

Developmental Disability Workgroup

Workgroup Charter

(rev. 6-22-10)

Purpose

The Developmental Disability Workgroup is a sub-committee of the Clinical Operations Committee. This workgroup was established to improve services for those with developmental disabilities [as defined by N.C. General Statutes G.S. 122 C-3 (12a)] within our provider network by engaging in the following activities:

- Identification of standards of evidenced-based practice and assist with implementation.
- Maintaining formal linkage with the Developmental/Intellectual Disability provider community.
- Communication to SMC management regarding the values and beliefs that support effective and efficient DD/ID service delivery as part of SMC's overall clinical plan.
- Advising and informing the SMC Clinical Operations Committee on DD/ID services, needs, and the manner with which SMC and its provider network serve the DD/ID community.
- Provide information, support, and work in collaboration with Quality Management.
- Identify needs for training and education on DD/ services, and communicate these needs to SMC management.

Scope of Work

1. Provide feedback regarding the Developmental Disability Array of Services and Benefit Plan

Completion Date: Ongoing and at least quarterly review

Responsibility: All members

- All committee members are responsible in becoming knowledgeable with the state-funded service definitions
- Assess service needs and efficiency of services
- Provide input re: SMC's clinical plan, including array of svc and benefit plan—this to include being aware of budget and status of paid claims
- Be knowledgeable of standards of best practice that support Workgroup recommendations

- Provide feedback to the LME on core indicators relative to individuals with ID/DD.

2. Maintain a Centralized Waiting List for Potential CAP-MR/DD Consumers

Coordinate and oversee LME procedures for maintaining CAP priority list and facilitating transitions to CAP.

Completion Date: ongoing

Responsibility: Anita Ledford and Robin Paige as lead staff

- Lead staff to develop a list of procedures and timeframes for implementation.

3. Oversee LME Implementation of CAP-MR/DD Waiver Program

Completion Date: ongoing: (Waiver Update every three years and each Technical Amendment or as assigned by the Division of MH/DD/SAS)

Responsibility: All (in varying capacities)

- Anita Ledford and Robin Paige: Overall implementation of Waiver: Coordination of MR2's; Eligibility Waiver Packet, etc.
- Becki Woolf: Compliance with MOA
- Michael Galovic: liaison to care mgrs re: Compliance of Implementation Update #35 (LME recommendation re: guardian of the person providing paid care)

4. Post Payment Reviews of State-Funded Services

Collaborate and advise on the Post Payment Review process done by Quality Mgmt Dept.

Completion Date: Ongoing

Responsibility: All members

- Identify target groups for review, as needed
- Identify trends and make clinical recommendations for improved service delivery
- Offer technical assistance or formal training with the purpose of quality improvement
- Provide input to QM re: coordination of DMA audits
- This would include all DD services—state funded, CAP, Medicaid

5. Coordination and Implementation of Division Policy and Procedures

Completion Date: Ongoing

Responsibility: All, (meeting participation as assigned—see Reporting section of this charter)

- Track and arrange for any needed actions re: laws, bulletins, communications, etc.
- Monthly “Meet Me Call’s with Division of MH/DD/SAS and DMA staff
- Monthly “Money follows the person call’s” with the Division
- Monthly NC Start meetings
- Monthly SIS calls
- Monthly TBI call phone” with the Division
 - oversee the tracking of special funding—eg. TBI money

6. Review of Goals and Tasks of this Workgroup at 6 month intervals.

Completion Date: February 15 and August 15 of each year

Responsibility: Committee Chair

- Review of tasks

7. Establish roles and responsibilities of each member of the workgroup.

Completion Date: 3/31/10

Responsibility: Members of the Workgroup will take responsibility for issues that arise that relate to the departments they represent.

8. Maintain contact with the provider community to facilitate communication and information sharing.

Completion Date: ongoing

Responsibility: Attend quarterly provider meetings and participate in conversations with providers about the service delivery system.

Membership

Members of the Developmental Disability Workgroup shall have a working knowledge of the population served and be familiar with the rules and regulations of the Medicaid CAP/MR/DD Waiver and state benefit package. At least one member from the following departments and representatives shall be included:

- Access
 - Lisa Frazier
 - Rhonda Williams
- Care Management
 - Michael Galovic

- Julia Simmons
- Care Coordination
 - Robin Paige
 - Anita Ledford
 - Angie Bristol
- Provider Relations
 - Becki Woolf
- Quality Management
 - Katie Snyder

Membership is determined and approved by the Smoky Mountain Center Clinical Operations Committee.

Meeting Frequency

Members of the Developmental Disability Workgroup meet formally via telephone conference at least once monthly. Regular contact is maintained via electronic email. Standard meeting time is determined to be 4th Tuesdays from 2:30 – 4:00 pm.

Communication

Committee Members

Members of the Developmental Disability Workgroup are able to communicate effectively from a variety of methods. These methods are a combination of electronic, telephonic as well as face to face detailed below:

- *Electronic:* Members are able to access a shared folder on the Smoky Mountain Center server. This folder is accessible to anyone on the committee. The folder is named: DD_SVS. Contents of the folder include electronic copies of the following documents:
 - meeting agenda, meeting minutes, as well as a variety of other topics pertaining to the DD population.
 - In addition, members of the committee have a group email account.
- *Telephonic:* The AT&T Telephone Conferencing system is used monthly for the regular workgroup meetings.
- *Face to face* meetings are held at least once yearly.

Provider Network

Information gained and/or changes in processes are communicated with the Provider Network (i.e. Targeted Case Management Agencies and Direct Care Providers) via electronic and face to face.

Topics are discussed in Quarterly DD Provider Meetings

Reporting

Information and recommendations from the Developmental Disability Workgroup are presented to the Clinical Operations Committee at least monthly. This includes a representative from the Workgroup to attend Clinical Operations Committee meetings at least once per month.

Below is a schedule of reporting responsibilities:

Group	Wkgrp Attends	Date/Time	Member(s) Who Attend
Clinical Operations	Monthly	1 st Tues.	Julia (others as needed)
Meet Me Calls	Monthly	2 nd Tues.	Robin, Anita
Money Follows the Person Calls	Monthly	3 rd Wed.	Anita
NC Start Meetings	Monthly	3 rd Thur.	Anita, Ann Robinson, Lisa
Supports Intensity Scale (SIS) Calls	Monthly	4 th Mon	Robin, Anita
TBI Calls	Monthly	3 rd Thur.	Michael, (Robin)
DD Workgroup	Monthly	4 th Tues. 2:30 – 4 pm	All