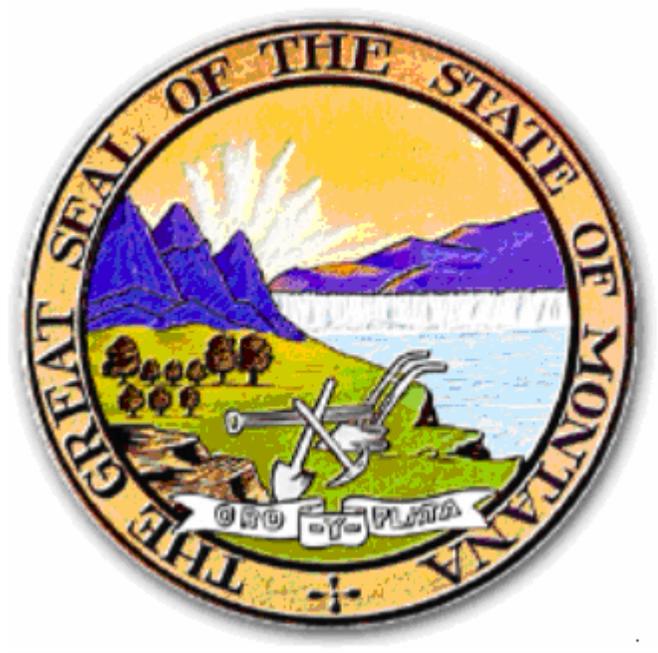


SENATE BILL 5

Work Plan



Montana Department of Public Health and Human Services

**Developmental Services Division
Developmental Disabilities Program**

October 22, 2019



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1.0 INTRODUCTION

1.1 About this Document

The Montana Department of Public Health and Human Services (DPHHS), Senate Bill 5 (SB5) Work Plan identifies stakeholders, strategies, and processes for implementing SB5. The goal of the Plan is to ensure the scope, participants, roles, responsibilities, and project objectives are clearly identified.

1.2 Reference Documents

Document Title	Location
DDP Policy and Procedures Manual	Disability Services Division SharePoint Site
Incident Management Manual	Disability Services Division SharePoint Site
Medical Emergencies Calling 911	Disability Services Division SharePoint Site
Medication Certification Manual	Disability Services Division SharePoint Site
MT ARM 37.34.1401 – Positive Behavior Supports	Disability Services Division SharePoint Site
MT ARM 37.34.1501 – Incident Reporting and Handling	Disability Services Division SharePoint Site
Provider Specifications for Service for the 0208 HCBS Waiver Program Matrix	Disability Services Division SharePoint Site
QAOS Final	Disability Services Division SharePoint Site
QAOS Desk Level Procedure	Disability Services Division SharePoint Site
QAOS Policy	Disability Services Division SharePoint Site
Urgent Care Policy Memo	Disability Services Division SharePoint Site



1.3 Terms and Acronyms

Term	Definition
ARMs	Administrative Rules of Montana
DPHHS	Department of Public Health and Human Services
DSD	Developmental Services Division
DDP	Developmental Disabilities Program
MCA	Montana Code Annotated
PSPs	Personal Support Plans
QAOS	Quality Assurance Observation Sheets
SB5	Senate Bill 5

2.0 GENERAL INFORMATION

Project Name: SB5 Project

Date: October 22, 2019

Controlling Agency: DPHHS

Prepared by: Rebecca Corbett

Authorized by: Rebecca de Camara

3.0 PLAN PURPOSE

SB 5 was passed last legislative session and requires the Department to review rules, polices, and procedures to identify areas that are inconsistent, duplicative, not cost effective or efficient, or create the potential for waste of resources, while incorporating stakeholder input to eliminate or revise rules, policies, and procedures that fit the above criteria.

4.0 PLAN GOALS

The Developmental Services Division (DSD) has established the following goals to manage SB5:

- Goal 1: Complete an initial review of all Developmental Disabilities Program (DDP) rules, policies, and procedures, and
- Goal 2: Complete a comprehensive review and eliminate identified areas of concern.



Following are the plan objectives for each goal.

Goals	Objectives	Business Outcomes
1 – Initial Review	Establish a provider and advocate workgroup to manage SB5	Ensure participants can provide input
	Gather DDP rules, policies, and procedures for workgroup members	Ensure workgroup members are able to review all documents
	Identify and prioritize topics to be included in the review	Ensure all DDP topics are included
	Review items related to the list of priorities	Ensure the workgroup stays within scope of project
2 – Comprehensive Review and Eliminations	Determine ongoing reasonable necessity pursuant to 2-4-305	Ensure necessity of review and eliminations
	Determine costs and benefits to providers of community services and to the state of continuing each rule, policy, or procedure	Ensure cost-effectiveness for providers of community services
	Eliminate rules, policies, or procedures identified as duplicative, not cost-effective, inconsistent, or those that create potential for waste of resources	Ensure items identified as duplicative, not cost-effective, inconsistent, or those that create potential for waste of resources are eliminated

The SB5 Project will support the following DPHHS strategic goals:

- Goal 4: Effectively engage stakeholders, and
- Goal 5: Ensure core business services are efficient, innovative, and transparent.

5.0 PLAN SCOPE

The SB5 workgroup met in September 2019 and identified a list of twenty topics to be reviewed as part of the SB5 project. The workgroup determined the most efficient way to proceed was to prioritize the list of topics. Once the first four prioritizations have been reviewed, the workgroup will prioritize the remaining topics.

Priority	Item
1	Incident Management Procedures and Rules
2	Process for Developing and Administration of Personal Support Plans (PSPs)
3	Training Requirements
4	Quality Assurance Policies and Procedures
	Medicaid Autism Rules in Draft
	Transition Into Adult Services Not Clearly Described



	90-Day Discontinuation Rules and Porting Policy
	Moratorium Process (QAOS)
	HCBS Settings Rule
	Eligibility Manual
	Waiting List
	Waiver Documents
	Vocational Rehabilitation Referral Guide
	Medical Director Documents, Medication Certification Manual, Mortality Review
	Supported Living
	Policy and Procedures Located on Website
	Provider Rates Manual
	Program Services Manual
	Self Direction Located on Website
	MT ARMs in 37.34

6.0 PLAN MILESTONES

Milestone	Description	Date
Initial Review	<ul style="list-style-type: none"> Establish a provider and advocate workgroup to manage SB5 Gather DDP rules, policies, and procedures Identify and prioritize topics to be included in review Review rules, policies, and procedures related to list of topics 	September – October 2019
Comprehensive Review	<ul style="list-style-type: none"> Determine ongoing reasonable necessity Determine costs and benefits to providers of community services and to the state of continuing each rule, policy, or procedure 	Ongoing
Elimination of Rules, Policies, or Procedures – may include:	<ul style="list-style-type: none"> Eliminate rules, policies, or procedures 	Ongoing



ARMs, Waiver, or State Plan Amendment	that are identified	
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7.0 PLAN AUTHORITY

- Authorization**

SB 5, introduced by Senator Diane Sands, has been requested by the Montana Legislature Children, Families, Health, and Human Services Interim Committee and authorizes DPHHS to review rules, policies, and procedures related to community developmental disabilities services for cost effectiveness and requires DPHHS to eliminate rules that are duplicative or not cost-effective.

- Project Manager**

Rebecca Corbett will act as the Project Manager for the SB5 Project. Ms. Corbett is the Medicaid Reform Initiative Specialist for DSD, reporting to Administrator, Rebecca de Camara. As the Project Manager for this project, Ms. Corbett has the authority to organize workgroup members and resources as approved by the Montana Legislature. Ms. Corbett will be responsible for ensuring the successful management and implementation of items identified during the SB5 workgroup meetings while maintaining the Scope of the Project.

- Oversight (Steering) Committee**

Ms. Corbett will lead this project with the oversight and direction from the workgroup committee and executive leadership.

Workgroup Members and Contact Information

Member Name	Division / Organization	Email Address
Rebecca de Camara	DSD/DPHHS	rdecamara@mt.gov
Lindsey Carter	DSD/DPHHS	lcarter2@mt.gov
Shannon Cole-Merchen	DSD/DPHHS	scole-merchen@mt.gov
Rebecca Corbett	DSD/DPHHS	rcorbett@mt.gov
Beth Brenneman	Disability Rights MT	beth@disabilityrightsmt.org
Brooke Bartholomew	DEAP	bbartholomew@deapmt.org
Jason Butcher	Family Outreach	jbutcher@familyoutreach.org
Cal Calton	Residential Support	ccalton@rssmt.com



Member Name	Division / Organization	Email Address
	Services (RSS) MT	
Michelle Ferguson	Easter Seals Good Will (ESGW)	michellef@esgw.org
Josh Kendrick	Opportunity Resources, Inc. (ORI) MT	joshk@orimt.org
Jean Morgan	Westmont	jmorgan@westmont.org
Chris Redman	Disability Rights MT	chris@disabilityrightsmt.org
Fran Sadowski	Missoula Developmental Service Corporation (MDSC) MT	fsadowski@mdscmt.org
Denise Smith	Acumen	denises@acumen2.net
Ann Treece	Step Inc	annt@step-inc.org
Lori Wertz	Quality Life Concepts (QLC)	lori.wertz@qlc-gtf.org

8.0 COMMUNICATION PLAN

The communication approach for this project has three focus areas: SB5 workgroup members, DPHHS executive leadership, and the Children, Families, Health, and Human Services Legislative Interim Committee. Additionally, the project team will update the Montana Council on Developmental Disabilities on the progress and outcomes of this project.

Roles and Responsibilities

Name	Role or Title	Responsibility
Marie Matthews	Branch Manager, DPHHS Medicaid and Health Services	Final DPHHS approval for all communication
Rebecca de Camara	Administrator, DPHHS DSD	Final DSD approval for all communication
Rebecca Corbett	Medicaid Reform Initiative Specialist, DPHHS DSD	SB5 Project Manager
Lindsey Carter	Supervisor, DPHHS DSD	Direct communication with developmental services providers and advocates
Shannon Cole-Merchen	Regional Manager, DPHHS DSD	Capture meeting minutes

Project Team Communication Plan



Audience	Communication Type	Delivery Mechanism	Frequency
Senator Sands	SB5 Project Charter	In-person meeting	One-time
DPHHS Executive Leadership	Meeting minute summaries and project progress	Summary Reports	Monthly
SB Workgroup	Meeting minutes including action items and decisions	DPHHS DSD Website	Monthly
Advocacy Groups	Project progress updates	Advocacy group meetings	Ongoing

9.0 MANAGEMENT CHECKPOINTS

Checkpoint	Evaluation Criteria
SB5 Project Charter Approval	Meets executive leadership criteria
Completion of Goal 1: Initial Review	Meets workgroup criteria and able to move to next goal
Completion of Goal 2: Comprehensive Review and Elimination of Identified Areas of Concern	Meets workgroup, executive leadership, and Montana Legislature criteria and project can be closed