

SUNCOAST REGION QUALITY  
STEERING COMMITTEE

**Meeting Minutes**  
**November 10, 2008**

**Attendance:** Betty Beauchaine (FCC), Rebecca Vasey(consumer), Deborah Morgan (Support for Rebecca), Rebecca's WSC, Tom Nurse (parent), Anne Grabel(parent), Janice Alberti (provider), Marcia DiGrazia (AQL), Dierdra Walker, (provider/Chairperson).

**Guest:** Judith Redding (APD), Gary Hartfield, (Provider), Mike Patrick (Consumer), Glorie Singleton (APD).

**Absent:** Joanna H Rydzewski (CDC+), Patricia Hayston (Family), Carl Littlefield (APD), Patty Rendon, WSC, Jen Stone (Provider)

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Meeting began at 10:10 am at the Tampa office.

The minutes were reviewed and approved.

**Introductions were made.** . The new person was Mike Patrick. He is thinking about becoming a member of the Steering committee. Marcia DiGrazia will send him information and an application through his friend Gray Hartfield.

**COST PLANS:**

At the last meeting there was a question regarding the requirement of CDC+ consumers needing to sign their annual cost plans. Marcia DiGrazia addressed this question with Denise Oetinger who is the Medicaid Waiver Coordinator for the SunCoast Area. She confirms the Coverage and Limitation Handbook requirement that the consumer/guardian must sign the final approved annual cost plan.

Although it was agreed that some consultant may not be following this process, Ms. Oetinger stated in an email to Ms. DiGrazia, that she would address the need to all consultants at the next Waiver Support Coordinator meeting.

**PROCESS MAPS:**

Glorie Singleton presented a copy of the draft process maps within the SunCoast Area. The members understood that they were to get a copy to review. A copy was made for each member, noting that with the re-organization, few of the processes were complete.

The purpose of the process mapping in the SunCoast is to eventually have maps on the web site for individuals, families and providers to view systems as they are involved and have a better understanding.

The members asked if the processes could be prioritized and deadlines be given. This might expedite processes being completed more effectively and efficiently. Deirdra will send a recommendation letter to Carl with this suggestion.

The members discussed the purpose for our committee is to review the effectiveness of systems in place (policies and procedures), than process maps. Process maps are not required of area offices. The SunCoast decided to work of this as part of their quality assurance method.

### **NEW BUSINESS:**

Rebecca Vasey asked that we cancel the December meeting due to the holiday activities. Many other members stated that they were behind in their work due to activities that have come down from the Central office. Tom Nurse wanted to meet since the Central office should be discussing more budget cuts. We discussed options for hearing about that information. Since not all members were at the meeting, Deirdra Walker (chairperson) said she would contact the other members and send out an email regarding the next meeting.

Members discussed the feasibility of meeting with the Family Care Council (FCC). Pauline Lipps, chairperson of the FCC, stated that she did not feel it would work at this time. Most people did not want to meet for two or three hours that it would take to cover business of the FCC and the Steering committees.

Marcia DiGrazia will have the list of 2009 meeting before the end of December.

Deirdra Walker asked if there was a motion for a co-chairperson. Tom Nurse volunteered. Betty Beauchaine motioned that Tom Nurse be made co-chair. It was seconded by Rebecca Vasey and all members approved.

Tom Nurse talked about providers of home modifications. He stated that he had discussions with some provider and they are not receiving any business, only assessments. Marcia DiGrazia stated that she review this with Denise Oetinger from the Medicaid Waiver Unit. Nothing has changed in the approval process that would be prohibiting consumers from receiving this service if it were shown to be medically necessary. It is possible that some consumers may be prioritizing other services over home modifications.

**Motion to adjourn was approved:**

**Next meeting is January 12, 2009 at Tampa office.**

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