

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: **8/4/2015**

UPDATED Conference Phone Line
*Line Phone Number: (877) 929-7616
*Participant Code: 6918960

Standing Updates:

[3:15 – 3:25 pm]

- Review of Minutes/Action Items
 - No request for edits to the July Roundtable minutes included in this month's meeting announcement. Approved minutes will be posted on the ALW webpage.
 - The quarterly reporting form was distributed on 7/29/2015. The first baseline report is due 8/17/2015.
 - IR inbox submission standards and guidelines was also distributed on 7/29/2015. All emails must follow the updated standards and guidelines by 8/10/2015.
 - The ALW participant assessment tool was updated and released to all CCAs on 7/29/2015.
 - The updated Rollover criteria was released 7/29/2015.
- ALW inbox / enrollment statistics—Karli Holkko reported:
 - SNF applications pending—155, the oldest dated 6/24/2015
 - Rollover/Community Transitions—80, the oldest dated 5/6/2015
 - Current total of follow-up/pending applications---117, the oldest dates 5/7/2015
- Assessment / IR Inbox submission standards
 - Please remember to include the client identification number (CIN) when submitting documents which assists staff in locating the correct participant in the database.
 - Please remember to follow submission protocol. Example, if participant has moved put "facility change" in subject line.
 - Effective 8/17/2015, emails incorrectly formatted will be returned.

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

Topics:

[3:25 – 4:00 pm]

1. Essential documentation to accompany assessments—Alice Chan (DHCS) reminded the CCAs that the following documentation is required when submitting assessments:
 - A face sheet is required when submitting SNF transitions
 - For Rollovers, forms 602 and 603 are required
 - For Community Transitions (to RCF or PSH), form 602, TB clearance, and medication list are mandatory.

2. Orange County, Cal MediConnect –Joseph Billingsley (DHCS) reminded the CCAs that Cal MediConnect enrollment has started in Orange County as of August 1, 2015:
 - ALW participants residing in Orange County will receive a notice to enroll in Cal MediConnect.
 - Participants that wish to stay in the ALW program must opt out of this enrollment
 - Participant must make a choice. If they do not respond to the notice, the individual will be passively enrolled into Cal-MediConnect.
 - CCAs should familiarize themselves with the process. If issues arise, please let DHCS know.

3. & 4. Multiple CCA assessments for one ALW client and Change of CCA forms—Alice Chan and Joseph Billingsley (DHCS)
 - Nurse evaluators have experienced quite a few incidents where more than one CCA is working with a client. How do we avoid duplication?
 - Subject was opened up for discussion:
 - a. Sergio Blancas (Huntington Home Care) stated they have had calls from individuals wanting to enroll. They said they were advised to enroll with multiple agencies for fastest approval. They informed the individuals to cancel others and follow through with one agency. They rely on the client to cancel the additional assessments.
 - b. Alice Chan (DHCS) recommended asking the client if they have been working with another agency.
 - c. Gregory Cascante (Archangel Home Health) shared a recent occurrence of the client and family choosing Archangel but that Eligibility indicated they were working with another CCA. Seems that the family reaches out to multiple agencies to see which one is more successful/quicker.
 - d. Joseph Billingsley (DHCS) asked if part of the agencies current process was confirmation that client was not working with another CCA.

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- e. Sergio Blancas (Huntington Home Care) stated that they leave a general packet of information when they visit a client.
- f. Angie Azevedo (DHCS) suggested they leave a dated business card or some kind of information with the SNF discharge planner.
- g. Gregory Cascante (Archangel Home Health) asked if the frequency of these incidents has reached crisis proportion.
- h. Angie Azevedo (DHCS) stated that DHCS wished to address the issue before it becomes a crisis---be proactive instead of reactive.
- i. Karli Holkko (DHCS) added that the official process for CCA change is to fill out a change of CCA form. The CCAs are required to keep a copy on site.
- j. Joseph Billingsley (DHCS) added that unless the CCA change form had been completed and signed, DHCS will process the initial participant assessment to ensure there are no multiple assessments, preventing duplication of efforts. If you are taking over from a previous CCA, it is your responsibility to inform the other CCA of the client's choice.

5. Other topic for discussion—Karli Holkko (DHCS) reviewed other topics received by the CCAs:

- Is DHCS currently accepting new applications for CCAs?
 - a. DHCS is accepting applications, however processing of the applications is currently on hold.
 - b. DHCS endeavors to conduct a thorough review of all applications to ensure the potential ALW provider meets all the requirements.
 - c. A group of CCAs have been working together for suggestions on solid criteria. DHCS is reviewing the submissions and will provide an update prior to the next meeting.
- Karli (DHCS) stated a survey will be sent to the LOs shortly requesting feedback on frequency and duration of roundtable meetings, including what works, what doesn't and encouraged input from LOs, which will remain anonymous.
 - a. Jonathan Istrin (Libertana) commented that it would be helpful to split the CCT and CCA roundtable meetings.

6. Open Discussion:

- Sergio Blancas (Huntington Home Care): Will we have to resubmit cases that did not tier using the new tool?
 - Joseph Billingsley (DHCS): Yes, and please identify it as a resubmission and reference the original submission date
- Sergio Blancas (Huntington Home Care): What is the email format?

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- Angie Azevedo (DHCS): “SNF assessment---resubmit of <DATE>”
- Mark Smith (ACBM) asked if ISPs without signatures are being pended? Are nurses waiting for signatures?
 - Alice Chan (DHCS): Yes.
- Mark Smith (ABCM): Use of electronic signatures is acceptable. Is a “typed” “printed” name of nurse sufficient?
 - Alice Chan (DHCS): Will look into it.

Action Items:

- Incident reporting priority levels