already begun the process to review all Medicaid Waiver Agreements that expire June 30, 2012 for renewal effective July 1, 2012. As in previous years the process includes a review of the provider's Delmarva monitoring and any other quality assurances records with APD. The providers should expect to receive their agreements for signature within the next few weeks and are asked to please return the agreements by due date indicated in the correspondence. Providers should be aware that they cannot continue to provide services once the agreement expires. Also be reminded that providers must submit proof of liability insurances in order for to renew their agreement. Additionally, providers should ensure you have submitted to the enrollment specialist, Austin Dean, any address changes so that there are no concerns with your receiving the agreement.
- APD is in the process of implementing Area procedures for the online training calendar. The new procedures will allow the Area offices to control the registration process more directly. In the past we had to have constant contact with our IT department to manage many of the functions to include class closures when they reached capacity. These and other activities will now be conducted by Area staff.
- Ms. Eleby thanked all who participated in the Supported Employment (SE) and Supported Living (SL) quarterly meetings on March 14, 2011. We were glad to have several Wavier Support Coordinator to attend along with our SE and SL Coaches. We hope the information provided was useful and that you all continue to join us in those meetings so that we can be the "circle of support" that our consumers need.
- **Supported Employment Liaison, Montrese Albury**, thanked all the Waiver Support Coordinators (WSC) for attending the supported employment quarterly meeting held on March 14, 2012. She asked the WSCs to help in capturing all the individuals they serve who are employed by completing an employment data form and returning it to the liaison office.
 - Ms. Albury also asked the WSCs to submit all Division of Vocational Rehabilitation(DVR) consumer referrals to her office . She reminded them that the Phase 1 supported employment services should be requested through DVR first and not through APD waiver funding.
- **Michael Cardello, Community Relations Coordinator** ,thanked providers for their referrals to employment, volunteer, and internship-related opportunities offered.

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| | <ul style="list-style-type: none">○ He reported on excellent progress with Baptist Health South Florida paid internships for 4 consumers (2 Med Waiver and 2 Wait List; 2 from Disability Mentoring Day 2010 and 2 from Disability Mentoring Day 2011). Internships started on March 5, 2012 and will run through May 25, 2012. There is a possibility that some, if not all, interns will be employed by BHSF at some point.○ Mr. Cardello also reported that 2 APD consumers are participating as volunteers at Trinity Church through “Project Impact”, coordinated statewide by Able Trust and Volunteer Florida. The volunteers are being mentored by Americorps Members at Trinity Church. One volunteer, who has special talents in graphic design is working in the Media Center, and one volunteer, who has an interest in working with children, is working in the After Care Program. This program began in February, 2012 and will end in May, 2012. | |
| | <p style="text-align: center;">IMPORTANT:</p> <p style="text-align: center;">OUR ON-CALL PHONE NUMBER IS 305-299-3366.</p> | |

III. ADJOURNMENT	Meeting adjourned at 11:15 a.m.	

ATTENDANCE: Suzette Spaulding, Kathy Morman, Isabel Rojas, Derick Toro, Desma Walker, Charlotte Morgan, Yadi Flores, William Appleton, Margarita Colorado, Aileen Phelan, Eduardo Martin, Denise Guzman, Star Granda, Janet Batet, Sara Cartaya, Laura Vinent, Cynthia Gay, Crislayne Abraham, Lissette Vera, Gladys Minino, Yanisleidys Perez, Milagros Aniceto, Lourdes Matamorus, Isis Espino, Carmen Calderon-Roberts, LaRonda Smith, Mary Fountain, Alette Saint-Aime, Tammie Martin, Viveen Brooks, Kathleen Mulkey, Lixon Nelson, Ernesto Perez, Ingrid Ariza, Jerome Silverberg, Roland Vializ, Muriel Cuadro, Nyocca Farquharson, Martha Khan, Cherie O’Geen, Joan Lee, Dora Guzman, Diane Gelpi, Rusty Townsend, Nora Duran, Evelin Cancho, Derrick Harley, Guido Lopez, Nayza Hernandez, Thomas Fleischmann, Mildred Tassy, Gisel Prado, Luis Lopez, Jeanne Pierre Brenda Lampon, Rene Gomez, Sophonie Maneus Lelany Arguelles, Carmen Hernandez, Sandra Montiel, Veronica Oliver, Manuel Achong, Martina Osaghae, Etha Griffith*, Habeebet Momoh*, Clement Agayi*, Chantal Meo*, Ludmila Senkevich*, Pascale Melette*, Eldith Tuesta*, Tatiana Greg*, Maria Garcia*, Luz Ortiz*, Mano Molina*, Penny Schueneman*, Monica Cruz*, Osmani Placencia*, Iliana Atucha*, Derk Green*

*** Denotes tardiness of more than 15 minutes**