**Adult Services Committee Meeting**

**March 9, 2022**

**Committee Chairs:** Angela Ellis, Felissa Ferrell, Brandy Mann, Samantha Hurd

**Members in Attendance:**

Adrian Black

Algernon McKenzie

Alishia Holloway

Alison Banzhoff

Amanda Smith

Amy Pridgen-Hamlett

Angela Ellis

Angela Spencer

Angi Karchmer

Angie Phillips

Anna Perry

Anne Cooper

Anthony Hodges

April Black

April Snead

Ashley Lantz

Beverly Ruppard

Brandy Mann

Brittany Borders

Bunny Critcher

K. Calhoun

Caroline Hedrick

Carolyn Perry

Carye Dickerson

Cathy Murray

Charles Lycett

Chelle Craig

Chiquita Gooding-Register

Christine Dowdell

Clavaughn Esperance

Crista Ramroop

Crystal Jackson

Darcey Wiggins

David Richmond

Deana Garner

Debbie McGuire

Debbie Green

Diane Hayden

D. Clayton

Donza McLean

Edwin Bass

Emily Parker

Felicia Exum

Felicia Wood

Geoffrey Marett

Gina Harris

Glenn Osborne

Greta Murphy

Heather Ball

Heather Skeens

Jack Moore

Janeen Gordon

Jannon VanHonk

Jennifer Teague

Jessica Wall

Jill Roberts

Jill Sampson

Joann Windley

Jonah Williams

Joni Perry

Julie Sebastian

Karen Crowder

Karen Harrington

Karen Young-Shaver

Kate Walton

Kathi Graham

Katie McCarron

Kim McGuire

Klarissa Albritton

Kody Krebs

Korey Fisher-Wellman

Kristin Bonoyer

Kristina Kiska

LaDawn Pearson

Latoya Heath

Laura Deal

Lauren Bissette

Laurie Potter

Laverne Blue

LeAnn McKoy

LeCorey McCrary

Linda Young

Lisa Dudley

Lisa Osborne

Lori Leggett

Lula Jackson

Lynette Wellons

Lynn Thomas

Lynn Swett

Marcy Mays

Mardrecius Edwards

Mary Beth Rubright

Matt Hillman

Melanie Corprew

Melinda Lane

Melinda Hudson

Melissa Hill

Melody Cummings

Misti Merritt

Monique Freeney

Nedra Williams

Pam Dennis

Priscilla Delano

Rebecca Johnson

Rebecca Neil

Renae Minor

Rich Ohmer

Robert Lee

Ryan Garcia

Samantha Hurd

Sarah Richardson

Scott Craver

Sean Dwyer

Shannon Myers

Sharnese Ransome

Sharon McLeod

Stephanie Hancock

Susie Branch

Tameka Riggsbee

Tammy Day

Teresa Hargett

Tonja Davis

Tony Carpenter

Traci Corn

Trish Baker

Urshia Harris

Valerie Phelps

Wendy Boone

Wendy Winslow

Wendy Stanton

Wes Stewart

Yvette Smith

**Welcome-**Brandy welcomed everyone to the meeting. Remember, if you need presentation materials, go to <https://www.ncacdss.org/meetings/adult-services-committee/>

**Approval of February 9, 2022 meeting minutes**: Angela Ellis, Martin County, made the motion; Angi Karchmer, Gaston County, made the second. Minutes approved.

**DHSR: Public Record Requests for DSS Corrective Action Reports-** Megan Lamphere and Tameka Riggsbee-DHSR

* Corrective Action Report:
  + CARs fall under GS 131D 26 Enforcement and Investigation; use DHSR/AC #4607 form
  + It is a written enforceable agreement between the facility and the regulatory agency.
  + Investigation has be completed within 60 days
* DSS agency is the custodian of CARs. Record retention should be based on the recommended record retention schedule for DSS agencies (<https://archives.ncdcr.gov/government/local-government-agencies/county-social-service-agencies-schedule> )
* The adult care licensure section does not post CARS on the website.
  + Facility Inspections, Ratings and Penalties <https://info.ncdhhs.gov/dhsr/acls/star/search.asp>
* Principles of Documentation
* Survey Process-determines compliance or non-compliance according to rule or statute
  + AHS initiates a focused monitoring or receives a complaint, they will follow the survey process.
* CAR-documents and records non-compliance of the rule are of statute
* Contains the legal documentation that records non-compliance concerning rule or statute.
* AHS need to follow the Principles of Documentation when communicating findings.
* AHS and Adult Services Supervisor are required to take training per GS 131D-2.12. Training can be found at the County DSS Resources/SharePoint site.
* What is in the CAR
  + Observations-source, date time and location
  + Interviews-date, time, titles and identifiers
  + Records/Reviews-type of document, date
    - Remember, sensitive information such as resident names and other identifying items are not included in the CAR(residents are assigned numbers, staff assigned letters). This information if found in the documentation tools used in the survey in the agency’s sensitive file for that facility. Because of this, when a public records request is received, there is no need to redact information, because is should not be included in the CAR..
* Confidentiality 131D-2.14(4)
  + Notwithstanding any law to the contrary, Chapter 132 of the NCGS, the public records law, applies to all records of the State Division of Social Services of the Department of Health and Human Services and of any county department of social services regarding inspections of adult care facilities ***except for information the records that is confidential or privileged, including medical records, or that contains the names of residents or complainants.***
  + All CAR are subject to Public Records Law. When a request is made to local DSS, the DSS Agency author should fulfill the request.
  + To release other information, such as information in the sensitive file, the requestor should need to obtain a court order.
  + Should there be specific questions related to public records request, it is recommended that the agency seek further guidance from their county attorney.
* Remember, the CAR becomes part of the subsequent legal proceedings arising from contested decisions.

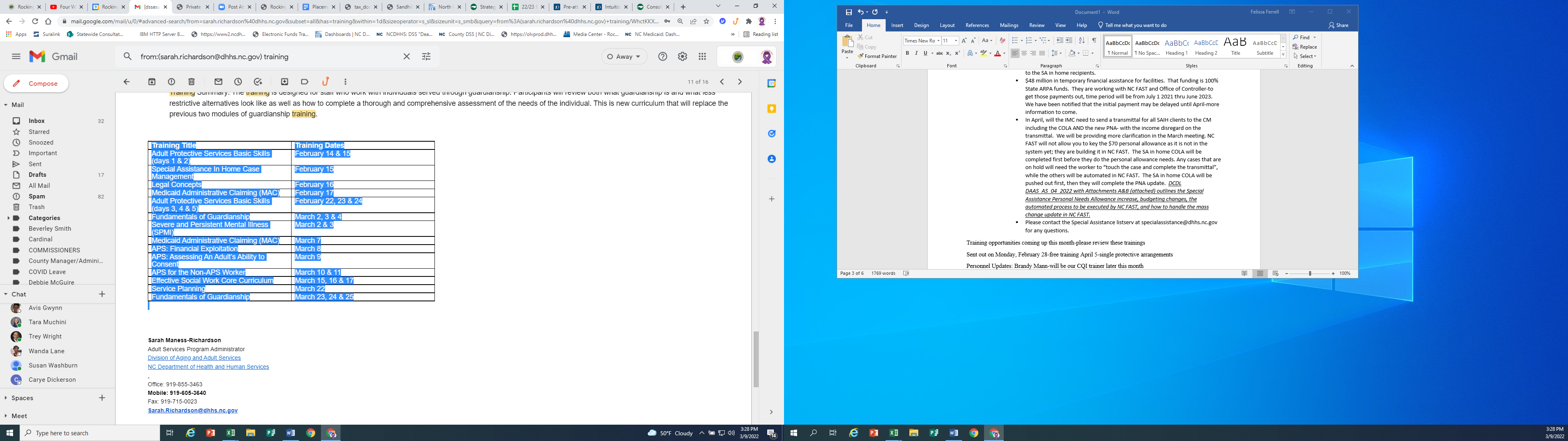
A future training is in development from DHSR/ACLS concerning legal record keeping. Keep in mind our attorneys do provide assistance/guidance when doing work under GS 131D. This training will focus on how to gather information, what to keep, what to release and what is considered confidential. Examples will include DSS CARs that have gone to court.

Questions: [DHSR.AdultCare.Questions@dhhs.nc.gov](mailto:DHSR.AdultCare.Questions@dhhs.nc.gov) or [DHSR.AdultCare.Training@dhhs.nc.gov](mailto:DHSR.AdultCare.Training@dhhs.nc.gov)

Question from the session: Can we release whatever law enforcement needs during a criminal investigation? Anything that is public record yes, but any other information, please consult with your county attorney, as it may require a court order.

**Partner Updates:**

* **ACLS:** Megan Lamphere/Tameka Riggsbee-We are currently in our review. We are working on legislation that has come down and working on policy concerning this legislation.
* **DAAS:** Sarah Richardson and Angie Philips
  + Adult Services monthly survey is due today
  + APS Essential Services Fund tool questions was sent out by Sarah on March 2; complete it each month to receive reimbursement
  + Statewide consultation virtual meeting is March 24, 2022-links will be sent out soon
  + Updated MAC Report sent out on March 2 for January service month
    - Projected to have over 10 million in reimbursements, review MAC reimbursement Report for SFY22
    - Question: How do you see the random moment sampling impact APS MAC revenues for specific counties? DAAS-we have not ran any reports to see how that would impact counties. I know this has been in discussion for awhile.
  + State Guardianship Contracts-July 1, 2022-June 30, 2023 will be managed by NC DAAS staff. The workgroup will begin shortly to discuss-includes DSS leadership, DHHS leadership, local DSS adult services leadership, local DSS leadership
  + Special Assistance SB 105-Section 9A.2, 91.1, 9A.3A
    - Effective Jan 1-$46 to $70 January 1-50% county/state. SA beneficiaries Personal Needs Allowance (PNA) increase in April, with retroactive supplements beginning January 2022. *DCDL PNA CHANGE\_2\_18\_22(002)*
    - Question: Does the PNA increase apply to SAIH clients also? Yes, it does apply to the SA in home recipients.
    - $48 million in temporary financial assistance for facilities. That funding is 100% State ARPA funds. They are working with NC FAST and Office of Controller-to get those payments out, time period will be from July 1 2021 thru June 2023. We have been notified that the initial payment may be delayed until April-more information to come.
    - In April, will the IMC need to send a transmittal for all SAIH clients to the CM including the COLA AND the new PNA- with the income disregard on the transmittal. We will be providing more clarification in the March meeting. NC FAST will not allow you to key the $70 personal allowance as it is not in the system yet; they are building it in NC FAST. The SA in home COLA will be completed first before they do the personal allowance needs. Any cases that are on hold will need the worker to “touch the case and complete the transmittal”, while the others will be automated in NC FAST. The SA in home COLA will be pushed out first, then they will complete the PNA update. *DCDL DAAS\_AS\_04\_2022 with Attachments A&B (attached) outlines the Special Assistance Personal Needs Allowance increase, budgeting changes, the automated process to be executed by NC FAST, and how to handle the mass change update in NC FAST.*
    - Removal of CAP on the number of allowable SAIH slots. Policy states you update/work your waitlist-you need to evaluate your ability to do this work. Please send your questions to Adult services listserv.
    - Please contact the Special Assistance listserv at specialassistance@dhhs.nc.gov for any questions.
* Personnel Update: Brandy Mann will be joining the NC DAAS team as their new CQI in the Eastern Region.
* Free Webinar on Single Protective Arrangements and Single Transactions under GS 35A-1121, scheduled April 5, 2022 by SOG.
  + - Training available at NCSWLearn:



* **DMH/DD/SAS:** Lisa Jackson-reported out by Brandy Mann
  + New state funded services are being added to the Intellectual and Developmental Disability benefit plan related to residential services and supports:
    - Residential Supports (I/DD and Traumatic Brain Injury) and
    - Supported Living Periodic (I/DD & TBI)
  + The implementation date for these will be May 20, 2022.
  + If you have any questions or would like more information, please contact Stephanie Jones at 984-236-5043 via e-mail [DMHIDDCONTACT@dhhs.nc.gov](mailto:DMHIDDCONTACT@dhhs.nc.gov).
* National Core Indicators®- Intellectual and Developmental Disabilities (NCI®-IDD), a collaboration between the National Association of State Directors of Developmental Disabilities Services (NASDDDS) and the Human Services Research Institute (HSRI), has released the **2020 Staff Stability Report and COVID-Supplement**.
  + This report represents information from nearly 3,000 providers from 26 states and the District of Columbia offering an important picture of the circumstances faced by intellectual and developmental disabilities support providers during the height of the pandemic.
  + <https://www.nationalcoreindicators.org/upload/core-indicators/2020StaffStabilitySurveyReport_FINAL.pdf>
  + <https://www.nationalcoreindicators.org/upload/core-indicators/2020StaffStabilitySurveyReport_COVID_SUPPLEMENT_FINAL.pdf>
* For the below updates, please feel free to reach out to Suzanne Thompson, Community Engagement and Empowerment Team Leader, at: [Suzanne.thompson@dhhs.nc.gov](mailto:Suzanne.thompson@dhhs.nc.gov) if you would like to receive more information:
  + State Consumer and Family Advisory Committee (SCFAC) meeting: this meeting is open to the public;
  + Visit the State CFAC page for more information: www.ncdhhs.gov/divisions/mhddsas/councils-commissions/state-consumer-and-family-advisory-committee.
  + Next Meeting: **Wednesday**, **March 9, 2022 –Hybrid meeting, 9am-3pm**
  + Speakers include:
    - Debra Farrington, DHB COO
    - Deepa Avula, DMH/DD/SAS Director
    - Daniel Pietrzak, Exec. Director of the Brain Injury Assoc. of NC
  + Join by web browser: https://tinyurl.com/htra3ane
  + Phone in option: 1-415-655-0003
  + Meeting Number: 24255343106
* Standard Plan Advisory Committee: All Standard Plans are looking for beneficiary members to serve on their committees, similar as with CFACs; the committees are contractually mandated. Beneficiaries must compose 51% of these committees and meetings are having to be cancelled because they don’t have the number of beneficiaries needed to conduct the meeting. Providers can represent the other 49% of the meeting composition. There must be a committee in every region. Again, please reach out to Suzanne Thompson if you would like more information.
* There will be a Department-sponsored Competitive Integrated Employment (CIE) webinar tomorrow:
  + - **Registration Link:** [https://attendee.gotowebinar.com/register/504378290823763726](https://urldefense.com/v3/__https:/attendee.gotowebinar.com/register/504378290823763726__;!!HYmSToo!IMWtnC1UlHfxaDqsdR7xgNjSkWEHmnl0AfgT4go_1O3dr2Los2Cr-moe5mi4BNzNtg$)
    - **Website:** [https://www.ncdhhs.gov/about/department-initiatives/competitive-integrated-employment](https://urldefense.com/v3/__https:/www.ncdhhs.gov/about/department-initiatives/competitive-integrated-employment__;!!HYmSToo!IMWtnC1UlHfxaDqsdR7xgNjSkWEHmnl0AfgT4go_1O3dr2Los2Cr-moe5mi9kKNTKw$)
    - The webinar tomorrow will be the first in a “lunch and learn” series re: CIE and will include presenters across divisions; here is a schedule for upcoming meetings on the second Wednesday of each month:
      * 03/9/2022
      * 4/13/2022
      * 5/11/2022
      * 06/08/2022
      * 07/13/2022
      * 08/10/2022
      * 09/14/2022
      * 10/12/2022
      * 11/09/2022
      * 12/14/2022
* **Medicaid Managed Care Hot Topics Meetings**
  + - Every 3rd Thursday of the month from 5:30 p.m.-6:30 p.m. Medicaid Hot Topics Tailored Plan and Behavioral Health
    - Mar 17, 2022 05:30 PM
    - Apr 21, 2022 05:30 PM
    - May 19, 2022 05:30 PM
    - Jun 16, 2022 05:30 PM
    - Register for 3rd Thursday webinars

Final comments:

* **Starting in April 2022, Adult Services Committee will only be sending information out to the Directors or placing the information on the NCACDSS website, we will not be maintaining the adult services committee listserv**: <https://www.ncacdss.org/meetings/adult-services-committee/>
* **A HUGE THANK YOU to BRANDY MANN!** Congratulations on you new position; thank you for your work and dedication as a director and with the adult services committee.