

# CCT Monthly Roundtable | MINUTES

Meeting Hours: 2:30 PM – 4:00 PM  
2:30 PM – 3:15 PM CCT  
3:15 PM – 4:00 PM CCA ALW

Date: 5/5/2015

## Standing Updates:

### **Ground Rules [Rebecca Schupp]**

- Roundtables will maintain close observance of timeframe of each agenda item, questions addressed during open discussion.
- Minutes will be taken and forwarded to all participants.

### **Forms Submission [Michael Kreutzberg]**

- One enrollee per participant e-mail, include acronym in subject line, separate multiple documents with \_ underscore.
- Submit using only encrypted software, no handwritten forms unless handwriting is legible, priority use in typed form utilizing updated fillable documents on CCT website if possible.

### **Policy/Guidance Letters [Rebecca]**

- Updated list of forthcoming Policy/Guidance Letters provided prior to meeting was reviewed.

### **LO comments / questions:**

- Will comments from LOs be solicited for topics to be addressed by Policy Letters?

### **Response / Action:**

- LTCD will request feedback from LOs on topics that need to be addressed by Policy / Guidance letters
- When a topic is identified, LTCD will inform LO that a policy / guidance letter is under development
- LTCD will draft letter and then provide draft to LOs for minimum 10 business day comment period
- LO feedback will be taken into consideration and incorporated, if applicable, by LTCD when finalizing policy letter for release

### **Housing/811 [Rebecca]**

- HUD Deputy Secretary Ben Metcalfe came to Sacramento last week to attend and speak at a Media conference for the Garden Village apartments which was the first successful implementation of and 811 PRA in the nation.
- Additional awards have been made in Alameda (Mercy/EBI) and Lancaster (Essex/Libertana).

- 811 Round 2 planning meetings underway, NOFA to be released towards the end of 2015/early 2016.

## **TOPICS:**

### **1. “Enhancing CCT Delivery” Advisory Work Group [Rebecca]**

- First workgroup in series of HCBS Advisory Workgroups hosted by LTCD
- The initial workgroup will consist of 12 to 14 members, applications have been reviewed
- Notification bulletins being sent to Agency and Leg Staff prior to member selection and notification
- Workgroup registration was open to the public, consumers, waiver service providers, and other related stakeholders therefore not all LO’s who applied were accepted
- LO’s not chosen are invited to participate as public observers and will be provided opportunity to attend workgroup meetings and comment
- Applicants not selected for participation in this workgroup are encouraged to apply to participate in future workgroups in HCBS Advisory Workgroup series
- Purpose of workgroup is to provide feedback/advice to LTCD enhancing CCT delivery based on member expertise and experience
- Any new recommendation or guidance created out of the Workgroup will be vetted through CCT LOs prior to adoption or implementation following the normal policy or guidance letter process
- Chosen members will receive acceptance notices and be enrolled in DHCS travel program and be reimbursed for travel-related expenses and lunch.
- There will be 4 meetings commencing in June 2015, occurring roughly every other month through first quarter 2016, from 9am to 4pm

#### **LO comments / questions:**

- Why are Non-LOs being considered for this workgroup?

#### **Response / action:**

- In order to examine issues from all spectrums, it is essential that the workgroup include representatives from all spectrums of the transition process including LOs as well as consumers, HCBS waiver providers, health plans, advocates, and other community-based organizations facilitating or integral in transitions

### **2. Community vs Facility Doctor Signature [Rebecca]**

- LOs are required to prepare and submit Final Transition Care Plan (FTCP) prior to transition (recommended two weeks prior)
- The FTCP is to be attached to post-transition TAR
- A SNF Physician’s responsibility for a resident ends upon the individual’s successful transition from the facility; therefore, obtaining the signature of an MD with no continued input or liability related to the community care plan is not appropriate

- DHCS is drafting a policy letter to address and provide clear guidelines for the community physician issue moving forward
- Until policy is implemented, there is a grace period to having community MD sign the FTCP prior to transition. MD signature may be obtained after transition with FTCP resubmitted to DHCS

**LO comments/questions:**

- This will hold up transitions if the final care plan is not signed in a timely manner, loss of housing is a possibility

**Response / action:**

- The policy letter is being drafted and will be made available for comment period by LOs prior to finalization and release of official policy
- In the interim, DHCS requests that LOs identify community physician, set up appointment, and secure sign-off on FTCP prior to submission **but allowing a grace period, will accept** FTCP without physician signature however the unsigned FTCP **must** still be completed and submitted with post-transition TAR prior to transition
- If unable to secure community physician appointment prior to transition, DHCS requests that LO identify physician, set up appointment and secure signature on FTCP immediately following transition

**3. RN Signature - Grace Period [Rebecca]**

- The RN policy letter has been revised to identify specific criteria required to qualify for exemption
- Letter also clearly identifies acceptable types of nurse (direct hire/contracted/shared/MC plan)
- The letter is currently under internal legal review and will be released for LO comment period prior to next roundtable **[ACTION]**
- Until the revised policy letter and “exemption” guidelines are released for LO comment and feedback, a grace period is currently in place
- During the grace period the consumers’ facility Nurses’ signature on the Initial Care Plan is acceptable

**LO comments/questions:**

- Smaller LOs will have a hard time obtaining/keeping an RN on staff
- Will the Policy Letter clearly explain why the SNF RN cannot be utilized

**Response / action:**

- The revised draft Policy Letter and exemption criteria will be released to the LOs for formal comment period and feedback will be taken into consideration when finalizing policy letter

### **Open Discussion/General questions from LOs:**

- TAR denial for fast-food for a consumer when their transition took place at dinner time and consumer was hungry.  
**[Response]** Re-engage issue with assigned nurse to discuss proper code to bill under and resubmit the TAR
- New Policies/Guidelines may affect transitions currently in process; will consideration be given for these?  
**[Response]** Yes, when determining the effective date of new policies the LTCD will take into consideration the impact upon enrollments and transitions in process in order to determine how and where in the process to apply. Proposed effective date will be provided with draft letter during comment period and LOs will have opportunity to provide input at that time.
- Will there be an exemption for the RN Signature Policy, or do we need to employ an Institution RN now?  
**[Response]** Please wait to review the RN Signature Policy Letter draft; it will be released to the LOs for a comment period prior to the next Roundtable meeting.
- Thomas Gregory requested it be noted that he had specifically requested discussion of Julie Lehman's April 8<sup>th</sup> email re: "the institutional physician cannot be the physician to sign the Final Care Plan rule orally announced by DHCS at April 7<sup>th</sup> Roundtable"  
**[Response]** DHCS included "Community vs. Facility Doctor Signature" as an agenda item for this roundtable call and informed LOs that grace period was in place during development of policy letter which will be sent out for formal LO comment period and included as agenda item for discussion in future roundtable call once the draft has been released for comment.