

Affiliation Self Determination Workgroup Meeting Minutes:

May 12, 2004

10:00am to 1:00pm

Location: Ionia CMH

Present at the meeting: Bob Clingenpeel (GCCMH), Lynne Jones (ICCMH), Julie Dowling (ICCMH), Judy Scott (ICCMH), Amy Kurti (NCMH), Ingemar Johansson (MBCMH), Dan Alonzi (GCCMH), Tom Knudtson (CEICMH), and Kim Zimmerman (Affiliation)

Absent: Mary Ellen Papes (NCMH), Carolyn Hilley (GCCMH), April Fitzpatrick (MBCMH), Michael Brashears (CEICMH), and Bea Stevens (NCMH), George Ott (MBCMH)

Guests: Beth Durkee (Allegan CMH)

The meeting minutes from April 2004 were approved without revisions.

Discussion with Beth Durkee:

The following information was given by Beth: (all of information pertains to DD consumers as they have not started this with MI)

How they started:

- Allegan started slowly (she stressed the importance of this)
- They started by completing a mission statement for SD
- They received a DD Council grant
- Completed a strategic plan
- Completed a description of what SD means to them
- Set specific goals for Case Management
- All of their consumers must have a cost budget (different than individual budget)

Budgets:

- Service costs include administration costs (they may be taking out admin. costs for next year)
- CSM completes the budgets....they have access to the reimbursement files so that they can get costs
- They have a budget template that automatically tabulates taxes, insurance, workers compensation, etc...
- Cost of Fiscal Intermediary is included in the budget, but comes out of administration costs
- Allegan has a person assigned to manage the individual budgets....they do not go through Fiscal (budgets are NOT entered into the ledger individually....they are entered under programs)
- 88 consumers have individual budgets
- They completed budgets for consumers who have been in the system for awhile first
- Within the budget, they include for staff to purchase health insurance (when consumers are hiring their own personal care provider) (the stipend is included into hourly rate)
- Allegan will be assigning levels of control that will state how much control consumers are given over their budgets

Fiscal Intermediary:

- Allegan currently utilizes one FI
- They pay about \$1700/year per consumer for this service
- They have about 20 consumers using the FI
- The agency fronts the FI for 2 months of the \$\$\$ and then pay as the FI sends in bills
- They cost settle at the end of the year
- They have only one contract between the FI and the CMHSP
- The FI then has contracts with each consumer represented which act as authorizations
- They did not complete an RFP for hiring the FI
- An example of something they were able to do using an FI was to use Medicaid dollars to lease a vehicle for starting a business...they tied it to skill building and community living supports
- FI turns paperwork into CMH (uses CMH forms) and then they have an administrative assistant checking it over
- Can't funnel home help money through FI

Miscellaneous:

- Working on staff leasing agreement...the provider agency will hire the consumers person of choice, but will be under contract with CMH...this gives consumer power of hiring and firing
- As individuals choose to leave group homes and day programs, they adjusted budgets and did not replace staff when possible...this made it possible to move the money out of those services and into others
- Allegan contracts out for residential services, but directly operates most others
- Allegan offers to pay natural supports (non-responsible supports) to find employment for consumers versus having staff assist
- They do not offer consumers a choice other than to use their directly provided case management services
- They have not had to lay off staff as a result of Self Determination...They move money by not replacing staff when possible when staff choose to leave
- DD caseloads are typically around 23 to 24
- MI caseloads are typically around 28
- They turned their group home providers into supported living providers (they included the providers in the process from the beginning and found this would be the best way for the providers to maintain their services while meeting the needs of SD)
- They also have trained independent facilitators, but they are not used very much

June Core Group Report:

Topics to include in report to core group are:

- Remind of commitment to appoint a point person for SD efforts at each local agency
- Ask for commitment with target dates for completing individual budgets...first date will be August 31st for each agency to have 3 individual budgets completed (both MI and DD consumers)
- Also ask for requirement that all consumers will have a cost budget completed (start with all CSM consumers)
- Update on presentations by Mike Head/Pam Werner, Beth Durkee, and Dave Short

Other:

- Ingemar updated the group on the National Self Determination Conference he attended in Atlanta
- Julie handed out a sheet that Ionia's local SD group completed which listed out the bulleted/major points of the state SD policy
- It was suggested that we look to set up an informational meeting with the individual that Allegan uses as an FI to see if he can clarify the process for us and to see if he would be someone we could utilize as well **(Kim will follow up with this one)**
- We requested that our Affiliation be able to meet with Ric Crowley for an individual budget workshop....Beth stated that Ric would probably be available to meet with our Case Managers for a workshop on completing budgets....Beth also stated that Ric may be available to meet with the CEO's and CFO's to discuss the process and organizational change related to SD **(Kim will follow up with Bob Sheehan and Ken Slater on this and then coordinate possible times with Beth)**
- **Train the Trainers for SD/PCP: Kim requested that everyone give her the names of who they would like to be their local trainers for SD/PCP...Kim will be setting a training date in June to complete this...anyone who has not given Kim names, needs to email them to her ASAP....**

Next Meeting Agenda: Group members are to send agenda items to Kim.

Next Meeting: The next meeting will be at **Newaygo CMH on June 9, 2004 from 10:00am to 1:00pm.**

Meeting Minutes Submitted by: Kim Zimmerman
Affiliation Consumer Empowerment Specialist