

SUNCOAST REGION QUALITY  
STEERING COMMITTEE

Meeting Minutes  
August 11, 2008

**Attendance:** Carl Littlefield (APD), Betty Beauchaine (FCC), Rebecca Vasey (Consumer of Services), David Hawthorne (Provider), Ann Graybeal (parent), Debra J. Killion (Division of Voc. Reh.), Tom Nurse (parent), Marcia DiGrazia (AQL), Janis Alberti (provider).

**Guests:** Marie Murat (provider, Emmanuel Meteuus (provider), Harold Gross (APD), Chris Kulaga, (Delmarva), Anne Hendon (APD).

**Not in attendance:** Jennifer Stone (provider), Pat Hayston (Family Member), Joanna H Rydzewski (CDC+), Karlton Ballard (Transition), Deborah Davis (Transition), Cliff Capon (Consumer of Services), Don Mailler (Provider/Support for Cliff), Patty Rendon (WSC), Debra Morgan (Provider / support for Rebbeca.

**Meeting began at 10:00 am at the St. Petersburg office.**

---

The minutes were accepted with revisions.

**Harold Gross-** Reviewed information submitted to member which originated from the Handbook, the IRS Service 20 Factor Test and finding from a litigation of a current provider. This topic has been address by the department in previous years and the findings have been that APD is not involved in Agency's business. Agencies are trained on the law and how they must be in compliance with the law. The "head" of an agency is responsible for ensuring that all those who work for him/her must also comply with the law. APD does not get involved with their relationship.

There continued to be concern regarding a contact given to a In-Home support to sign from their boss, APD's agency. To some of the members there were statements in the contact that seemed to contradict the intent of HCBS waiver. **A motion was made, seconded and approved by the committee to have the contract reviewed by the APD legal staff to determine if there is any conflict.** Marcia will ensure that the legal department receives this request.

There was further discussion on the quality of independent contractors. Both Anne Hendon and Marcia DiGrazia emphasized the amount of training that the Agencies receive regarding the training requirements for each direct care person

regardless of what the provider calls that person. The members were reminded about the complaint protocol. If a provider is not providing a quality service, has completed required training or in general does not understand anything about their job, the family member should be calling in a complaint.

**Anne Hendon** – Reviewed the procedure for enrollment of transportation providers. The method is to fill out packet that encompasses the need to meet the requirements of the CTC provider. The proposed rate can only be a trip rate not a per mile rate and the rate must be lower than the CTC rate. In addition, the CTC provider has to give the new potential provider a letter stating that the CTC cannot provide the transportation requested. The CTC also has to be willing to sign on the potential provider as an alternate provider. The potential provider must also have the names of consumers who are without transportation. The support coordinator must explore all options for transportation that are available to assure that there are no existing options. Once all of those requirements are met, the packet goes to Kent Carroll in Tallahassee for approval or denial.

The concern with the CTC provider (SCAT) is that they are charging an extra reservation fee, over the waiver rate. Anne Hendon stated that she would look into this and get back to the group at the next meeting.

**Marcia DiGrazia** – Updated the progress of the Statewide WSC preservice curriculum. Due to many changes in policies and procedures the curriculum is constantly being updated before it can be completed. The Florida Center for Inclusive Community is working with the task force to develop competency based training. Rene Johnson let me know that she would welcome any suggestions to the curriculum.

#### **APD UPDATE: CARL LITTLEFIELD –**

- APD estimates that 25% or less will be impacted in a negative way. Until we start implementing the Tier, we will not know the true impact. When asked about being in the wrong Tier, Carl noted that a person would contact their support coordinator, unless we get other instructions. The state has not had a conference call on the implementation since the announcement. As we receive updates on activities, Marcia will notify the Steering committee members.
- There is 19 OPS staff doing the OSI assessments. The purpose of the assessment is to determine the current needs (Medically necessary) of each individual we are serving. It is not to select the Tier.
  - **Recommendation to Area 23:**
  - **A motion was made, second and approved:** APD SunCoast should do a Tier/QSI Assessment impact study. The impact study would compare the number of QSI assessments done with the number of Tier reductions required. The study would note needs indicated by assessment that would decrease needs of service and thereby move a person to a lower Tier."

- Carl was asked about APD going to a 4 day work week. Nothing has been decided. There was a discussion about ADT's changing to 4 days a week, 8 hours a day. As far as its effect on rates or the Handbook. Those changes would have to be made by the legislators before any provider could make any changes.

The meeting was adjourned at 12:04.

The next meeting will be on September 15, 2008 at 1313 Tampa Street, Room 517, and Tampa, Florida.