

Schedule 13 Funding Request for the 2014-15 Budget Cycle

Department: Health Care Policy and Financing
Request Title: New Operational and Membership Funds for the Division for Developmental Disabilities
Priority Number: R-16
Dept. Approval by: Josh Block *[Signature]* 11/1/13 Date
OSPB Approval by: *[Signature]* 10/24/13 Date

- Decision Item FY 2014-15
- Base Reduction Item FY 2014-15
- Supplemental FY 2013-14
- Budget Amendment FY 2014-15

Line Item Information		FY 2013-14		FY 2014-15		FY 2015-16
		1	2	3	4	6
Fund		Appropriation FY 2013-14	Supplemental Request FY 2013-14	Base Request FY 2014-15	Funding Change Request FY 2014-15	Continuation Amount FY 2015-16
Total of All Line Items	Total	1,764,066	-	1,738,183	172,002	172,002
	FTE	-	-	-	-	-
	GF	733,525	-	789,074	86,001	86,001
	GFE	-	-	-	-	-
	CF	131,410	-	63,057	-	-
	RF	23,910	-	23,910	-	-
	FF	875,221	-	862,142	86,001	86,001
(1) Executive Director's Office; (A) General Administration, Operating Expenses	Total	1,764,066	-	1,738,183	172,002	172,002
	FTE	-	-	-	-	-
	GF	733,525	-	789,074	86,001	86,001
	GFE	-	-	-	-	-
	CF	131,410	-	63,057	-	-
	RF	23,910	-	23,910	-	-
	FF	875,221	-	862,142	86,001	86,001

Letternote Text Revision Required? Yes: No: **If yes, describe the Letternote Text Revision:**
Cash or Federal Fund Name and COFRS Fund Number: FF: Title XIX
Reappropriated Funds Source, by Department and Line Item Name: N/A
Approval by OIT? Yes: No: **Not Required:**
Schedule 13s from Affected Departments: N/A
Other Information: Pursuant to HB 13-1314, the Division for Developmental Disabilities will be transitioned from the Department of Human Services to HCPF as of March 1, 2014. Therefore, the line items impacted by the request will be reflected in the Department of Health Care Policy and Financing.



COLORADO

Department of Health Care Policy
and Financing

Priority: R-16
New Operational and Membership Funds for
the Division for Developmental Disabilities
FY 2014-15 Change Request

Cost and FTE

- \$172,002 total funds, including \$86,001 General Fund in FY 2014-15 and beyond

Link to Operations

- The Division for Developmental Disabilities (DDD) is the state office that provides leadership and oversight for the direction, funding and administration of long term care services in the community for children and adults with developmental disabilities.

Problem or Opportunity

- The Division needs funding to participate in the State Employment Leadership Network (SELN), which provides access to resources for improving employment outcomes for people with developmental disabilities who are enrolled in day services; and, in National Core Indicators (NCI), which provides public developmental disabilities agencies the ability to measure and track their own performance, compare results across states and establish national benchmarks.
- The Department does not have the resources to fund training and travel for staff presence at national conferences and public forums to address updates to rules and policies; for staff training and professional development; or the full number of Program Quality Reviews needed for ongoing provider surveys, licensing or certification.

Consequences of Problem

- Ongoing efforts to improve employment outcomes for people with disabilities may be impeded without access to the tools offered by SELN.
- Colorado received one-time NCI grant funding for FY 2013-14, and without continued funding, will miss the opportunity to further capitalize on the NCI data measurement project.
- The Division has been unable to provide appropriate representation at national trainings and conferences; and program quality provider surveys have not been funded at adequate levels.

Proposed Solution

- The Department requests \$35,000 for SELN membership, which advances integrated employment that can enhance an individual's sense of self-worth, increase economic well-being and allow greater independence by improving their daily living skills.
- The Department requests \$69,102 for NCI membership, which will be instrumental in the identification of service delivery trends, policy planning and strategic development.
- Funding of \$67,900 is requested for training and travel costs that will enhance employee professional development and program management, for Program Quality Review travel costs for 4 FTE, and staff presence at public forums and national conferences.



COLORADO

Department of Health Care Policy and Financing

FY 2014-15 Funding Request | November 1, 2013

John W. Hickenlooper
Governor

Susan E. Birch
Executive Director

Department Priority: R-16

Request Detail: New Operational and Membership Funds for the Division for Developmental Disabilities

Summary of Incremental Funding Change for FY 2014-15	Total Funds	General Fund
New Operational and Membership Funds for the Division for Developmental Disabilities	\$172,002	\$86,001

Problem or Opportunity:

Pursuant to HB 13-1314, administration of long-term services and supports in the Division for Developmental Disabilities will transfer effective March 1, 2014 from the Department of Human Services to HCPF, Office of Community Living, as the Division of Intellectual and Developmental Disabilities. For purposes consistency and clarity, the Division will most often be referred to by its current name, the Division for Developmental Disabilities (DDD, or the Division) throughout this request. DDD is the state office that provides leadership and oversight for the direction, funding and administration of long term care services in the community for children and adults with intellectual and developmental disabilities. There are 36 FTE allocated to the Division for Developmental Disabilities.

The Division requires funding to participate in two strategic networks:

- 1) The State Employment Leadership Network (SELN), which provides access to resources for improving employment outcomes for people with developmental disabilities who are enrolled in day services; and,
- 2) National Core Indicators (NCI), which provides public developmental disabilities agencies the ability to measure and track their own performance, compare results across states and establish national benchmarks.

Additionally, the DDD does not have the resources to sufficiently fund training and travel for staff presence at national conferences and public forums to address updates to rules and policies; for staff training and professional development; or the full number of Program Quality Reviews needed for ongoing provider surveys, licensing or certification.

State Employment Leadership Network:

DDD funded membership in SELN in 2006, but could not continue funding due to budget restraints. As a result, the DD Council took up the funding as a way to continue to focus attention on Supported

Employment and to receive technical assistance from a group that has a nationwide perspective. However, the DD Council will not continue funding membership in the SELN because its Five Year Plan will be updated and employment will not likely be a priority. Additionally, the Council has lost \$41,000 due to sequestration and funds for SELN will not be available.

Participation in SELN provides training and collaboration opportunities to improve outcomes in employment, including individual customized employment. The Division is currently engaged in a performance management strategy to increase the number of participants receiving Supported Employment.

Currently, DDD examines the performance measure titled *Participants Receiving Supported Employment in Group and Individualized Settings*. The goal of this measure is to increase the number of participants receiving Supported Employment in group and individualized settings to 23% among those adults in the community with developmental disabilities who are enrolled in day services. Performance trends from calendar year 2012 to the first six months of 2013 have shown improvement, ranging from 19.3% to 22.4% in 2012, and peaking at 24.5% as of June 2013. The DDD has surpassed the 23% goal for improving Supported Employment outcomes and has exceeded the national Supported Employment average of 20.3%.

Recently, a more targeted performance measure was introduced titled *Participants Receiving Supported Employment in Individualized Settings*. This measure focuses on efforts to customize employment opportunities and serve individuals in the most integrated setting possible. The goal of this measure is to increase the number of participants receiving Supported Employment in individualized settings to 13% among those adults in the community with developmental disabilities who are enrolled in day services. This goal was set based on data obtained through the SELN. Performance trends from calendar year 2012 to the first six months of 2013 have been stable, ranging from 8.5% to 9.3%. Participation in SELN will be an important tool to meet this goal.

National Core Indicators:

The NCI core indicators are standard measures used across the states to assess the outcomes of services provided to individuals and families, including employment, rights, service planning, community inclusion, choice, and health and safety. Colorado was invited by the National Association of State Directors of Developmental Disabilities Services (NASDDDS) to participate in the NCI project. In turn, Colorado received one-time grant funding in the amount of \$29,820 to assist DDD in covering the costs of the first year of data collection and will join approximately 35 other states already participating in this project. DDD received notification in May 2013 that Colorado was accepted to participate in the NCI program. Colorado will be participating in the 2013-14 data collection cycle that runs during FY 2013-14.

The data collected as part of this project would supplement and complement the Division's efforts to measure performance outcomes centered on employment. Data obtained through participation in NCI will also expand the Division's ability to capture other personal outcomes including service planning, community inclusion, choice and health and safety. Colorado's participation in the NCI project has been vetted through DD system stakeholders, including families, advocates, providers and Community Centered Boards (CCBs) and has received favorable support.

Training and Travel Costs:

The Division does not have the resources to fund DDD staff presence at public forums to provide up-to-date information sharing with stakeholders, Community Centered Boards (CCBs) and the public. These meetings are critical as public and stakeholder input is required before new or modified waiver operations and other associated changes can be implemented. The Division has the responsibility to gather public and stakeholder input related to rules and policy changes.

Due to funding constraints in the Operating Expenses line, DDD has been unable to provide appropriate Division representation at National trainings and conferences that provide information on national trends, upcoming and ongoing federal initiatives related to Home and Community Based Services waivers and financial management tools. This has resulted in the DDD staff being behind on the most current national trends, data and training opportunities that are instrumental to staff development of program expertise. Staff training and development is needed to assist with professional development to improve productivity, cost-effectiveness and quality of program administration.

Program Quality Surveys have not been funded at adequate levels. Therefore, staff has not been able to conduct the appropriate number of surveys, which may result in the Division being out of compliance with the provider survey schedule included in the HCBS Waiver.

Proposed Solution:

This request is for \$172,002 total funds, including \$86,001 General Fund, in FY 2014-15, FY 2015-16 and beyond, 0.0 FTE, for the Operating Expenses line item as outlined below. The request does not require a statutory change. The request includes:

- \$35,000 for the membership fee for the State Employment Leadership Network (SELN);
- \$69,102 for participation in National Core Indicators (NCI) data collection and measurement project;
- \$67,900 for travel costs to 8 public forums to address updates to rules, policies and procedures; training costs for registration fees, materials, and travel expenses; Program Quality Review travel costs to conduct initial and ongoing provider surveys and provider licensing or certifications.

The request will impact the Department of Health Care Policy and Financing (HCPF). Pursuant to HB 13-1314, administration of long-term services and supports in the Division for Developmental Disabilities will transfer effective March 1, 2014 from the Department of Human Services to HCPF, Office of Community Living, as the Division of Intellectual and Developmental Disabilities.

State Employment Leadership Network:

The requested funding will allow DDD to continue SELN membership and maintain access to resources that will help to create and maintain community connections and stability for the well-being of individuals with intellectual and developmental disabilities through employment. Integrated employment can enhance an individual's sense of self-worth, increase economic well-being and allow them to gain greater independence by improving their daily living skills. The sharing of strategy and information on best

practices around Supported Employment will make the Division more knowledgeable in their efforts to impact the current performance measure.

Annual membership is required for participation in all network events. The membership will be managed by the Division for Developmental Disabilities (DDD) and includes opportunities for stakeholders statewide to participate in membership benefits. Membership in SELN impacts service delivery by providing networking, training and technical assistance opportunities directly to Supported Employment service providers. Service delivery providers learn about best practices and innovative strategies for customizing employment from peers across the nation. This results in higher quality service provision and positive employment outcomes for people receiving Supported Employment services, with a focus on individualized, customized employment. Also, participation in SELN positively impacts the DDD staff workload as staff has access to immediate training and technical assistance which increases expertise, along with nationwide best practices, decreasing the need for staff to conduct independent research. Additionally, staff benefits from the expertise of the national SELN team in anticipating future trends, requirements and expectations of federal agencies so as to design programs and policies accordingly.

The consequences of not funding this request is that DDD would not participate in SELN. While ongoing efforts to improve employment outcomes for people with developmental disabilities would continue without the resources that SELN offers, progress could be impeded or significantly slowed without access to these tools.

National Core Indicators:

NCI would be instrumental in facilitating collaboration between state developmental disabilities (DD) agencies on the identification of service delivery trends, policy planning and development of mutual strategies to improve the well-being of those receiving services. Performance data on service outcomes make it possible to determine the success of DDD services and programs in the lives of the DD community.

The alternative is to not fund this request. The State of Colorado would miss the opportunity to continue participation in the NCI data measurement project. The collection of valid and reliable data and cross collaboration between Colorado, other state DD agencies and the developmental disability network is vital to the successful identification of service delivery trends, policy planning, and the development of mutual strategies to improve the well-being of those receiving services.

Training and Travel Costs:

The request will fund DDD staff training, in-state travel for staff to participate in public forums to receive public input and discuss updates or changes at the DDD, out of state travel for national conferences and travel for Program Quality staff to conduct initial and ongoing provider surveys and provider licensing or certifications for providers of services identified in the Medicaid Home and Community Based Services (HCBS) waivers.

Service delivery and program performance is directly linked to the ability of DDD staff to communicate with stakeholders. DDD staff presence and participation in public forums that elicit public input is a requirement prior to the implementation of new or modified waiver operations. Staff participation in public forums is also an essential step in keeping CCBs, providers, parents and stakeholders informed with the

latest information regarding developmental disabilities programs as well as understanding the needs of the DD community.

DDD participation in federally sponsored trainings and conferences will support the success of the Division because it will provide staff with the most up-to-date information on federal rules and regulation changes, best practices, national trends and new and ongoing federal initiatives. In addition, professional development for DDD staff would improve not only technical aptitude and skills, but would also improve non-technical and interpersonal activities such as supervisory training. A skilled supervisor can help improve morale, lower turnover and reduce grievances. Program quality surveys provide performance data on service outcomes that make it possible for DDD to determine the extent to which the valuable services provided and state laws are manifest in the lives of those served.

The alternative is to not fund this request, limiting the Division's participation in public forums, staff training and development to administer long term care programs, and program quality reviews.

Anticipated Outcomes:

State Employment Leadership Network (SELN):

The outcomes of funding and participation in SELN will be measured by the performance measure related specifically to supported employment – *Participants Receiving Supported Employment in Group and Individualized Settings and Participants Receiving Supported Employment in Individualized Settings*. The DDD will also measure outcomes based on feedback and input provided through the evaluations that are completed following the SELN Webinars and Employment Roundtables. The Department will know if the membership in SELN has been successful by monitoring the SELN/Employment Workgroup's implementation of the work plan and successful completion of the action steps therein. The SELN/Employment Workgroup is comprised of a cross representation of DD stakeholders.

National Core Indicators (NCI):

Participation in the NCI project would improve the performance of the programs in the Division by utilizing nationally recognized standardized outcome measures to better measure and evaluate the performance and effectiveness of the developmental disabilities (DD) system in Colorado. The data obtained through this project will assist the Department in identifying service gaps or DD systems issues, and support improvements to policy, processes and quality improvement efforts as well as federally required quality and evaluation activities for the Medicaid waiver programs.

The funding request indirectly relates to the Performance Measure "*Participants Receiving Supported Employment in Group and Individualized Settings*." The data obtained will provide valuable information by which providers can identify areas for improvement so appropriate remedies can be implemented, such as person centered training.

Training and Travel Costs:

This funding will allow the Division to provide required ongoing staff presence at public forums to communicate program information essential to stakeholders. DDD staff attendance at national trainings and conferences will provide staff with essential implementation information related to new federal rules

and regulations and federal initiatives that will be at the forefront of internal planning, policy, and procedural discussions. Appropriate funding levels for ongoing program quality provider surveys of services provided under the Home and Community Based Services waivers will provide the data necessary to strengthen the services that improve the lives of persons with disabilities. Professional development for employees will improve productivity, quality and management of programs to further strengthen Colorado's ability to administer key long term services and supports programs.

Assumptions and Calculations:

State Employment Leadership Network (SELN)

This membership fee is determined by SELN, a joint program of the National Association of State Directors of Developmental Disabilities Services (NASDDDS) and the Institute for Community Inclusion at the University of Massachusetts Boston (ICI).

National Core Indicators (NCI)

The total costs of \$69,102 to participate in the NCI data measurement project include:

- \$13,380 Annual Participation Fee – this fee covers the analysis of the data and preparation of state and national reports.
- \$40,000 Face-to-Face Consumer Survey and Data Entry– this includes face-to-face interviews with 400 survey participants and data entry for the same, estimated to cost \$100 per participant.
- \$3,422 Mail-In Adult Family, Family Guardian, and Child Family Surveys.
- \$1,800 Business Reply Envelope (BRE) Return Survey charges from Mail-In Adult Family Survey, Family Guardian Survey, and Child Family Surveys – it is estimated that of the 3,600 surveys sent to participants, up to 77% will be returned. The postage charge for each returned BRE is \$0.65.
- \$10,500 Data Entry and Survey Processing costs for returned Adult Family Survey, Family Guardian Survey, and Child Family Survey – it is estimated that it will cost approximately \$3,500 per survey category to process and complete data entry.

Training and Travel Costs:

The total costs of \$67,900 to increase Operational Funds for DDD are:

- \$9,600 Travel Costs – this includes costs for a minimum of 4 FTE to travel statewide to attend approximately 8 public forums to address updates and/or changes to rules, policies and procedures. This is estimated to cost \$300 per employee.
- \$34,000 Training Costs – this includes training costs for 34 FTE, estimated to cost \$1,000 per participant. This amount of \$1,000 would cover various training registration fees and materials, conference registration fees and travel expenses.
- \$24,300 Program Quality Reviews - this includes travel costs for 4 FTE to conduct initial and ongoing provider surveys and provider licensing or certifications, for providers of services identified in the Medicaid Home and Community Based Services waivers. This includes a total of 45 hotel overnights per staff person estimated at \$84 per night and daily meal per diem estimated at \$51 per day.