

Family Support Council Meeting
April 29, 2022
Zoom Meeting
Meeting Minutes

Members present: Amber Finnesand, Christine Kenser, Krista Bau, Bridget Leiseth, Pat Norin, Michelle Powers, Brittany Norin, Joanne Hairy Shirt, Dianne Baumiller, Janet Whiting

Members absent: Letty Thelen, Jennifer Walker, Sarah Carlson,

DHS Staff: Jaze Sollars, Kade Anderson, Joey Younie

I. Call to Order

Amber called the meeting to order at 6:03pm MT.

II. Introductions

Ice breaker – Ideas for having difficult conversations.

III. Approval of Minutes

Joanne made a motion to approve the minutes and Michelle seconded. Approval of minutes passed with a voice vote.

IV. Standing Items

A. **Review of Agenda** - Michelle made a motion to approve and Pat seconded. Approval of agenda passes with a voice vote.

B. **Grievances and Appeals Overview** – The Division of Developmental Disabilities (DDD) have had one appeal of a denial. That appeal was upheld. It was a non-waiver service for a vehicle repair.

C. **SMART Data** – Went over trending data from last quarter to this quarter. Q3 performance was good in the Health & Wellness section. Q3 performance in Support Plan (SP). ISP monitoring was the lowest performance measure and was below the 86% threshold. DDD is seeing some improvement in this area but it is taking some time.

D. **Open Council Positions-** DDD has received several applications but are waiting on appointments from the Governor's Office. This will be Sarah's last meeting.

V. **Oyate Circle** – Pat made a motion to move agenda item to when the speaker arrives and Tina seconded. Motion passed with a voice vote.

Speaker never showed up.

VI. American Rescue Plan Act

Just as a reminder it is one time funding for HCBS providers. Funds are available only to enrolled Medicaid providers. The Department of Humans Services has 200 providers. Each provider had to complete an online application and complete an attestation form. Those funds were allocated by legislature and providers have received those funds. The areas the providers could request funds were in direct care workforce and equipment and supplies (had to be COVID 19 related). All Community Support Providers (CSP) applied for and received those funds. The attestations

may not be public information but funds could not be dispersed without that. Funds need to be distributed by June of 2023. Joey will ask DSS about the applications to see if they are public information or are not public and why if they are not. Most agencies are still in the planning phase of how they are going to distribute these funds.

VII. Participants Served Map

Amber talked about the Map and gave some positive feedback. Jaze gave some feedback on the map.

A question was asked if there was a map for where each agency covers is available. Our brochure is updated but it is more area based. The Council is requesting another map that is regional based and possibly where providers are providing services.

A motion was made to go into recess and seconded. Passed with a voice vote. Went into recess at 7:30mt.

Pat made a motion to come out of recess and Joann seconded. Passed with a voice vote.

Roll Call. Janet – not here, Bridget – here, Brittany – here, Tina – here, Jennifer – not here, Sarah – here, Michelle – here, Krista – here, Joanne - here, Pat - here, Letty - not here, Diane - here, Amber - here.

VIII. State Handouts

A. Self-Direction Explanation

DDD has been working on videos for their website. They have one out on the ISP. There will be another on role of the coordinator, one for choosing a provider, and what is self-direction. They are working on overall resources on what the process of self-direction should look like. It allows individuals to receive support in their home and who, where and when. There are four self-directed services with Family Support 360. They want to show the role of the coordinator and how they can assist with the process. They want to identify tasks and job description for a potential staff. Family support coordinator can assist with posting the advertisement and goes over AWC role. A family member can help manage those services.

We also have a self-direction manual which is more technical on description of self-direction. Financial management services (fms) are the same as AWC. DDD tried to make it as flexible as we can.

Guardian doesn't require that they are the representative. A request was made to add another task that is more Respite related as an example.

A question was asked on what are the duties of the representative and what duties do they assume? Signing time cards and acting on behalf of participant. Scheduling, hiring, firing, and supporting the participant.

The allowance of a representative is not something we have done in the past but DDD will do more research into it.

Could companion and respite care be used through EVV. The Council would like to know how the representative is pulled into that scenario.

The Council will keep this as a standing item on the agenda.

B. Appeals Process

The Council is requesting that language be added that the administrative law judge's decision is a preliminary decision and the cabinet secretary has the final decision. There are additional steps that can be pursued that go farther than the cabinet secretary's decision. It is a legal process.

Council members are requesting additional information on fair hearings and what can be shared. DDD will follow up with DHS legal.

The Council would like to know how many hearings were held and how many administrative law judge decisions have been overturned.

C. Common Law Employment

Some discussion was had in Section A.

D. Specialized Therapies

Some discussion was had in Section A.

IX. Meeting Expectations

Discussion was had on changes from the last meeting expectations to this meeting. Setting forth expectations has been helpful.

Pat motioned to approve meeting expectations and Michelle seconded. Motion passed with a voice vote.

X. Planning List

Planning List Update 4/19/22

1319 Total Participants with 155 on a planning list. Total number of participants decreased by 3 and the number of people on a planning list increased by 12.

LifeQuest is currently serving 192 participants and has 36 people on their planning list. They have decreased their planning list by 1 person since February. 1/19/21 is the longest someone has been on their planning list.

Dakota Milestones is currently serving 72 participants and has 11 people on their planning list. The majority of those are in the Southeast program. Decreased planning list by 1 person.

SESDAC is currently serving 120 participants and has 35 people on their planning list. SESDAC's planning list has increased by 4 since February. 2/21/2021 is the longest someone has been on their planning list.

Benchmark is currently serving 263 participants and has 70 people on their planning list. This has increased by 4 since February of 2022.

HACFI is currently serving 80 participants and has 15 people on their planning list. This is an increase of 2 to the planning list since February of 2022.

VOA is currently serving 174 participants and has 62 people on their planning list. This has decreased by 1 since February 2022.

LifeScope is currently serving 158 participants and has 22 people on their planning list. 6/6/2019 is the longest someone has been on their planning list.

BHSSC is currently serving 263 participants and does not currently have a waiting list. They are still sitting close to even right now.

DDD is requesting additional funding for more Family Support Programs.

We look at where the need is and factor in the budgetary request.

When we have the approval on July 1st that is when the conversation will start. It is a legal process that involves contracts.

What if no one wants to do it? Agencies are aware of the planning needs. We would need to have additional conversations with providers if there was no provider willing.

XI. Front Doors to Supports Work Group

DDD has selected two individuals from the Family Support Council. Communication will be going out early next week on who was selected. End of May or Early June is the expected start of the meetings. The first meeting will be in person and then it will switch to zoom.

The Council would like to keep this as a standing an agenda item.

XII. Family Support Website

DDD gave an overview of DDD's website. We still have waiver information up since the waiver has not been finalized.

We did add one of the videos on what is an ISP and why do I need one. Notes from Family and Self-Advocate conversations are also located here. The Family Support 360 application is also located on the website. We have not embarked on any significant changes to our website. Our department has issued an RFP for a website vendor. Right now, that group is going through the various proposals. After that is done, they will move into a contract phase. Accessibility will be a key focus. There are a lot of clicks and there is a lot of information. DDD really wants to clean up their website to make information more accessible.

DDD acknowledges that their website is not the most user friendly and needs a redesign.

Some recommendations by the Council was to define ISP on website, make it more accessible to families and self-advocates, and link self-advocate back to Family Support 360. An additional recommendation was to make Dakota at Home more prominent on DDD's website.

A question was asked if there needs to be information on DDD's website about the planning list and expected waits. The amount of time families wait is a problem for South Dakota families.

DDD is attempting to spread the word to direct people to Dakota at Home as DDD's front door. South Dakota is one of the last states that have the current intake process.

The council would like the intake specialist to come in and discuss their role in a future meeting.

XIII. Application

Two individuals from Partners in Policy Making were not sure if the application was real. They were in the process of completing it and were not sure how to complete the application.

If you haven't taken a Charting the Life Course class, the domains might not make sense. They could appear overwhelming. DDD's intake specialist could assist families with filling out the application. Direct questions to DDD's intake specialist.

DDD will look into taking the council's responses and mesh them into the application.

This isn't all of your choices and there may be more options.

Medicaid Eligible? - Clarify the question on what it is wanting/meaning.

The council is requesting DDD make changes to the application before the next meeting.

Break occurred.

XIV. DDD at Partners in Policy Making

Julie Hand with DHS was at Partners with/ gave tour of website and portal. Mentioned video series. She reviewed service option section, went through resources, and application for services, other links and services that are available. Went over the ISP video on the website. She highlighted initiatives on CoP and could find more information on our website. She acknowledged the difficulty in navigating our system and how it can create a pipeline either towards Family Support or Choices. Talked about the intake specialist and how to contact her. Discuss all options before deciding which path to take. Talked about the Front Door Work Group and entry into DDD services. Generally, DDD is there to do a presentation. We do have 2 staff that are partners graduates.

The Council is looking for some type of handout/business card for Dakota at Home.

The council is requesting brochures at the next council meeting.

The FS360 brochure is not updated on the website.

XV. Amend the By-Laws – First Reading of when the Meeting Agenda Needs to be Published

On page 2 section 4 strikethrough in chairperson and underline the that should be removed. Page 6 2nd paragraph underline and strikethrough should be removed. These sections were already approved by the council in 2019.

The discussion is only for Page 4 section 3 the strikethrough from 10 days to 72 hours. This was the discussion on making it congruent with the state law.

XVI. Public Comment Period

There was a request from a family member to discuss Community of Practice (CoP), group of people sharing a common concern and coming together to achieve individual and group goals. Families are the core unit for serving members and each family is unique. South Dakota CoP is lead by a specific state team, the team was formed in 2016 and discusses actions towards system changes. There are quarterly state team meetings. There are 31 South Dakota family members. The CoP have lifespan folders and quick guides that are distributed across the state, your voice is needed. You can check out the DDD website for additional information. There is a SD CTLC Facebook page. If you would like additional information Julie Hand is the contact at DDD. The next CoP meeting is May 4th at noon to 1:30ct.

XVII. Council Discussion

What is something you appreciated from today's meeting? Council members and DDD staff discussed what they appreciated from the meeting.

XVIII. Next Meeting

August 5th and 6th is in Sioux Falls. Open invitation to CSPs to come to the meeting. Have some questions ready for the CSPs. The day of the next meeting there will be lots of questions. Incentivize people to come to meeting. The Council would like to have a planning list discussion with providers.

The Council is requesting someone from Vocational Rehabilitation to speak at the December meeting. DDD will look into getting someone.

XVIII. Adjournment

Brittany made a motion to adjourn the meeting at 11:46 AM MT, Pat seconded the motion. The motion passed with a voice vote.

X

Krista Bau
Secretary

DRAFT