

**Family Support Council Meeting  
December 1<sup>st</sup> and 2<sup>nd</sup>, 2023  
Zoom Meeting – Pierre Ramkota  
Meeting Minutes**

Members present: In-Person: Christine (Tina) Kenser, Janet Whiting, Krista Johnson, and Bridget Leiseth.  
Virtual: Brittany Norin, Melissa Ricketts, Ruth Conway, Julie Flowers, Joshua Jones, Jennifer Walker, and Peggy Waltner

Members absent: Jennifer Carda, Haley Coss, and Tina Two-Crow-Slow Bear

DHS Staff: Kade Anderson, Shawnie Rechtenbaugh, Joey Younie

**1. Call to Order and Roll Call**

Bridget called the meeting to order at 6:01 pm CST.

Michelle Powers resigned from the Family Support Council.

**2. Approval of Agenda**

Tina made a motion to approve the agenda and Janet seconded the motion. Motion passed with a voice vote.

**3. Approval of Minutes**

Krista made a motion to approve the September minutes and Julie seconded the motion. Motion passed with a voice vote.

**4. Opening Round - Introductions**

Council members made introductions to other council members and state staff.

**5. Family Support 360/Shared Living Study**

<https://mylrc.sdlegislature.gov/api/Documents/254894.pdf>

Daniel Harlan and Erin Leveton with Alvarez and Marsal presented on the Family Support 360 study. They condensed the 130-page study down to an hour-long presentation. The complete study is linked above.

Questions and comments from the Council regarding the study.

How can families be a part of the change? The recommendation was provided to continue and expand groups like the Family Support Council.

Is there a list for Respite and Companion Care providers? The Division of Developmental Disabilities does not maintain a list of providers due to liability concerns and the ability for them to “vet” individuals on the list.

Another recommendation from Alvarez & Marsal was to have pre-meetings before the actual Family Support Council meetings. May need to look into the by-laws and State Law to make sure it is allowable. North Dakota does use that process of having pre-meetings.

Staffing recommendations were discussed, and it was identified that South Dakota currently does not have a nurse who can partner with families to assist in coordination and planning for care at critical transitions in the individual's life.

Discussion was had on possible bias in the study.

An idea was brought forth to have a neutral facilitator involved in item denials that families may appeal. The facilitator would work with both the Division and families.

6. **Public Comment**

A.P. was pleased with the report that was made to the Family Support Council.

7. **Recess -**

Joshua Jones made a motion to go into recess until 8:30am and Brittany seconded the motion. The motion passed with a voice vote.

8. **Recall to Order –**

Bridget recalled back to order at 8:32am.

Roll Call –Bridget Leiseth – in person, Joshua Jones – virtual, Julie Flowers – virtual, Ruth Conway – in person, Melissa Rickett – virtual, Tina Kenser – in person, Brittany Norin – virtual, Krista Johnson - in person, Peggy Waltner – virtual, Jennifer Walker – virtual, Janet Whiting – in person.

Not present Tina Two-Crow-Slow Bear, Jennifer Carda, and Haley Coss.

9. **South Dakota Supporting Families Community of Practice**

Carrie Geppert with the Division of Developmental Disabilities went through a power point presentation on the Community of Practice.

Bridget asked how the current Charting the LifeCourse opportunities are currently being shared. Carrie shared that most are listed on our website or there is a Facebook page for the Community of Practice.

Tina asked if Charting the Life Course could be implemented into schools. This would be a very large ask at this time but something to think about in the future.

10. **DDD Updates**

- A. **New Website** – The Division of Developmental Disability staff discussed that the new website was launched. It was launched as a soft launch so once it is fully launched communication will be sent out to collaborators that the website is up. Right now there are some documents that were on the previous website that are not on the current website due to accessibility issues.
- B. **Grievances and Appeals/ALJ** – There was one appeal for companion care, and the denial was upheld. No grievance or appeal made it to the level of an Administrative Law Judge.
- C. **SMART Data** – SMART data was discussed by Division staff. SMART stands for Systemic Monitoring & Reporting Technology. When looking at the SMART data a key number to be looking for is any percentage below 86%. 86% is the compliance percentage that the Centers

- for Medicaid and Medicare services looks at as either being in or out of compliance. SMART data was reviewed for the last fiscal year June 2022 through May of 2023. We also looked at SMART file review data for the last quarter. June of 2023 through September of 2023.
- D. Regional Map of Participants – The regional map and regional map data handouts were reviewed. The number of participants has remained close to September meetings numbers.
  - E. Financial Assistance Guidelines – The financial assistance guidelines were reviewed. Discussion was had on the Specialized Therapies Service. 196 participants are currently authorized for the service with an average budget of \$1,110. DDD is monitoring the usage to see if the limit would need to be increased. To increase the waiver limit, DDD would need to submit a waiver amendment. DDD is currently gathering a list of approved therapists for these specialized therapies and will be made available once it has been completed. Assistive Technology has been incorporated into the Family Support Waiver for quite a while. It is likely with the Alvarez and Marsal study they were referencing the addition of that service to the CHOICES waiver. Companion Care has no minimum age limit, but it needs to make sense. For example, a 3-year-old receiving companion care services to get socialization really doesn't make sense for how that service is intended for individuals to use.
  - F. Unified Case Management System – Joey gave an update on where the unified case management system currently is at. It is currently just starting to go live for Case Managers and some of the Community Support Providers. Family Support discussions will start occurring this summer to incorporate them into the IRIS system.
  - G. Common Law Option – An update was given on the Common Law option by the State. There are currently around 15 participants who are utilizing the Common Law option. The State is still receiving more requests for that option and are still fielding inquires on that option as well. Pat gave an overview on how the Common Law option went for their family and discussion was had on some of the paperwork as well. Some things are still being worked through, in regards, to adding additional funds to the families' authorizations.
  - H. Front Door to Supports – Kade gave an overview on the current number of phone calls that have been received through the Front Door. Also addressed from the State's perspective that it has not ran as smoothly as they had hoped, limited number of staff and a higher volume then expected led to delays in processing and delays in their responsiveness. Phone calls coming into the Front Door should not be on hold for a long period of time and the option should be given for families to leave a voicemail which intake staff should return in a timely manner. There are still some procedural issues with the Front Door but DDD is working through those in weekly meetings with DSS.
  - I. Coordinator Training – Conversation was had on how the Family Support Coordinators are trained. They are typically given a training by the State and by their employer. There is also a Foundation Series online training that is recommended for them as well. The Council did make a recommendation to possibly add regional coordinator trainings for coordinators to gain more knowledge about their specific area of the State.
  - J. Overview of Legislative Session – An overview of the upcoming Legislative Session was presented by Joey Younie. Advised the council on the length of session and topics that may be brought forward. The Alvarez and Marsal study is likely to be brought up again during session.

## **11. DD Council Update**

Arlene Poncelet presented on the DD Council update. She encouraged support for the Family Support Coordinators use of the Foundation Series.

Arlene also presented slides to the Council on the results of the START Survey and those slides have been posted to the Boards and Commission website.

**12. Advisement from the Council to DDD**

Brainstorming was had on how the council can assist with supporting advocacy and promoting positive change. A request was made to add future agenda item of Advocates for Change with Mary Kay Budmayr. Also, to be included would be how guardianship plays into waivers & w-9, with special consideration for support provider that lives with individual using services.

Pat spoke for Brittany that additional factors need to be taken for travel, with a new look at accommodations. Josh questioned the self-care of the individuals who manage these programs and how the State is taking care of these individuals, so they do not burn out.

Facebook Family Support website was discussed as an avenue to increase communication and resources between family members and provide updates on events.

Krista moved to add an agenda item for next meeting that DD services in the Dual Diagnosis arena with the possibility of having a MSW from the Human Services Center who currently specializes in psychiatric acute admissions to present, due to lack of appropriate DDD services in the mental health area.

Discussion was had on how to add more self-advocates to the council and to make the meetings more comfortable for self-advocates.

**13. Future Council Meetings**

Future meeting dates were discussed by the council.

Tentative dates and locations:

March 1<sup>st</sup> and 2<sup>nd</sup> – Sioux Falls

June 7<sup>th</sup> and 8<sup>th</sup> – Yankton (Depending on Mental Health Wellness Conference)

September 13<sup>th</sup> and 14<sup>th</sup> – Rapid City (West River)

December 6<sup>th</sup> and 7<sup>th</sup> - Pierre

**14. Share something you enjoyed from this meeting**

Council Members and State Staff shared something they enjoyed from the meeting.

**15. Public Comment**

None

**16. Adjourn**

Peggy made a motion to adjourn the meeting at 12:03PM CST, Brittany seconded the motion. The motion passed with a voice vote.

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Krista Johnson  
Secretary

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