

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: **8/4/2015**

UPDATED Conference Phone Line

*Line Phone Number: (877) 929-7616

*Participant Code: 6918960

Standing Updates:

[2:30 – 2:40 pm]

- Review of Minutes/Action Items from 7/7/15 Meeting – no comments or changes
- Karli Holkko (DHCS) reminded LOs to utilize the current forms which are posted on website and use current consolidated Assessment tool.
Karli Holkko and Joseph Billingsley (DHCS) thanked the LOs for bringing an error to our attention and confirmed ALW Assessment Tool is the same tool to be used by CCT LOs.
- Karli Holkko (DHCS) Policy/Guidance Letters updated and posted on website. Other Guidance Letters are being reviewed and will be posted shortly.
- Joseph Billingsley (DHCS) provided the status of Housing/811 project:
3 applications were awarded, Sacramento, Alameda and Los Angeles counties.
Round 2 is working on finalizing cooperative agreement between HUD & financing agency. We are working with agency and sister Departments to finalize the NOFA.
- Thomas Hines (EBI) had a question on finalizing MHP application and needing DHCS assistance in verifying funding and Joseph requested an offline conversation following the roundtable call.

Topics:

[2:40 – 3:15 pm]

Participant's signature on Day of Transition form

What are the barriers to receiving participant signature?

- Joseph Billingsley (DHCS) stated this item was briefly discussed during the last roundtable meeting but we ran out of time and did not receive any feedback through the CCT mailbox. The CCT unit has received some Day of Transition forms that are missing the participant's signature. DHCS is requesting feedback from LOs on any barriers in receiving signatures from participants on the Day of Transition form. Prior to providing further guidance, DHCS wanted to query LOs on the challenges/barriers they are facing in receiving participant signatures.

- Yanine Villafana (Libertana) states she is having difficulty in obtaining physician signatures on the FTCP. She has to run around and make multiple attempts to secure physician signature on the FTCP.
- Joseph Billingsley (DHCS) appreciates comments and specifically looking to address these concerns in the upcoming policy letter which will clarify physician signature requirements (if facility physician signature can be used).
- Mark Kunz (SCAN) had a case where he did not provide participant signature on the Day of Transition form because not all the services was not put in place and the participant was temporarily transitioned to a friend's place. They were still trying to secure permanent housing. His interpretation of the form is that signature is not needed until all of the services are in place.
- Karli Holkko (DHCS) commented that perhaps it's the wording issue on the form.
- Rebecca Schupp (DHCS) continued that the forms needed to be signed by the participant even if some services are not in place, it should be indicated on the form accordingly. We need to know the reasons why participant isn't signing the form, is it because of misunderstanding of the instructions on the form or is the LOs not present with the participant on the day of transition. What is the common reason why the forms aren't being signed? We can follow-up with LOs individually and provide technical assistance if we receive a form that is not signed by the participant. LOs need to be with the participant on the day of transition.
- Joseph Billingsley (DHCS) echoed Karli's comment, even if all the services are not in place the signature should be present to signify that there is a care plan in place and that services are being put in place.
- Mark Kunz (SCAN) responded that there will be signatures on the Day of Transition form from now on.

Monthly event/issue reporting

- Karli Holkko (DHCS) Policy letter has been finalized and posted on the website. Please use the most updated form. The next report is due by August 5th.

Status of RN exemptions

- Joseph Billingsley (DHCS) provided update on 3 RN exemptions submitted to DHCS and are being reviewed and responses will be provided shortly. He also reminded LOs of October 1, 2015, date when they should secure the services of an RN.
- Laura Liesem (IoA) asked if assessment/ITCP must be signed by an RN?

- Joseph Billingsley (DHCS) responded that an RN needs to be involved in development of initial transition care plan (ITCP) but no signature required. A section in the final transition care plan (FTCP) must be signed by an RN.
- Thomas Gregory (CIL-Berkeley) stated that if his RN exemption is approved, he is willing to share it with other LOs and would appreciate if others would do the same. Kathleen Riel (ILRC-SB) agreed.
- Thomas Gregory (CIL-Berkeley) had a question regarding contracting, the pre-redesign CCT LOs were able to contract out for CCT work, is it still allowed?
- Rebecca Schupp (DHCS) asked Thomas to elaborate on his question.
- Thomas Gregory (CIL-Berkeley) stated that he was looking into contracting with Alameda county for CCT work previously, are they still allowed to contract?
- Lorraine Palmer (DHCS) responded that previously LOs were encouraged to contract with an ILC for life skills which were teaching rehabilitation to participants.
- Rebecca Schupp (DHCS) would like to get feedback from other CCT LOs on this topic, whether they have considered contracting out for CCT work, either partial or all.

Feedback on training modules

- Karli Holkko (DHCS) acknowledged that CCT training modules were sent out for LOs review and comment on 7/31/2015 and requested feedback by September 1, 2015.
- Gregory Cascante (Archangel Home Health) was missed on the email that contained the training modules and Karli will re-send it.
- Joseph Billingsley (DHCS) requested for LOs to review the training modules and provide feedback to us, determine what is and is not sufficient to meet their business needs. Please identify any specific areas that they may have a need for in person training.

Feedback on roundtable meetings

- 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.
- Rebecca Schupp (DHCS) asked if the LOs wanted to provide any feedback now regarding the roundtable meetings.
- Laura Liesem (IoA) provided feedback on how helpful the meeting minutes and agenda has been as well as the increased structure.

General comment period

- Kathleen Riel (ILC-SB) introduced Eduardo Medel as the new TC.

There were no further comments or discussions, the meeting was adjourned.