### SOUTH CAROLINA COMMISSION ON DISABILITIES AND SPECIAL NEEDS

### **MINUTES**

August 15, 2013

The South Carolina Commission on Disabilities and Special Needs met on Thursday, August 15, 2013, at 9:30 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:
Fred Lynn, Chairman
Christine Sharp, Vice Chairman
Harvey Shiver, Secretary
Katherine Davis
Katherine Finley
Deborah McPherson
Eva Ravenel

### **DDSN Administrative Staff**

Dr. Buscemi, State Director; Mrs. Susan Beck, Associate State Director, Policy; Mr. David Goodell, Associate State Director, Operations; Mr. Tom Waring, Associate State Director, Administration; Mrs. Tana Vanderbilt, General Counsel (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 Coastal Regional Center Sign-In Sheet)

Pee Dee Regional Center (via videoconference)

(No one in Attendance)

Whitten Regional Center (via videoconference)

(See Attachment 4 Whitten Center Regional Center Sign-In Sheet)

York County DSN Board (via videoconference)

(See Attachment 5 York County Sign-In Sheet

### News Release of Meeting

Chairman Fred Lynn called the meeting to order and Commissioner Harvey Shiver read a statement of announcement about the meeting that had been 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.

### **Executive Session**

On motion of Commissioner Christine Sharp, seconded and passed, the Commission entered into Executive Session to discuss personnel and contractual matters and to receive legal advice.

### Enter into Public Session

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

### Invocation

Commissioner Eva Ravenel gave the invocation.

### Adoption of the Agenda

The Commission adopted the August 15, 2013 Meeting Agenda by unanimous consent. (Attachment A)

### Approval of the Minutes of the July 18 and July 26, 2013 Commission Meetings

The Commission approved the minutes of the July 18 and July 26, 2013 Commission Meetings by unanimous consent.

### Public Input

Mr. Ralph Courtney, Aiken County DSN Board Executive Director, spoke representing himself.

### Report from DSN Boards

Dr. Jerry Bernard spoke on behalf of the SC Human Service Providers Association.

### Commissioners' Update

Commissioners Katherine Finley, Christine Sharp, and Fred Lynn spoke of events and meetings that they attended and shared news of upcoming events in their district.

### **Employment**

Mrs. Susan Beck provided a presentation discussing the concentrated effort in employing individuals with disabilities with emphasis on individuals graduating and going into the workforce. She stated that an Employment Task Force recently appointed by the DDSN/Human Service Providers Day Service Committee is working on a mechanism to include partnerships to help with this. She shared that the current job coach program has not been as effective as was desired but DDSN does not intend to abandon the program. Dr. Buscemi stated that in establishing new partnerships with other state agencies, DDSN cannot and should not take full responsibility for this employment effort, however, DDSN needs to a part of the puzzle. She stated that provider representatives can be brought in to get past some of the hurdles and that employment is on the front burner. Discussion followed. (Attachment B)

### State Inspector General Lessons Learned-Contracts/Grants Monitoring

Dr. Buscemi spoke of the lessons learned alert sent out by the State Inspector General regarding contracts/grants monitoring. Dr. Buscemi spoke of the lessons learned alert sent out by the State Inspector General regarding contracts/grants monitoring. The SIG report made favorable comments on DDSN's contract monitoring processes. Discussion followed. Commissioner Deborah McPherson made the following motion:

- 1. DDSN staff review administrative standards to ensure policies of DSN boards and private providers are the same:
- 2. DDSN staff address the issue of conflict of interest of a CEO of a private provider serving on the board of a DSN board:
- 3. DDSN staff will review why expenses for service coordination and information and referral exceeded revenue for the SC Autism Society:
- 4. Finance Committee will look at a policy requiring DSN boards/providers using an auditing firm on a rotating basis;
- 5. Policy Committee will review 250-12-DD for any needed revisions based on the OIG report.

The motion was seconded and passed.

### Medicaid Targeted Case Management

Dr. Buscemi reported there has been some movement in the last three days regarding MTCM. She had a lengthy phone call with Mr. Tony Keck this week and received a letter yesterday confirming the conversation. DDSN is hoping to receive a rate in the \$40.00 range. There may be a meeting next week between DHHS and DDSN to discuss the rate. CMS has not yet approved the SPA's so there may be a delay in the timeline of the MTCM implementation. Dr. Buscemi stated that Mr. Tom Waring will discuss in detail DDSN's carry

forward funding because there has been outside discussions that DDSN can use these carry forward funds to provide services, however this is not accurate. Mr. Waring spoke about the provided handout that showed the breakdown of the six sub-funds that total \$16.4 million which are grouped into specific types based on General Accepted Governmental Accounting Principles. All funds carried forward are designated, restricted or committed and therefore are not available for general operation expenses for FY 2014. Mr. Waring added that these carry forward balances are usually reported in the spending plan that is approved by the Commission. Discussion followed. Dr. Buscemi will go back and look at the provisions of the funding for EIA funds as to whether these funds can be used for the employment initiatives. (Attachment C)

Mr. Waring gave an update on MTCM activity. He reported that July activity was back to normal. The monthly average for July to December was 550K and the monthly average for January to May was 660K with July activity getting back to the January to May levels. Mr. Waring also provided charts discussing the minutes logged by the service coordinators and payment to providers versus revenue generated to DDSN. The gap of revenue to payment is around 50 percent and will be narrowed by defining a waiver case management service, developing a new waiver direct support service and an administrative contract for non-waiver TCM. Also, the department is continuing to train providers on reporting activity related to the four core functions of TCM. (Attachment D)

### Waiting Lists

Mrs. Susan Beck provided a handout which included a layout of the rotation of the waiting list reports. She gave a report of the Community Supports Waiver Waiting List movement stating that 61 new waiver slots were awarded from July 1, 2013 to July 31, 2013; 607 new consumers were served in FY 2012; 422 consumers were served in FY 2013, with a total of 1,029 for the last two-year timeframe. She added there is always movement on the Critical Waiting List. The year-to-date update was also provided for the other waiting lists. (Attachment E)

### Support Intensity Scale (SIS) Report

Mrs. Susan Beck provided a presentation which provided an update on the SIS. Dr. Buscemi stated that the money associated with SIS will be discussed at the September Commission Meeting. Discussion followed. Dr. Buscemi stated DHHS returned part of the \$1.3 million they withheld from federal reimbursement to be used on the SIS. It is important that funding not be used for anything other than that for which it was appropriated. (Attachment F)

### Action Taken

Chairman Fred Lynn asked if there was a motion regarding Dr. Buscemi's evaluation that was discussed in the Executive Session. On motion

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of Commissioner Christine Sharp, seconded, the Commission approved Dr. Buscemi's evaluation as presented and to rate all components as "exceeds performance expectations" and to recommend to the Agency Head Salary Commission to move Dr. Buscemi's salary to the midpoint of the salary range. The motion carried.

### State Director's Report

Dr. Buscemi reported on the following:

The DHHS audit of the Greenville DSN Board has been completed. A copy was previously provided to the Commission.

The LAC Audit of DDSN continues. They are visiting provider locations, regional centers, and boards conducting interviews.

Governor Haley is in the upstate this morning signing the concussion bill.

A Work Session will be held to go over the spending plan in detail at the September Commission meeting. An Audit Committee meeting will be scheduled as well. The October Commission meeting has been moved to the following Tuesday, October 22, 2013. The time is to be determined.

### Next Regular Meeting Date

Chairman Fred Lynn announced the next regular Commission Meeting is scheduled for Thursday, September 19, 2013 with the starting time to be determined.

### <u>Adjournment</u>

With no further business, Chairman Fred Lynn adjourned the meeting.

Submitted by,

Sandra J. Delaney

Approved:

Commissioner Harvey Shiver

Secretary

# SC COMMISSION ON DISABILITIES AND Commission Meeting

**August 15, 2013** 

### **Guest Registration Sheet**

# (PLEASE PRINT) Name and Organization Marcia Lindson Scraud Berna Williamson ancleave

# SC COMMISSION ON DISABILITIES AND SPECIAL NEEDS Commission Meeting

August 15, 2013

PLEASE PRIN	Name and Organization
Mary Leitner	RLDSNB
Mary Mack	Lee & DSNB
Beti Blinge	Bright Start
Dine Epoly	SCSCIA
Teri Todal	Bright Start
CORTE MAKY	DHH5
Sarah St. Ong	PAA
Nike Keith	Marion-Dillon DSN
Thord Warren	BO 05N
Shondala Hall	DDSN
Jack Coming	Dekur BO
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LINDA VELDHEER	bosn.

### SC COMMISSION ON DISABILITIES AND SI Commission Meeting

August 15, 2013

1	PLEASE PRINT) Name and Organization
1.	Alice Shook Berkeley Citizens, Inc
2.	Elizabeth Krauss Heorgetown DSN
	Gloria M. James Bamberg Co, DSN Bd.
4. <u>.</u>	Suzanne Johnson Parents & Guardians
5	Lutus Brite Dosn
6	Zufus Brite DOSN
7	Ronda Ritchie DDSN Dist. II Office
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# SC COMMISSION ON DISABILITIES AND SC Commission Meeting

August 15, 2013

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2	Senniter Buills	NCHNIA
3	Bob Drake	Burton Ctr
	Elaini Then	PCBOSN
	Monica Taylor	LCDSNB
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### **Attachment 5**

# SC COMMISSION ON DISABILITIES AND Commission Meeting August 15, 2013

PLEASE PRIN	Name and Organization  YCBDSN
Jenice Fower	YCBDSN

### SOUTH CAROLINA COMMISSION ON DISABILITIES AND SPECIAL NEEDS

### AGENDA

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

August 15, 2013

9:30 A.M.

1. Call to Order Chairman Fred Lynn

2. Welcome - Notice of Meeting Statement Commissioner Harvey Shiver

3. Executive Session – will be closed to the public

4. Enter into Public Session - at approximately 10:30 a.m. or later

5. Invocation Commissioner Eva Ravenel

Introduction of Guests 6.

7. Adoption of Agenda

8. Approval of the Minutes of the July 18 and July 26, 2013 Meetings

9. Public Input

10. Report from DSN Boards

11. Commissioners' Update

**Commissioners** 

Dr. Jerry Bernard

12. Business:

A. Employment

Mrs. Susan Beck/Dr. Beverly Buscemi

B. State Inspector General Lessons Learned-Contracts/Grants Monitoring

Dr. Beverly Buscemi

C. Medicaid Targeted Case Management Dr. Beverly Buscemi/Mr. Tom Waring D. Waiting List Report-Community Supports

Mrs. Susan Beck

E. SIS Update

Mrs. Susan Beck

13. State Director's Report

Dr. Beverly Buscemi

14. Next Regular Meeting Date (September 19, 2013)

15. Adjournment

PLEASE SILENCE CELL PHONES DURING THE MEETING. THANK YOU.

# **Employment Update**

### **Employment Task Force**

- Recently appointed by the DDSN/Human
   Service Providers Day Services Committee
- Focused on the employment challenges faced by people with ID/RD
  - studied national data on best practices
  - recommendations to the full
     Committee this Fall

### Goal of the Task Force

- Facilitate a collaborative, seamless process
  - promote independence
  - improved employment outcomes



### Draft Blueprint for Employment Strategic Plan

- Features of Washington State's Model will be incorporated into South Carolina's model. Their outcomes include:
  - In 7 year period, experienced 25% increase in numbers of people employed
  - On average, for each person, almost 8 hours were worked for every hour of service provided
  - On average, for each person, almost 650 hours of paid service is not needed because the person is working

### Draft Blueprint for Employment Strategic Plan

- The National Governor's Association recently announced it will focus on employment opportunities for persons with disabilities and assist governors and states by providing state policymakers with better policy options to assess the environment in their state and strategies designed to support this population.
  - DDSN will keep abreast of such options and incorporate into the employment strategic plan accordingly.

### Draft Blueprint for Employment Strategic Plan

- Building upon and expanding the SC TEAM: USC CDR statewide secondary transition to employment efforts currently funded by the DD Council. DDSN will capitalize on information and data collected during years 1 and 2 of grant in order to:
  - Establish New Partnerships:
    - Public Agencies (DDSN and its network of providers, Department of Education, Vocational Rehabilitation, University of South Carolina, DD Council)+
    - Businesses ( Public and Private Sector Employers) +
    - Disability Community and their families A new model for building capacity and improved collaboration will be developed and tested. (staff has already met with USC, VR, DD Council and is scheduling meeting with SDE)

### **Target Group**

- 1. Individuals with disabilities transitioning from high school to employment
  - Nearly 900 students with ID/RD exited high school over a 2 year period, 2010 and 2011.
- 2. Individuals in day services receiving career preparation



### DDSN and the Individual Employment Pilot

 Selecting pilot providers with existing employment programs to work with youth transitioning which requires existing skills

### The Improved Outcomes Will be Achieved Through:

- Continuing education, training and technical assistance to all partners (VR, school, families, students, businesses) regarding early transition planning coupled with development of competency-based training standards
- Development of evidence-based practice models which facilitate outcomes: SC TEAM Grant of USC/CDR and DD Council with DDSN
- Piloting the models in 1-2 high schools with corresponding partners and clarifying the role of every partner including DSN Boards/private providers
- Strong, ongoing evaluation components that will allow for ongoing identification of successful strategies

### SC DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS FY 2012-2013 FUNDS CARRIED FORWARD INTO FY 2013-2014

The Department has responsibility for various "types" of funds, many of which are designated for very restricted and unique purposes. In order to account for this complex and varied composition of resources, each type of funding is accounted for within a specific "sub-fund", somewhat similar to separate "bank accounts".

Currently SCDDSN transacts within 26 different sub-funds which are grouped into 6 specific types based on Generally Accepted Governmental Accounting Principles. These 6 fund types are as follows:

• GENERAL FUND \$6.1M

- This fund type accounts for all appropriations and related transactions within the South Carolina General Fund appropriated by the General Assembly and Governor. The unspent balance at the end of FY2013 was \$2.2M, of which all but \$23 is specifically designated by the Appropriation Act for the PDD Program and must be used solely for that purpose.
- This fund type also accounts for any revenues due to the SC General Fund. At the end of FY2013 there was a balance of \$3.9M of bed fees that must be remitted to the General Fund per state law.

### SPECIAL REVENUE FUNDS

\$2.15M

- This fund type accounts for all funds derived through operating activities, the largest of which is Medicaid Revenue derived from the provision of services to Medicaid Recipients. At the end of FY2013 there was a balance of \$900,000 of Medicaid Revenue carried forward to manage future cost settlements and approximately \$600,000 obligated for Post-Acute Rehabilitation services. There was also \$158,000 carried forward by the work activity centers to be applied to their continuing operations. The remaining \$175,000 is related to designated contributions and activities related to consumer care.
- \$289,400 is unexpended Education Improvement Act funds that must be returned to the Department of Education per state law.

#### CAPITAL PROJECTS FUNDS

\$3.8M

 This fund type accounts for all Capital funded Permanent Improvement Projects (CPIP). These dollars are already committed per Commission approval.

### ENTERPRISE FUNDS

\$6,600

This fund type accounts for all "proprietary"/"for-profit" activities. Currently there
is only the Canteen Fund which has nominal transactions and balances. Dollars are
used for consumer related activities.

### TRUST AND AGENCY FUNDS

\$4.5M

 These fund types account for funds held on behalf of others or in trust for specific designated and restricted uses. At the end of FY2013, the Patients'(Consumers') Personal Funds had a balance of \$2.3M and various Trusts held balances of \$2.2M, the largest being the Sibley Trust.

### FEDERAL FUNDS

(\$158,000)

 This fund is used to account for the sources and uses of Federal Grants, restricted to the terms of the specific grant for the designated purposes. The \$158,000 grant is IDEA funds owed to DDSN for services already provided.

All funds carried forward are designated, restricted or committed and therefore are not available for general operating expenses for FY 2014.

TOTAL

\$16.4M

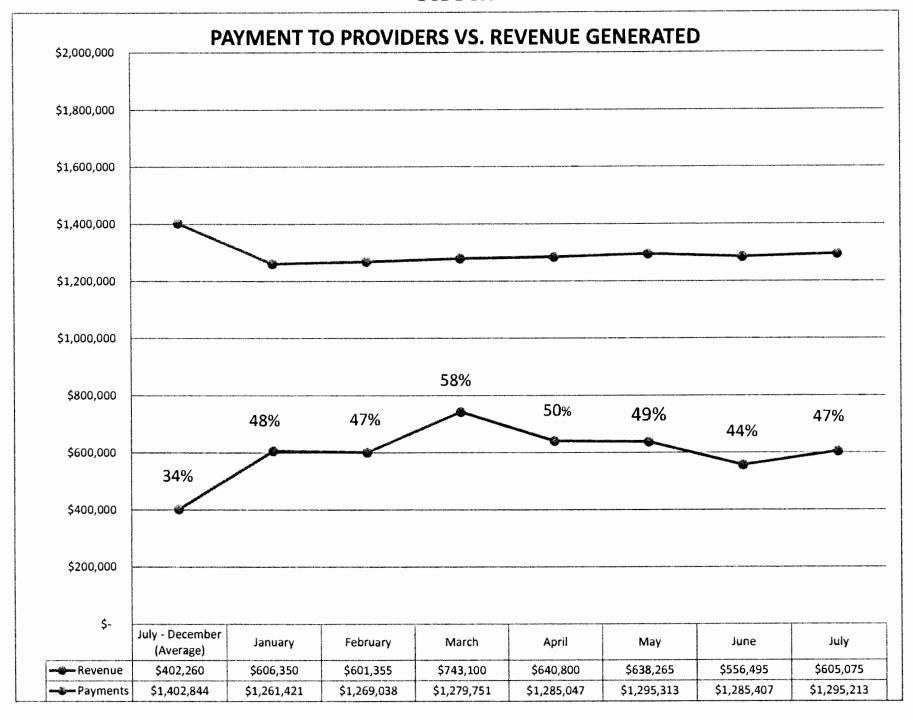
### SOUTH CAROLINA DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS TARGETED CASE MANAGEMENT - JULY 2013

### **Active Service Coordination**

Total Minutes Logged		651,243	
Minutes Reportable - Medicaid Eligible - Not at Home		487,862	74.91%
Minutes Reportable - Medicaid Eligible - At Home		76,865	11.80%
Minutes - Non Reportable - Medicaid Eligible		48,636	7.47%
Minutes - Non Medicaid Eligible		37,880	5.82%
		651,243	100.00%
Billable Minutes Based on Proposed Partial Units		THE RESIDENCE OF THE PROPERTY	energy energy and the second s
Estimated Billable Minutes - Not at Home		487,862	100.00%
Minutes Reportable - Medicaid Eligible - Not at Home	<del></del>	487,862	
Estimated Billable Minutes - At Home		76,865	100.00%
Minutes Reportable - Medicaid Eligible - At Home		76,865	
Projected Revenue - July 2013		- And the state of	
Estimated Billable Units - Not at Home		33,449	
Rate	\$	15	
Revenue	\$	501,735	
Estimated Billable Units - At Home		5,167	
Rate	\$	20	
Revenue	\$	103,340	
Total Projected July 2013 Revenue per New Payment Structure	\$	605,075	
Actual DDSN Payment to Service Providers for July 2013	\$	1,295,213	
Percentage of July 2013 Projected Revenue to			
Payments to Service Providers for July Services		46.72%	

Data as of August 12, 2013

### **SCDDSN**



### Planned Rotation of Monthly Commission Reports on Quarterly Waiting List Progress

FY 2014	Community Supports	PDD	HASCI	ID/RD
July (Annual Report)	X	X	X	X
August	X			
September		X		
October			X	X
November	X			
December		X		
January			X	X
February	X			
March		X		
April			X	X
May	X			
June		X		·

<sup>\*</sup>Critical List updates will be provided monthly

### South Carolina Department of Disabilities and Special Needs

### **Waiting List Updates**

### Movement of Waiver Waiting Lists Interpretation Guide

- 1. Column 2: For the given time period, # of slots were awarded to new consumers.
- 2. Column 3: As of the earliest date of this period, the next person awarded was # on the waiting list.
- 3. In general, some individuals on the waiting list were not able to be located, no longer wanted the slot or have been served some other way and so the list has moved more than the designated # of slots awarded when these individuals were removed from the list.

### MOVEMENT OF WAIVER WAITING LISTS: Community Support Waiver Waiting List Quarterly Report (JULY 1, 2013 TO July 31, 2013)

WAIVER WAITING LIST	NEW CONSUMERS SERVED (slot movement)	NEXT PERSON TO BE AWARDED A SLOT ON THE WAITING LIST WAS THIS NUMBER ON JULY 1, 2013
COMMUNITY SUPPORT	61	63

### PREVIOUS FISCAL YEAR TOTALS:

COMMUNITY SUPPORTS WAIVER WAITING LIST	NEW CONSUMERS SERVED (slot movement)	NEXT PERSON TO BE AWARDED A SLOT ON THE WAITING LIST WAS THIS NUMBER AT FISCAL YEAR END
TOTAL FISCAL YEAR 2012 (July 1, 2011 to June 30, 2012)	607	689
TOTAL FISCAL YEAR 2013 (July 1, 2012 to June 30, 2013)	422	467
TOTAL FISCAL YEAR 2012 and 2013 (2-YEAR TOTAL)	1,029	

### South Carolina Department Of Disabilities Special Needs Critical List Activity For 6/30/2013 Through 7/31/2013

	As Of 6/30/2013 	Added During The Period	Removed During The Period	As Of 7/31/2013
Coastal	4	5	5	4
Midland	15	11	8	18
Pee Dee	7	8	7	8
Piedmont	19	5	13	11
Total:	45	29	33	41
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South Carolina Department Of Disabilities & Special Needs

	6/30/12	6/30/13	7/31/13
Critical	50	45	41
Priority One	321	297	298
Other	1677	1679	1680
Total	1998	1976	1978
	oports Waiting List		400
	6/30/12	6/30/13	7/31/13
Day Program (Center Based)	987	968	958
Job Coach	183	175	172
Other	182	175	175
Total - Unduplicated	1288	1259	1249
	Centers Waiting List		
	6/30/12	6/30/13	7/31/13
Priority One	1	1	C
Other	23	21	19
Total	24	22	19
Intellectual Disability/Related	Disabilities (ID/RD) Wai	ver Walting List	
	6/30/12	6/30/13	7/31/13
ID/RD – Critical	0	0	C
Autism - Critical	0	0	0
Total – Critical	0	0	C
ID/RD – Regular	2726	3399	3470
Autism – Regular	614	856	868
Total - Regular	3340	4255	4338
Total	3340	4255	4338
Head & Spinal Cord In	jury (HASCI) Waiver W	aiting List	
	6/30/12	6/30/13	7/31/13
HASC1 - Critical	0	0	0
HASC1 - Regular	393	385	378
Total	393	385	378
Pervasive Developmental	Disorder (PDD) Waiver	Waiting List	
	6/30/12	6/30/13	7/31/13
		1009	1044
Total	812		1044
	812   oports Waiver Waiting L	ALTHURUS A LINE	1044
	ISBN STATE OF VALUE OF THE PARTY OF THE	ALTHURUS A LINE	7/31/13

# SIS Update

Support Intensity Scale

### SIS Update

- SIS: Support Intensity Scale
  - a nationally standardized tool that measures what daily supports individuals needs to live as independently as possible within their communities

### Planned SIS Activities

- In June 2012, DDSN entered into a contract with AAIDD to conduct SIS interviews for people served by DDSN.
- It was anticipated that about 400 interviews would be completed from July 2012 to June 2013.
- To assist DDSN with the interviews, DDSN expanded its contract with USC –School of Medicine to recruit and hire 3 qualified staff. It took a bit longer than expected to hire staff and arrange training with AAIDD.

### After Hiring SIS Interviewers

- AAIDD conducted 2 training sessions in August and October 2012.
  - All 3 USC staff completed their training with AAIDD
  - All 3 met the stringent criteria for reliability and are now certified interviewers
- The first approved interviews took place in November
  - In just 8 months, USC completed over 400 interviews
  - Exceeded DDSN and AAIDD expectations

# Year 1: Targeted 4 Groups for SIS Interviews

- People living in 1 of the 4 regional centers and
- in community ICFs/ID,
- people in critical circumstances and
- people receiving outlier funding for residential services

### ICFs/ID

•Given the nature of their circumstances, it was often difficult to schedule an interview with people in critical circumstances and their families. Therefore, additional interviews were scheduled with people living in community ICFs/ID.

### Goals for This Year

- Complete 1,000 interviews.
  - DSN will again target the 4 groups
  - along with those persons who may be interested in moving into their own homes or less restrictive settings.
- AAIDD will train USC to become its own certified SIS trainer.
  - This will allow USC to train and certify all new interviewers, increase its self- sufficiency, and reduce costs to DDSN over time.

Thank you