

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: **6/2/2015**

UPDATED 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; questions and follow-up discussion to be addressed during Open Discussion period.

Review of Minutes/Action Items

- Minutes and action items reviewed at beginning of each call during Standing Updates.
 - LTCD will identify current # applications in inbox awaiting review by type and percentage during Standing Updates
 - LTCD is finalizing template and instructions for quarterly status report to be completed by CCAs and submitted on a quarterly basis [for June release]
 - LTCD is finalizing submissions standards guidance for IR inbox [for June release]
 - LTCD is working to develop capability to track application processing timeframe and enrollment statistics. LTCD is migrating to new system in July / August and will have expanded reporting/tracking capability at that time.
 - Nurse assignment list for CCAs was released to CCAs on May 26th
- **Rollover Criteria**
 - ALW applicants residing in RCF or Community must demonstrate need for additional services. Documentation must justify the need to be enrolled.

- **ALW inbox / enrollment statistics**

- # SNF Transition applications awaiting assignment [May 1 = 173] [June 1 = 84] [52% reduction]
- # Rollover / Community Placement apps awaiting assignment [May 1 = 223] [June 1 = 77] [66% reduction]
- Average date of oldest assessments awaiting review is April 20th with most CCAs caught up to April / May (exception of a few problem cases which go back farther but are being researched)

- **Assessment / IR Inbox submission standards**

- Do not send assessments or follow-up emails to nurses' personal email address. All assessment related emails should be sent to the Assessment Inbox.

TOPICS :

1. Nurse Assignments

- Released May 26th
- Clear separation of intake assessment / nurses from M&O nurses
- All questions should be directed to assigned nurse, nurse supervisors, and LTCD management
- The assignment list will be revised to show designated lead nurse and back-up nurses

2. HCBS Final Rule-Stakeholder input

- Provider Self Survey—Please access the link below to participate in the Provider Survey. The State has drafted these residential and non-residential provider surveys and will use the responses from these tools to measure the impact of compliance and trigger in-depth on-site assessments. CCAs should encourage their provider networks to look at these tools and gather feedback.
- Onsite Assessment Tool---The draft On-Site Assessment Tools will be used by state-trained staff to assess Home and Community Based setting compliance. All parties are invited to utilize the Public Comment Templates when providing feedback on the draft Tools.
- <http://www.dhcs.ca.gov/services/ltc/Pages/HCBSStatewideTransitionPlan.aspx>

3. CCA Questions

- **Amenities Waiver Requirement**

Question: Does Amenity waiver need to be submitted with ALW application package even if consumer does not choose to waive anything?

Answer: No. The Amenities waiver form is only submitted if the consumer chooses to waive any of the required amenities noted on the form. Please note that form is also required to be kept in consumer file at RCFE and with CCA.

Verification of required amenities or waiver will be conducted during Monitoring & Oversight visits by LTCD.

- **Pended Approval for Move-in Date**

Question: Does DHCS require CCAs to identify facility consumer will be moving into prior to approval of ALW application?

Answer: No. Upon CCA submission of ALW application the assigned nurse will review to ensure complete package, enrollment criteria met, and clinical accuracy. If a criterion is met and application is complete, the consumer is approved PENDING notification by CCA of Facility name/address and move-in date. Actual enrollment in ALW program is effective on move-in date.

4. Open Discussion

- **Question:** It was asked if the nurses had been notified of the requirements regarding the submission of the amenities waiver.
- **Answer:** Yes. They were all informed in the morning staff meeting.