

CCA 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

Conference Phone Line

*Line Phone Number: (877) 929-7616

*Participant Code: 6918960

Standing Updates: [Rebecca Schupp]

Ground Rules

- Roundtables will maintain close observance of timeframe for each agenda item; additional/follow-up questions can be addressed during Open Discussion period.

Review of Minutes / Action Items

- Minutes will be taken and forwarded to all participants no later than Monday following call.
- Minutes and action items will be reviewed at beginning of each call during Standing Updates commencing with the next scheduled meeting.

Rollover Criteria

- ALW applicants residing in RCF or Community must demonstrate need for additional services including but not limited to:
 - Frequent ER visits, frequent falls, an increased need for nursing intervention, increased acuity, and complex case management.
 - Demonstrated need for advanced and/or better quality of care

ALW Inbox / Enrollment Statistics

- LTCD is eager to demonstrate transparency to CCA organizations by providing statistical data on ALW inbox and processing timeframes
- LTCD will begin identifying current # applications in inbox awaiting review by type (NF transition and rollover/community placement) and percentage during the standing updates section next roundtable **[ACTION]**
- At each roundtable, LTCD will identify number of enrollments approved during previous month
- LTCD has also prepared a status report template for LOs to complete and submit to LTCD on a quarterly basis. Purpose to track status of beneficiaries CCA has enrolled and submitted applications for (pending, denied, awaiting review). An update on release and instructions for submission will be provided during next roundtable **[ACTION]**

Please forward your ALW questions to: DHCSALWCCAAssessments@dhcs.ca.gov

Assessment / IR Inbox Submission Standards

- LTCD is preparing submission standards guidance for IR inbox similar to that released for Assessment inbox and will provide update during next roundtable **[ACTION]**

CCA comments / questions:

- Request LTCD provide CCAs with “turn-around” timeframe for processing waiver enrollment applications for beneficiaries so that they can provide information to participants and their families, letting them know what to expect.

Response / action:

- Now that all nurses are trained LTCD will begin tracking “application processing timeframe” for enrollment application / assessment packages and reporting current average timeframe during each roundtable **[ACTION]**
- Once a process is set for tracking application review timeframes for assessment packages, LTCD will initiate process to track and report application review timeframe for CCA and Facility provider applications

TOPICS:

1. Validated Assessment Tool [Rebecca]

- As of April 22, 2015, all assessments must be submitted using validated assessment tool
- Validated assessment tool released to CCAs 4/22/15
- CCAs have option to resubmit assessments completed using previous versions of consolidated tool and submitted during period of January 20 – April 7
- For assessments submitted and processed/approved between 1/20 – 4/7/2015 CCAs have been instructed to submit validated tool resubmission to ALW Inbox with subject line identification “Assessment tool resubmission for approved enrollment”
- For assessments submitted between 1/20 – 4/7/2015 and still awaiting review, CCAs have been instructed to submit validated tool resubmission to ALW Assessment Inbox with following subject line identification “Assessment tool resubmission for assessment awaiting review”
- These instructions for resubmission provided with release of tool
- No assessment resubmissions received since release of validated tool

LTCD asked if there were any CCAs that had identified assessments that tiered differently using validated tool that they would be submitting. There was no response from attending CCAs.

2. Effective Date of Rollover Criteria [Rebecca]

- DHCS memo memorializing rollover criteria released January 21, 2015 with a stated effective date of January 30, 2015
- This policy already in practice however and DHCS nurses have been requesting documentation of demonstrated need for existing RCF rollovers applicants to be approved for enrollment in ALW
- Assessments submitted for enrollment in ALW are only good for 3 months
- All assessments for enrollment submitted prior to January 30 require submission of updated assessment in order to be processed which includes additional criteria for RCF Rollovers to be determined a complete application.

CCA comments / questions:

- Why are CCAs being required to re-submit assessments due to LTC review delays?
 - LTCD Response: Per the waiver, assessments are out of date after 90 days.
- Have new intake nurses been assigned specific CCAs for review and when will assignments be provided to CCAs?
 - LTCD Response: Nurse CCA assignments will be made available by the end of this month. **[ACTION]**

3. Enrollment Effective Date for Rollovers / Community Placements [Rebecca]

- Enrollment effective date for Rollovers / community placements is date that complete application package has been received; including documentation of additional criteria identified in January 21st memo.
- If documentation of additional criteria is incomplete or missing and reviewing nurse has to request, final effective date will be based upon date additional information submitted and application is confirmed complete.

4. Acceptable Ratio for Shared Rooms / Bathrooms [Rebecca]

- As required in the ALW waiver, rooms may be private or semi-private
- Ratio for shared rooms is no more than 2 clients to 1 room
- The bathroom ratio for 6 bed facilities 3 to 1. Ratio for larger facilities remains at 2 to 1.
- Also, Statewide Transition Plan for HCBS Final Rule is being developed and will not permit congregate bathing/shower rooms.
- Compliance with the Final Rule must be demonstrated by March, 2019.

5. Open Discussion

There was a brief discussion regarding the ability to view the entire summary in the assessment tool. LTCD will re-send copy of validated tool to CCAs upon request in the event they determine the copy they had received had been compromised.

Please forward your ALW questions to: DHCSALWCCAAssessments@dhcs.ca.gov