



## Pennsylvania State Lifesharing Coalition Meeting Minutes

Date: \_\_\_\_August 17, 2017\_\_\_\_

Region facilitating: \_\_\_\_Southeast\_\_\_\_ Region notetaking: \_\_\_\_Northeast\_\_\_\_

*The mission of the Pennsylvania Lifesharing Coalition is to promote, support, and embrace the concept of Lifesharing and the philosophies of self-determination and everyday lives.*

### **10:00 – 12:00 TRAINING/PRESENTATION**

- Ron Melusky, Director, ODP Division of Program Operations and Denise Adams-Moore, Policy Specialist, ODP Division of Policy presented general updates on licensing and waiver implementation, and hosted a roundtable question and answer session with coalition members.

Ron began by stating any questions not asked can be sent to him afterwards. He thanked the Lifesharing Coalition with their patience with system changes since 7/1/17. He recognized that it is a challenging time and understood there would be issues and challenges as the changes occurred. Despite the challenges, the changes are in the best interest of the individuals we service. He stated that we need to take a team approach noting that our concerns are being heard and feedback valued. This has been the most significant system change since payment through treasury 2008. It's a work in progress and amendment of Waivers, as in the past, can occur.

### **Discussion:**

- 1. What happens if an individual is assigned to needs group (new rate structure 2018) and you feel the needs group is inaccurate? What do you do?**  
Call Ascend. They will review the assessment and if needed will change needs level identified by SIS. The contact is Jamie McCartney, Ascend. 877-431-1388 ext. 3252.
- 2. What happens if there is a change in need? When can a re-assessment be done?**  
Re-assessments are no longer being conducted. You can access a SIS tip sheet on MYODP communication # 08417. Follow the link to a flow chart re: significant life changes. Send follow up questions re: this to Ron. He would confer with colleges re: this topic.
- 3. Persons with Autism without ID diagnosis are now a component of Consol. Waiver. How does this change the landscape?**  
It Doesn't. The diagnosis is irrelevant. Procedure will be the same for PUNS etc....
- 4. When will be able to see SIS acuity levels for people with Autism? When will they have SIS conducted?**  
Acuity level will be made when determined to be eligible for Waiver, not at the time of enrollment. When enrolling it will have already have been completed. Same for ID.
- 5. There is a SIS on line tool however, provider agencies can't see them?**  
ODP thought had technology had the capacity to support it. It does not. ODP working on this. Vision is for providers to be able to go to the ISP and have access through a hyperlink to allow you to see the SIS report. Estimated target date Dec. 2017. Are not sure yet what the provider's will see at this point. He is hopeful all that can be accessed will meet provider's needs.
- 6. Relatives as Lifesharers, can we do this now? Yes effective 7/1/17.**  
**Does this mean we have to?** No. Provider Agency has to be willing and qualified. The Department thinks it may benefit some, but providers need to establish parameters and decide how they want to tailor this service.  
**Subsection: Serving children in LS?** Providers are expressing concerns about supporting children with complicated med. needs. Agencies can explore but again not mandated... this is a very small population. One word is RELAX. No one forcing this service on providers.

## Licensing:

1. Self-inspection to add new sites. Reported that providers are experiencing a delay. Process: submit, review, process. ODP is taking a preliminary look at this. Ron reports self-inspection is reviewed by licensing, Ron, then sent to BHSL to have site added to certificate. Average turn around 5 days. Problem may be slow traditional mail. Exploring if they can design a mechanism to send all the information need to the legal entity and e-mail that to the contact person who submitted the self-inspection. They are trying to minimize delays.
2. Have unannounced inspections prompted by incidents Increased or decreased? Coalition responded they have seen a decrease. ODP reports there is a process in place. They are trying to take advantage of process in place and minimize the occurrences of unannounced inspections related to an incident. Long term goal is to take a different approach to look at standards of practice. ODP looking to have open lines of communication with providers. They recognize LS operates differently than other programs and people are out experiencing everyday lives which alters availability. Looking at how to streamline process. They are working out the details.
3. Inspecting private spaces in host home. Example: host home bedrooms of provider, adult children. Not in writing as regional licensing staff need to hear this discussion first but will be. This is a private home and there is some reasonable expectation for privacy. But, this is part of a licensed premises and licensing staff do have the right and obligation to go into private spaces. We want to prevent unnecessary intrusion. Home owners will be subject to inspection but in the most minimal intrusive manner as possible.
  - A. Provider should remind host family that licensing has an obligation to ensure there are no immediate risks to Health & Safety.
  - B. Licensing will describe how to inspect. Appreciation for the “threshold test”. Agency needs to communicate to host home they need to do this.

Threshold test: Licensing staff tell the host they need to inspect all areas of home and will request homeowner open door. From the door, the inspector will make a visual observation to identify any potential regulation violations. It may be necessary to enter the space. Permission will be asked before doing so.

    - a. An example to consider when performing threshold test: Inspectors should think of... clean conditions. No evidence of grossly unsanitary conditions that would be risk to others in the home. Examples include evidence of rodent infestation, piles of garbage. Conditions that impact household’s health and safety. Not the natural disarray of everyday life. Not rug with daily wear, but whole in the wall that allows elements to come into home and compromise integrity of home.
    - b. If firearms are stored in bedroom, are going to have to enter to check to be sure meet regulation requirements.
    - c. Unobstructed egress: If emergency route in room, have to be sure to check that door opens freely.
    - d. Flammable and combustible materials: No 55 gallon drum of gasoline stored.
    - e. Portable space heater in operation while individual on site will be a citation. If not on while individual home put present, will provide technical assistance.
    - f. Evidence of mistreatment, illegal activity, unexpected non-compliance (improper food storage, large crates of medications, licensing will excuse themselves can contact the regional office.
4. Licensing denial of access: Licensing staff are not going to argue with the host family at the time. They will contact the agency and say they were denied access. They will ask the agency explain the need to access. If access is provided during inspection, no violation for access. If not granted access there will be a citation. Chapter 20.34 says the department is to have full free access to agency and facility. How to correct? Plan of Correction must include agency representative be identified by title in writing that they will visually inspect the area and attest to safety and licensing will be allowed full access in the future. It will be determined when they licensing returns to the home based on situation.

5. Regulatory Compliance Guide (RCG): This is a priority still. They have begun preliminary work on it. They have operational challenges to address. Questioning how much programmatic info. to include? Discussed self-inspection, according to regulation, don't to determine if non-contiguous. However, it is needed for the ability to enroll as waiver provider. Thinking they should build other elements, though it's programmatic. Email ODP account, same email to submit self-inspections, to share ideas that you would like to see in RCG. Subject line should include RCG idea. They will take them into consideration when developed. Asked if they release as Q & A? Ron feels more difficult to reference. Would like to see document. For questions at this time you can call regional representative or ODP customer service line.
  
6. Landline telephones: FACT: Old school wired into wall best thing in event of emergency because it will continue to power out, ark if power out, 911 can pin point better than cell, in event of emergency cells jam, and landline continues to work. REALITY: New construction not wired land lines. Cordless will not work in event of emergency. If telephone is internet based, modem does not work then phone not work. ODP thought they could access data from IM to sample calls made to 911. Unable to access this data. Ron looking to NARA, a National reg. prof. group, for thoughts. He posed 5 question survey 3 days ago re: this topic looking for comparison results from other states and federal guidelines. More to come.

#### **Responses from Ron from questions/comments from attendees:**

1. SIS, how providers can get the needs level number? Provider described re-assessment process where individuals went from level 4 to 2 but was not accurate. Response: Call Ascend (as discussed in discussion above) How and when providers can see needs group assessment? At this time SC/AE can access. Ron will check to see how is result generated. **Ron asked Coalition to compile any further questions re: SIS as group. Send questions (Regional Item) to Kathy Trumbore (Focus Group) via e-mail.**
2. Claim substantiation: clarification of daily rate? July Bulletin 00-17-02 Claim and Service Document and Requirements. On DHS website at bottom, far right, bulleting search. Supplementary guide under Development that will break down the procedure.
3. Pre-service Agreements needed with relatives: Page 191 of Consolidated Waiver. It reads the provider must develop pre-service agreement with relatives stating roles, responsibilities, and obligations.
4. ISP Manual being revised. Hope to release August/Sept. 2017.
5. Provider manual (ISP Manual for providers) being developed. Provider qualification piece. Brief description of service definitions, provider qualifications, how to render services, claims piece. Objective not to have so many bulletins, obsolete bulletins, to reference when looking for information. Looking to have a complete reference that is updated on a schedule.
6. 6100 regulation release targeted for winter 2018.
7. Question re: dissolving of in-home supports? Non-traditional day-program as of 1/1/18 may not be authorized. How do we continue to support 8-5 without AIS? **Refine question and send to Ron.**
8. H & C will fall under Community Part. Agency will need be qualified and staff need be certified taking 7 modules on MYODP. ACRE through supported employment to oversee this department. MY ODP has many resources for community participation including a webinar occurring today at time of this meeting, which will be available to view on MYODP. Version 7 Q & A also speaks to transferring people over and cert too. AIS ends as a discrete billable service and rolled into the rate. Watch Q & A's released every Friday for updates.
9. Lifesharing cannot be billed same time as Lifesharing service provided. It can be billed a discrete service at day option. Reference pg. 194 of consolidated waiver.
10. Licensing time frames discussions. Deviation across regions. Provider reported no ability to negotiate the date with recent inspection that provided reduced notice. Addressing advance notice, what is a reasonable accommodation? Ron can't speak to this yet.

**12:00pm LUNCH BREAK**

## **1:00pm – 3:00pm COALITION MEETING AGENDA**

1. **Introductions:** Kathy Trumbore facilitating for SE Region.
  - A. Kathy provided overview of Focus Group: group that meets with Ron, lesion with ODP, for discussion before leadership meeting day before Statewide Coalition meetings. If you have questions appropriate to be posed to ODP, email them to someone from focus group.
  - B. Leadership overview: group that meets following focus group day before Statewide Coalition meeting. They work to uphold purpose and mission of the coalition when preparing agendas, coordinating speakers, facilitating meetings... SE region recently had Judy Webb leave for another endeavor. She participated on leadership as a representative from the SE Region and was an active member of the coalition. There is a need for someone to join as a SE lead. Anyone interested should notify Kathy.
  - C. Back of the agenda lists contacts for Focus Group, Leadership, and Regional Leads.  
**Please note Leadership changes:** Anna Rankin and Mary Rhodes agreed to serve as co-chairs for the leadership group moving forward.
2. **PATH UPDATE:**
  - A. Best Practices: Becky K. no update.
  - B. Training Committee: Anna R. Edits occurring to training link on PA Lifesharing website. Close to completing resource. Web master, Cody K. working on updates. Once in use, will ask coalition to share training resources with committee members ongoing. The training resource will continue to be updated on the website as needed to be current and to add useful resources and options.
  - C. CLA Outreach. Kathy and Jena had both been out - no update. Goal of group is to look at persons in CLA's to see if anyone interested in LS and how to start those discussions... looking to provide information in brochure, information sessions...? Kathy reported her agency has an initiative to do this. Persons are moving in with staff been with for many years in CLA's and it is amazing to see their transitions.
3. **Focus Group** – In addition to what Ron reported this morning Kathy reviewed her notes from the discussion.
  - A. Hamburg Center closing. Looking for someone from the coalition and a LSP to accompany Ron to meet with staff. Meeting scheduled August 24<sup>th</sup>. Jena volunteered. Looking for LSP. Can let Ron know as late as day before. Geographically for agency near Hamburg best. There are two sessions 10 and 1. Notify Kathy if interested.
  - B. Disc ASCEND training or Rick Smith available for future training at coalition meeting? Kathy will inquire.
  - C. Speculation re: ISAC group/provider profile. Information including IM Statistics, licensing... concerns voiced re: data samples needing to be normalized. Ron stated these discussions are in the infancy stages.
  - D. Requests for variance - Bulletin 087-17 need level changes quick tips.
  - E. Nancy Rosenau, Imagine Different Coalition, invited a representative from LS Coalition to sit on a panel to discuss serving children with developmental disabilities living in care facilities in a family, Lifesharing, setting. Kathy T., SE region lead, focus and leadership group, attended. Meeting was also web based with meetings across state. Also present on panel were representatives from ODP, PAR, RCPA, and OMAP. Nancy is very passionate about serving children in family settings and has done this in TX. No one really has a clear vision of how this will happen in PA. Conversations will continue. Kathy/coalition discussion: We will be sending a Survey what agencies are interested in serving children. Kathy indicated that it would be beneficial for our coalition to have a committee with those agencies to work collaboratively through this process. Some of the discussion included those children with ID currently being serviced in facilities. Talked about challenges of medical models to include home adaptations, vehicles, nursing staff etc. Also regulations are currently written for the adult population. Ron- Currently don't have numbers. But hope for data base like Benjamin settlement. Questions about funding sources. Questions about parental involvement. Will be family facilitator (transition coordinator).

- F. Licensing- There is a new supervisor SE region. SE reported given ten day notice with holiday in time frame. Inspections continue to be far behind. When is inspection next year? From original date or from late inspection date moving forward? SE also reported the inspectors were reasonable and respectful. They did have 3 providers refuse entry to their private bedrooms.  
Western reported they were given 6 week notice.  
NE region reported positive, not intrusive. Also agency had CLA/LS at the same time this year.  
Central reported 1 month notice but 6 weeks late from lasts yr. Fewer citations this yr. and more willing to listen and work with us.
- D. PAR announcements. Meeting occurring today. Their conference is scheduled one week after the LS conference. They announced that if your agency member of PAR – arrangement made with ANCOR, so now also ANCOR membership.
- E. Conference Committee update: Registration open on PA Lifesharing website. Date is October 16-17 @ Kalahari in Mt. Pocono. 20 reservations made currently. Hotel reservations before Sept 15<sup>th</sup> if want the rate. \$129 night 4 passes to waterpark etc. See website for details on all that is available. When you call the 877 # for reservations it takes you to the Wisconsin location. Tell them you are making the reservation for the PA Lifesharing Conference in Mt. Pocono. If need to cancel \$25 fee.
- F. Regional Updates: **For all regions - Need regional contributions for the regional basket being raffled at the conference-bring to meetings.**
- SE: last meeting training by Bayada – Next meeting Sept. 12<sup>th</sup>. Need regional contributions for the regional basket being raffled at the conference. Responsibility and expense should not fall on one person.
  - NE: July - Held 15<sup>th</sup> Annual LS Picnic @ Mauch Chunk St. Park, Jim Thorpe. Over 100 attended, agency sponsors allowed us to provide t-shirts, had bingo, face painting, basket donation... Next meeting Sept 12<sup>th</sup> Keystone Human Services, Whitehall.
  - Western meeting held July 20<sup>th</sup>. Nancy Richie presented Charting the Lifecourse. Have had consistent ODP representation with Jared Rosser. Fair Oct. 5<sup>th</sup> Allegany Co., polled group about biological families, 2 had inquiries but nothing more. Licensing smooth, not openly intrusive. Try to get Western regional Licensing representative to meeting. Next meeting Sept. 21<sup>st</sup> @ Emlenton truck stop (great pie).
  - Central meeting held July 12<sup>th</sup>. Spoke of questions for the presentation with Ron today. Randy, ODP representative, was present and took back to him. What about 15 minute units for respite? Can we use sub care? Still use sub care for hourly and respite goes thru daily? Looking for clarification. Next meeting Sept 13<sup>th</sup> location TBA.
- G. Coalition Balance Update \$22307.11 - sponsorships increased balance. Need sponsors to cover cost of conference. Unexpected costs also arise... Interpreters etc.... Sponsorship: three levels reviewed.
- H. Next statewide meeting :  
Statewide Coalition Locations will be announced. December 7<sup>th</sup> will be in Camp Hill location TBA.  
No meeting in October due to Conference.
- Excellence Award Winner's chosen. 20 nominations submitted. Winners will be acknowledged at Conference in October.
- SE winner: Annette Hanks (KenCrest)  
NE winner: Patricia Gardner O'Brien (Human Resources Center, Inc.)  
Central winner: Jessie and Brian Walizer (CCCC)  
Western Winner: Carol Sayder (Erie Homes for Children and Adults, Inc.)

**Leadership/Regional Leads:**

Western Region: Anna Rankin - [arankin@stepbystepusa.com](mailto:arankin@stepbystepusa.com); Carrie Kontis - [CarrieKontis@barberinstitute.org](mailto:CarrieKontis@barberinstitute.org);

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**Leadership Group:** Co-Chair Anna Rankin - [arankin@stepbystepusa.com](mailto:arankin@stepbystepusa.com), Co-chair Mary Rhodes - [mrhodes@skillsgroup.org](mailto:mrhodes@skillsgroup.org), , Carrie Kontis - [CarrieKontis@barberinstitute.org](mailto:CarrieKontis@barberinstitute.org); Sarah Shaw - [sshaw@skillsgroup.org](mailto:sshaw@skillsgroup.org), Joe Karpinski - [karpinskiej@csgonline.org](mailto:karpinskiej@csgonline.org), Kathy Trumbore – [kathy.trumbore@kencrest.org](mailto:kathy.trumbore@kencrest.org), Jennifer Tomaino – [jen.tomaino@hrcinc.org](mailto:jen.tomaino@hrcinc.org), Rebecca Kreischer- [bkreisch@keystonehumanservices.org](mailto:bkreisch@keystonehumanservices.org), Becki Levan [blevan@kencrest.org](mailto:blevan@kencrest.org)

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