

# **SOUTH CAROLINA COMMISSION ON DISABILITIES AND SPECIAL NEEDS**

## **MINUTES**

August 16, 2018

The South Carolina Commission on Disabilities and Special Needs met on Thursday, August 16, 2018, at 10:00 a.m. at the Department of Disabilities and Special Needs Central Office, 3440 Harden Street Extension, Columbia, South Carolina.

The following were in attendance:

### **COMMISSION**

#### **Present:**

Eva Ravenel, Chairman  
Gary Lemel – Vice Chairman  
Vicki Thompson – Secretary  
Sam Broughton, Ph.D.  
Chris Neeley  
Lorri Unumb

#### **DDSN Administrative Staff**

Mr. Pat Maley, Interim State Director; Mr. Rufus Britt, Interim Associate State Director, Operations; Ms. Lisa Weeks, Interim Associate State Director, Administration; Mrs. Susan Beck, Associate State Director, Policy; Ms. Tana Vanderbilt, General Counsel, Ms. Sandra Delaney, Administrative Coordinator (For other Administrative Staff see Attachment 1 – Sign In Sheet).

#### **Guests**

(See Attachment 1 Sign-In Sheet)

#### **Coastal Regional Center (via videoconference)**

(See Attachment 2 Sign-In Sheet)

#### **Pee Dee Regional Center (via videoconference)**

(See Attachment 3 Sign-In Sheet)

#### **Whitten Regional Center (via videoconference)**

(See Attachment 4 Sign-In Sheet)

### News Release of Meeting

Chairman Ravenel called the meeting to order and read a statement of announcement about the meeting that was mailed to the appropriate media, interested persons, and posted at the Central Office and on the website in accordance with the Freedom of Information Act.

### Adoption of the Agenda

On motion of Commissioner Broughton, seconded by Commissioner Lemel, the Commission adopted the August 16, 2018 Meeting Agenda. (Attachment A)

### Invocation

Commissioner Thompson gave the invocation.

### Approval of the Minutes of the July 19, 2018 Commission Meetings

On motion of Commissioner Neeley, seconded by Commissioner Lemel, the Commission approved the July 19, 2018 Commission Meeting minutes.

### Public Input

The following individuals spoke during Public Input: Deborah McPherson and Rob Scharstein

### Commissioners' Update

There were no Commission Updates.

### Finance and Audit Committee Update

Committee Chairman Lemel stated the Committee met for their regular meeting prior to the Commission Meeting. He reported the Committee received updates on the FY18 Audit Plan and the FY19 Audit Plan. Both plans are intact and right on target. There was discussion on long-term plans to provide training for the committee members once Commissioner Broughton rotates off the Commission and someone is appointed in his place.

### Policy Committee Update

Committee Chairman Thompson stated the Committee met prior to the Commission Meeting. She provided handouts with the changes to the Executive Limitations Policy 800-03-CP that the Committee recommended for approval. Discussion followed regarding No. 15 as to the volume of requests that would be received from CMS. Committee Chairman stated it is important that the Commission is informed and if it becomes cumbersome, the Committee will revisit. Committee Chairmen motioned that the Commission

approved the recommended changes to the Executive Limitations Policy. The motion passed with all in favor. (Attachment B)

Committee Chairman Thompson announced that the Policy Committee would review in September in accordance to the Policy Guidelines policies 535-07, 535-14, 600-05, and 603-03.

### State Director's Report

Interim State Director reported on the following topics:

Mr. Maley's presentation of DDSN's performance management system to the HLOC on July 30, 2018 was well received. The next presentation is scheduled for August 30, 2018 regarding DDSN's recommendations to be considered by the HLOC in its final report. He will send a DRAFT of the recommendations to the Commission for input and concurrence before presenting to the HLOC.

The outline of budget options has been submitted to individual Commissioners for input as well as shared with the two provider associations for input by the end of the month. A final form will be complete by September 4, 2018 for Director Poole's review/modifications which need to be approved by the Commission on September 20, 2018 and to the Executive Budget Office on September 21, 2018.

The annual spending plan will be developed and ready for Director Poole on September 4, 2018 and presented to the Commission on September 20, 2018.

On August 6, 2018, Mr. Maley presented the Golden Palmetto to Lexington and Williamsburg Counties for the excellent support of local DSN Boards in the community at the annual conference of County Government in Hilton Head.

On the topic of the Case Management Market Rate issue—Mercer will look at the rate but all at the same time so we may not know the rate until January/February/March.

Mercer will have its fourth stakeholder meeting August 22, 2018 with one more scheduled.

The Annual Accountability Report is due September 15, 2018.

Audit by the State Auditor had only minor technical findings.

Annual plan authorization process – two memorandums about the interim policy decisions were sent out to the provider network to address some concerns.

### Consideration of Bid – Whitten Center

Mrs. Cooper presented information on the bid for the building demolitions at the Whitten Center. On motion of Commissioner Thompson, seconded by Commissioner Broughton, the motion passed to approve the contract be awarded to Complete Demolition Services, LLC, of Carrollton, Georgia in the amount of \$216,900.00. (Attachment C)

### Provider Contract Increase

Mr. Maley explained the reasons for the adjustments to the Babcock contract. Discussion followed. On motion of Commissioner Thompson, seconded by Commissioner Lemel, the motion passed to approve the Babcock contract increase to reflect transactions of last year. (Attachment D)

### Financial Update

The Financial Report was reviewed and discussed. (Attachment E)

### FY18 Monthly Report

Mrs. Beck provided a report and a presentation on the FY18 Monthly Report-Waiver Process Performance. Discussion followed regarding the policy timelines to limit extended holding of a slot award. Mrs. Beck stated the case managers would work with families with the time limits to encourage forward progress to waiver enrollment. (Attachment F)

### Executive Session

On motion of Commissioner Unumb, seconded by Commissioner Lemel, the motion passed to enter into Executive Session to discuss a contractual matter and an employment matter.

### Enter into Public Session

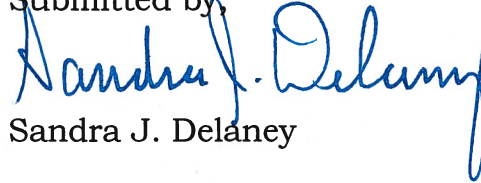
The Commission entered into Public Session. It was noted that no action was taken in the Executive Session.

Commissioner Thompson stated that the Commission had reviewed the salary ranges of other agencies in the state. The Commission also reviewed and discussed historical salaries of the agency. Commissioner Thompson made the motion to recommend to the Agency Head Salary Commission that Mary Poole's starting salary be \$168,043 and that the salary range for the DDSN State Director position be raised to \$168,043 - \$260,499 to coincide with other state agencies. Commissioner Unumb seconded the motion. Motion carried. It was noted that Commissioner Neeley abstained from voting on the motion.

Next Regular Meeting

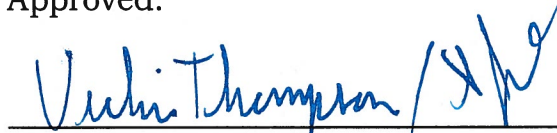
September 20, 2018 to be held at the DDSN Central Office.

Submitted by



Sandra J. Delaney

Approved:



Commissioner Vicki Thompson  
Secretary

# SC COMMISSION ON DISABILITIES AND SPECIAL NEEDS

## Commission Meeting

August 16, 2018

### Guest Registration Sheet

**(PLEASE PRINT)**

Name and Organization

- |                       |                            |
|-----------------------|----------------------------|
| 1. Stephanie Williams | Calhoun DSNB               |
| 2. Jerry C. Mize      | Oconee ISD                 |
| 3. Alan Rose          | Community Options          |
| 4. Rob Scharstein     | Parent                     |
| 5. Keturyn Padgett    | FCSC                       |
| 6. Dexter Alston      | DDSN                       |
| 7. Philip Clarkson    | BIA & DDC                  |
| 8. Chuck Norman       | DDSN                       |
| 9. Lynn Sigg          | DDSN                       |
| 10. Kathleen Lint     | Ageing with Flair          |
| 11. Melissa Ritter    | DDSN                       |
| 12. Beth Bunge        | Bright Start               |
| 13. Bob Jones         | Newberry RSNB              |
| 14. KATHLEEN ROBERTS  | WITTEN CENTER PARENTS CLUB |
| 15. Michelle Shaffer  | Max Abilities              |
| 16. Dorothy Goodwin   | Community Options          |
| 17. Shaun Keith       | SCDSNB                     |
| 18. Tregg Warren      | Byblock                    |
| 19. [Signature]       | Calhoun DSNB               |
| 20. Ben Orner         | SPSN                       |

# SC COMMISSION ON DISABILITIES AND SPECIAL NEEDS

## Commission Meeting

August 16, 2018

### Guest Registration Sheet

**(PLEASE PRINT)**

Name and Organization

- |     |                   |                       |
|-----|-------------------|-----------------------|
| 21. | Joan Cooper       | SCDDSN                |
| 22. | Stacy Johnson     | Rich/lex              |
| 23. | KEVIN YACoby      | DD SN                 |
| 24. | Bill Simpson      | DDSN                  |
| 25. | Mike Keith        | Morion-Dillon DSN     |
| 27. | Kelly Cox         | Adv: Coach            |
| 28. | Roy Miller        | DD Council            |
| 29. | Angela Rodriguez  | SCSCIA                |
| 30. | Mary Pook         | Max Abilities         |
| 31. | Scott Tanner      | DHHS                  |
| 32. | Kelly Walling     | BIASU                 |
| 33. | Jayce Davis       | BIASU                 |
| 34. | Patricia Courtney | TDC/Aiken             |
| 35. | Don Ryno          | Charleston County BSN |
| 36. |                   |                       |
| 37. |                   |                       |
| 38. |                   |                       |
| 39. |                   |                       |
| 40. |                   |                       |

# SC COMMISSION ON DISABILITIES AND SPECIAL NEEDS Commission Meeting

August 16, 2018

## Guest Registration Sheet

**(PLEASE PRINT)** Name and Organization

1. Evelyn Turner - Dis Board Chair
2. Suzanne Johnson Coastal Center Parent
3. Sloan Todd Path Finders
4. John Hitchman SCDDSN
5. Felita Martino SCDDSN - District #
6. Hester S. Wannemaker DDSN DII
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_



SC COMMISSION ON DISABILITIES AND SPECIAL NEEDS  
**Commission Meeting**

August 16, 2018

**Guest Registration Sheet**

**(PLEASE PRINT)** Name and Organization

1. Ronda Ritchie - DDSN Dist. II
2. Ryan Way - Clarendon DSN
3. Clara Faye Dozier - Williamsburg DSNB
4. Mary Mack - Lee County DSN Board
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

# SC COMMISSION ON DISABILITIES AND SPECIAL NEEDS Commission Meeting

August 16, 2018

## Guest Registration Sheet

**(PLEASE PRINT)** Name and Organization

1. *Pat Fagan* *Sadasy*

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

16. \_\_\_\_\_

17. \_\_\_\_\_

18. \_\_\_\_\_

19. \_\_\_\_\_

20. \_\_\_\_\_

**SOUTH CAROLINA COMMISSION ON DISABILITIES AND SPECIAL NEEDS**

**A G E N D A**

**South Carolina Department of Disabilities and Special Needs  
3440 Harden Street Extension  
Conference Room 251  
Columbia, South Carolina**

**August 16, 2018**

**10:00 A.M.**

1. Call to Order *Chairman Eva Ravenel*
2. Welcome - Notice of Meeting Statement *Commissioner Vicki Thompson*
3. Adoption of Agenda
4. Invocation *Commissioner Vicki Thompson*
5. Introduction of Guests
6. Approval of the Minutes of the July 19, 2018 Commission Meeting
7. Public Input
8. Commissioners' Update *Commissioners*
9. Finance and Audit Committee Update *Committee Chairman Gary Lemel*
10. Policy Committee Update *Committee Chairman Vicki Thompson*
11. State Director's Report *Mr. Pat Maley*
12. Business:
  - A. Consideration of Bids – Whitten Center Building Demolitions *Mrs. Joan Cooper*
  - B. Provider Contract Increase *Mr. Pat Maley*
  - C. Financial Update *Mr. Pat Maley*
  - D. FY 18 Monthly Report-- Waiver Process Performance *Mrs. Susan Beck*
13. Executive Session
14. Next Regular Meeting (September 20, 2018)
15. Adjournment

800-03-CP

South Carolina Department of Disabilities and Needs Executive Limitations Policy

January 18, 2007 January 18, 2007 October 20, 2016

October 20, 2016

September 21, 2017 (REVISED)

The State Director of the South Carolina Department of Disabilities and Special Needs (DDSN) is selected and appointed by the Commission and serves at its pleasure. The Director is responsible for department operation, subject to Commission policies and actions applied through department directives. The State Director shall:

1. Maintain ethics and prudence in the administration of DDSN and to conform DDSN to all federal, state, and Commission requirements, and to protect DDSN assets.
2. ~~Prescribe DDSN organizational structure,~~ **Hire** adequate qualified personnel, and **implement** effective programs necessary to carry out the legislative mandate and Commission policies of DDSN.
3. Use resources effectively and efficiently and maintain transparency and accountability with the Commission through reports on services, finances, and other monitoring data necessary to the Commission's policy governance.
  - a) Bring any contracts for procurement to the Commission for approval when the full contractual amount exceeds \$200,000, excluding contract adjustments due to filling vacancies based on consumer choice. Contracts with providers to increase capacity that exceed \$200,000 will need to be approved by the Commission.
  - b) Follow through with Capital Improvement expenditures within the fiscal year as approved by the Commission. An explanation will be provided to the Commission on Capital Improvement expenditures approved by the Commission but not spent within the fiscal year on the year following the year of approval. All Capital Improvement Accounts retaining balances not expended will be closed out within the five year Materials Management timeframe. New Capital Improvement Accounts may not be created without the approval of the Commission. No more than 10% of the project costs may be transferred from one Capital Improvement Account to the other without Commission approval.
  - c) Present to the Commission **positions, programs and division** changes to the organizational chart that result in additional positions exceeding \$200,000 prior to implementation.
4. Follow the personnel grievance procedures of the Office of Human Resources of the Budget and Control Board.
5. Communicate effectively with the Commission, staff and the public, allow the Commission to be aware of relevant trends, anticipated adverse media coverage,

material change, or assumptions on which Commission policy has been established.

6. Present information clearly necessary for monitoring, making decisions, and for policy deliberations.
7. Inform the Commission if, in the Director's opinion, the Commission is not in compliance with its own policies.

8. ~~Develop directives for the receipt of gifts, establishment of fees, and promote funding and support for DDSN and its agents.~~ **Present Draft Policies, Directives, and Standards to the Commission for review and approval. Present to the Commission for vote any Administrative Directives that cause significant changes to the service delivery system, or increase restrictions in reporting abuse, neglect, exploitation, critical incidents or sexual assault, prior to implementation.**

**Present Assessment Tools to the Commission for review and approval if the Assessment Tool is to be used for resource allocation.**

9. Enforce directives concerning eligibility of applicants and make final decisions on sequence of admissions.
10. Oversee the Audit Director administratively according to an annual work plan, while not restricting the auditor's independence or the functional oversight of the Commission. The State Director shall obtain Commission consent before hiring or firing the Audit Director.
11. Deal with the Commission as a whole except when individuals are specifically authorized to speak for the Commission.
12. ~~Present to the Commission for vote any Administrative Directives that cause significant changes to the service delivery system, or increase restrictions in reporting abuse, neglect, exploitation, critical incidents or sexual assault, prior to implementation.~~ **Move to Item #8**
12. Present to the Commission for vote any recommended changes to legislation prior to requesting changes from the General Assembly.
13. **Implement an interim policy when faced with a time-sensitive decision. The State Director is encouraged to attempt to consult with the Executive Committee of the Commission or the Commission Chairperson whenever possible prior to implementation of the interim policy. Director will present the interim policy to the full Commission at the next Commission meeting.**
14. **The Director shall present to the Commission for approval all proposed new home and community based waivers, waiver renewals and/or amendments, as well as waiver manuals and policies, recommended to SC DHHS at least thirty days prior to submitting the documents to SCDHHS. The Director shall advise the Commissioners of any matter involving DDSN prior to the matter being considered by the DHHS Medical Care Advisory Committee. The Director shall keep the Commission informed of all matters involving inquiries from CMS regarding DDSN programs and all submissions to CMS involving DDSN programs of which the**

**Director is familiar.**

**CONSIDERATION OF BID**

**WHITTEN CENTER  
BUILDING DEMOLITIONS  
VEHICLE SERVICES / REGIONAL OFFICE / STAFF RESIDENCE**

**J16-9894**

The project scope includes complete demolition and disposal of three (3) Whitten Center Buildings; Vehicle Services (14,248 sq. ft.), Regional Office (5,857 sq. ft.), and Two-Story Staff Residence (3,011 sq. ft.).

It is recommended that a contract be awarded to **COMPLETE DEMOLITION SERVICES, LLC, of CARROLLTON, GEORGIA** in the amount of **\$ 216,900.00**. This contractor has performed work for DDSN on a recent past project and has a proven record of responsible performance.

**BASE BID: \$ 216,900.00**

**CONTRACT AMOUNT: \$ 216,900.00**

ATTACHMENT: BID TABULATION

FUNDS: DEBT SERVICE

Bid Date: August 2, 2018

Date: August 2, 2018

PROJECT NO.: J16-9894

PROJECT NAME: Whitten Center - Building Demolitions - Vehicle Services/Regional Office/Staff Residence

BID DATE/TIME: August 2nd, 2018 at 3:00 p.m.

LOCATION: SCDDSN Central Office, 3440 Harden St. Ext., Columbia, SC 29203

SCDDSN Engineering & Planning

3440 Harden St. Extension

Columbia, SC 29203

Phone: (803) 898-9796

Fax: (803) 832-8188



**BID TABULATION:**

	CONTRACTOR NAME	BID SECURITY	BASE BID	SUBCONTRACTORS
1	Complete Demolition Services, LLC 610 Newnan Rd, Carrollton, GA	X	\$216,900.00	Complete Demolition Services, LLC
2	PMR, Inc. 2304 Adelaide St., Newberry, SC	X	\$220,001.01	Renaissance Development
3	Carolina Wrecking, Inc. 141 Cort Rd, Columbia, SC	X	\$288,974.00	Asbestos Demolition, Inc.
4	Jones Grading and Fencing, Inc. 1726 Toal St, Charlotte, NC	X	\$308,000.00	Eastern Environmental, Inc.
5	Rhino Demolition 1664 American Way, Myrtle Beach, SC	X	\$354,342.50	Rhino Demolition

Project Manager: *Auditha*

Witness: *Shuley A. Wilson*



**Attachment D**

<b>Babcock Capitated Changes FY18</b>						
Budget Issues - Band B	204,081	Related to the Budget being entered with the wrong Financial Manager.				
Budget Issues - Band I	205,849					
Download Issues - Band B	358,431	Due to a date not being updated in a query combining data from CDSS and STS.				
Normal Waiver Activity - Band B	52,542	Additions and deletions to the waivers that occurred since the last contract true-up.				
Normal Waiver Activity - Band I	129,243					
Normal Residential Activity	(6,815)					
<b>Total Activity</b>	<b>943,331</b>					
Less - Respite Credits	(7,273)					
Waiver Credits	(39,751)					
<b>Total Payment Adjustment</b>	<b>896,307</b>					

**FY 18/19 Legislative Authorized & Spending Plan Budget VS Actual Expenditures (as of 7/31/2018)**

Funded Program - Bud	Original Budget	Budget Adjustments	Current Budget	YTD Actual Expense	Balance
ADMINISTRATION	\$ 8,256,999.00	\$ 0.00	\$ 8,256,999.00	\$ 453,241.62	\$ 7,803,757.38
PREVENTION PROGRAM	\$ 657,098.00	\$ 0.00	\$ 657,098.00	\$ 5,000.00	\$ 652,098.00
GREENWOOD GENETIC CENTER	\$ 13,185,571.00	\$ 0.00	\$ 13,185,571.00	\$ 1,954,396.00	\$ 11,231,175.00
CHILDREN'S SERVICES	\$ 16,302,094.00	\$ 0.00	\$ 16,302,094.00	\$ 1,182,885.18	\$ 15,119,208.82
BABYNET	\$ 5,587,500.00	\$ 0.00	\$ 5,587,500.00	\$ 0.00	\$ 5,587,500.00
IN-HOME FAMILY SUPP	\$ 89,589,626.00	\$ 0.00	\$ 89,589,626.00	\$ 2,442,974.74	\$ 87,146,651.26
ADULT DEV&SUPP EMPLO	\$ 81,402,958.00	\$ 0.00	\$ 81,402,958.00	\$ 9,579,914.82	\$ 71,823,043.18
SERVICE COORDINATION	\$ 22,656,140.00	\$ 0.00	\$ 22,656,140.00	\$ 2,999,343.18	\$ 19,656,796.82
AUTISM SUPP PRG	\$ 26,355,826.00	\$ 0.00	\$ 26,355,826.00	\$ 996,955.10	\$ 25,358,870.90
Pervasive Developmental Disorder (PDD) Program	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,841.66	-\$ 2,841.66
HD&SPINL CRD INJ COM	\$ 5,040,532.00	\$ 0.00	\$ 5,040,532.00	\$ 304,651.00	\$ 4,735,881.00
REG CTR RESIDENT PGM	\$ 84,032,118.00	\$ 0.00	\$ 84,032,118.00	\$ 5,073,603.16	\$ 78,958,514.84
HD&SPIN CRD INJ FAM	\$ 28,742,377.00	\$ 0.00	\$ 28,742,377.00	\$ 1,199,407.38	\$ 27,542,969.62
AUTISM COMM RES PRO	\$ 29,739,084.00	\$ 0.00	\$ 29,739,084.00	\$ 3,580,924.33	\$ 26,158,159.67
INTELL DISA COMM RES	\$ 317,799,720.00	\$ 0.00	\$ 317,799,720.00	\$ 26,018,933.61	\$ 291,780,786.39
STATEWIDE CF APPRO		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
STATE EMPLOYER CONTR	\$ 32,745,158.00	\$ 0.00	\$ 32,745,158.00	\$ 2,693,132.95	\$ 30,052,025.05
DUAL EMPLOYMENT		\$ 0.00		\$ 0.00	\$ 0.00
<b>Legislative Authorized Total</b>	<b>\$ 762,092,801.00</b>	<b>\$ 0.00</b>	<b>\$ 762,092,801.00</b>	<b>\$ 58,488,204.73</b>	<b>\$ 703,604,596.27</b>
Legislative authorization capacity above actual spending plan budget			n/a		
DDSN spending plan budget			n/a	<b>\$ 58,488,204.73</b>	n/a
Percent of total spending plan budget			n/a	n/a	n/a
% of FY completed (expenditures) & % of FY remaining (available funds)			n/a	n/a	n/a
Difference			n/a	n/a	n/a

**REASONABLE**

Carry Forward + Cash Flow Analysis Indicates Sufficient Cash to Meet FY 19 Estimated Expenditure Commitments: YES  ; At-Risk  ; NO

**Expenditures categorized to provide insight into direct service consumers costs vs. non-direct service costs:**

Expenditure	FY 18 - % of total	FY 17 - % of total
Central Office Admin & Program	2.37%	2.36%
Indirect Delivery System Costs	1.56%	1.42%
Lander University	0.00%	0.05%
Board & QPL Capital	0.14%	0.59%
Greenwood Autism Research	0.03%	0.10%
Direct Service to Consumers	95.90%	95.48%
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>

**NOTE: Prior FY data will be calculated and presented to provide assurance as to the consistent pattern of direct service & non-direct service expenditures and explanation for increases/decreases**

Methodology & Report Owner: Lisa Weeks

## South Carolina Department of Disabilities and Special Needs

## FY 19 Monthly Report-- Waiver Process Performance

As of August 1, 2018

	CSW	HASCI	ID/RD	Total
<b>Analysis of Waiver Slots:</b>				
Budgeted Waiver Slots	3,409	1,055	8,576	13,040
Enrolled Waiver Slots	3,022	896	7,828	11,746
Available Waiver Slots	387	159	748	1,294

**Available Waiver Slots Comparison:**

Three Months Ago	377	175	841	1,393
Six Months Ago	314	182	1,043	1,539
Twelve Months Ago	512	200	944	1,656

**Analysis of Pending Waiver Slots:**

Total Pending	661	117	657	1,435
Avg. Days Pending	377	297	336	352
Pending Greater than 6 Months	497	95	488	1,080

**Avg. Days Pending Comparison:**

Three Months Ago	332	250	276
Six Months Ago	280	221	154
Twelve Months Ago	239	221	168

**Analysis of Waiver Slot Movement-Rolling****Average 12-18 Months Prior:**

Awarded	1,116	172	828	2,116
Enrolled	280	50	326	656
Removed	740	102	419	1,261
Pending > 1 year	96	20	83	199
Conversion Rate (Enrolled/Award)	25%	29%	39%	

**Conversion Rate Comparison:**

Three Months Ago	26%	32%	45%
Six Months Ago	25%	28%	42%
Twelve Months Ago	not measured	not measured	not measured

**Estimated Cost to Eliminate Waiver****Waiting List:**

Current Waiver Waiting List	4,793	none	8,319	
X Current Conversion Rate	x 25%		x 42%	
Estimated Waiver Slots Required	1,198		3,494	4,692
X \$14,000 B or I Band	x \$14,000		x \$14,000	
X 30% State Match	x .30		x .30	
Estimated Cost to Elim. Waiver Wait list	\$5,031,600	\$0	\$14,674,800	\$19,706,400

NOTE: CURRENT System Capacity to Reasonably Enroll is 1200/year

**Waiting List Length of Time (Years):**

Jul-18	1.5	0	3.4
Jul-17	0.8	0	4.0
Jul-16	2.3	0	3.5
Jul-15	4.5	0	4.6

**Opportunities to Improve -- Process Improvement Initiatives:**

PROBLEM-INORDINATE TIME TO CONVERT SLOT AWARD TO ENROLLMENT; ACTIONS: 1) Require Medicaid prior to slot award; 2) case worker assigned prior to slot award; 3) education prior to slot award; 4) CSW to ID/RD without starting enrollment over; 5) six month limit on holding the slot award.

Report &amp; Methodology Owner Ben Orner