



MINUTES
Single Entry Point (SEP) Quarterly Administrator Meeting
July 22, 2016
9:00 am – 12:30 pm
Weld County
1104 H Street, County Training Building-Kitchen Area,
Greeley, CO, 80631

1. Roll Call/ Opening – Julie Reed
2. Agenda and HCPF Updates – Julie Reed
 - a. Hired SEP Contract Manager Position: Started June 1, 2016: Bonnie Rouse-Caputo
 - b. Conflict Free Case Management Report Issued to the Joint Budget Committee (JBC) on 7/1/2016, Sent to CMS on 7/6/2016, Sent to SEPs/ CCBs 7/7/2016--
- Follow up SEP Discussion set for 8/24/2016
 - c. Still in the process of writing a Scope of Work for a Programmatic/
Administrative/ QIS Auditor for OCL. This audit will be both Desk Review and
On-Site.
 - i. Examples of what will be looked at
 1. Org Charts- Staffing
 2. Staff Lists with Training / Education Requirements
 3. Insurance
 4. Case Review Tool -- Reviewed
 5. Client Signature on Care Plan
 6. Case File Review and QIS items
 - d. SEPs recently received the QIS Data Pull for this year. Also HCPF is currently
in the process of following up from last year's QIS findings/ remediation
needs and management responses.
 - e. SEPs will be receiving correspondence on following up from last year's Final
Audit from our contractor John O (CICN) within the next month or so (August/
September 2016).
3. A word from HCPF Leadership – Jed Ziegenhagen
 - a. Final Rule
 - b. HCBS Settings Rule
 - c. Conflict Free Case Management (CFCM)

- i. Brain Injury (BI) Waiver- Possible Corrective Action
 - 1. Colorado needs to respond on how to demonstrate CFCM in the BI Wavier
 - d. Person Centered
 - e. Case Management
 - f. CMS- Possible Corrective Action on Business Processes
 - i. QIS
 - ii. Scope and Timeliness on Health Safety and Welfare
 - 1. Needed Define Roles and Responsibilities between all parts of a client's care (ie. CM, Service Provider, CDPHE, etc.)
 - 2. Training Needed to assess health and safety risks
 - 3. Case Management - SEPs are the eyes and ears for potential client risk and identifying and possibly mitigating health and safety risks
4. COMMIT Project- Jon Meredith (See PowerPoint)
 - a. On schedule- Implementation October 31, 2016
 - b. SEPs Impacted only by changes and upgrades to the Interchange Currently known as MMIS (Medicaid Billing System) – Electronic Prior Authorization (PAR) process, training to come.
 - c. Increased report functionality with the new system
 - d. Be patient with process and issues that will inevitably occur
5. Vital and Case Management Updates – Tim Cortez
 - a. Vital – Case Management Tool that will replace the BUS
 - i. New Assessment Tool- LTSS Assessment
 - 1. Still working on adapting for children
 - 2. Timeline plan over the next year or two to pilot the remaining modules
 - 3. Updating the Level of Care (eligibility) portion of the TEFT Grant – Functional Assessment of Standardized Items (FASI); will use and incorporate into the new assessment tool
 - 4. New assessment tool is a few years out before we can fully implement this statewide

5. HCPF has concerns about the capacity of the CMA to implement a longer assessment tool
 6. All the modules are developed
 - a. If you want to see the modules and materials and look at the draft training materials;
<http://coassessment.blogspot.com/p/review-of-existing-itss-assessment-tools.html>
 7. Only have tested
 - a. The new intake screen
 - b. Person story module
 - b. TEFT Grant: Initiative of CMS Colorado is part of 8 states participating
 - i. FASI Tool component of TEFT (level of care)
 - ii. Truven will contact and contract with interested SEP agencies directly
 1. Colorado is part of only 6 states participating in the FASI component
 2. Colorado needs 90- BI waiver clients and 87- CMHS Clients to participate. HCPF will separately contact CCBs in order to get the appropriate amount of IDD clients to participate
 - a. Weld and Mesa currently is willing to participate as well as a few CCBs
 - c. SEP Rule Making
 - i. SEP and Stakeholder feedback
 1. Mailing out Draft to SEPs – 8/8/2016
 2. Stakeholder Meeting at HCPF – 8/16/2016
 - ii. Medical Services Board (MSB) for the 1st presentation in September 2016. Targeted effective date December 30, 2016.
 1. Timeline delayed
 2. Only doing major clean up changes this round
 - iii. After the “clean up” other sections that are needing to be altered in the SEP rule that will happen in Fall 2016/ Spring 2017.
6. SEP Contract Updates: Bonnie Rouse-Caputo

a. See Draft Amendments

i. Trying to uniformly change contracts as well as some standard contract language and requirements

1. Bonnie will be engaging the SEPs in this amendment process over the next few months; please review and share feedback.

7. Closing Notes:

a. Up and Coming Meetings:

i. HCPF and OLTC-AA meetings will be staggered

1. HCPF Meetings will fall in the follow schedule

- a. September 9, 2016- Alamosa
- b. December 9, 2016- Larimer/ Ft. Collins
- c. March 9, 2017- Rocky Mountain Options for Long Term Care/ Colorado Springs
- d. June 9, 2017- San Juan Basin/ Durango

2. OLTC-AA Meetings

- a. October, January, April and July

ii. Next HCPF SEP Regional Quarterly Administrator Meeting-
September 9, 2016 at 9:00 AM – 1:00 PM

Location:

Alamosa County Public Health Department-
8900 Independence Way #A, Alamosa, CO, 81101
2nd floor EOC Conference room