

**KDADS HCBS Settings Final Rule Onsite Assessment Training**  
**July 7, 2016 9:30 am - 3:30 pm**  
**Holiday Inn**  
**3145 S. 9<sup>th</sup> Street, Salina, KS**

**PURPOSE**

**Purposes of the Day**

- To give potential onsite assessors the information and tools they need to complete quality onsite assessments so that providers and the state can plan to move towards compliance with the HCBS Settings Final Rule.

**LOGISTICS**

Room Arrangement: Classroom

Partner Logistics:

- 

CEI logistics:

- 

Handouts:

- Assessment Tool
- Guidance for Assessors
- Consumer Rights and Freedoms
- Waiver Services Descriptions
- HCBS Acronyms
- PowerPoint

When & Who	What	Notes (--) & Handouts/PP Slides (->)
<p><b>9:30 am</b> 5 min Kevin</p>	<p><b>Welcome &amp; Introductions</b></p> <ul style="list-style-type: none"> <li>• Welcome and thank you for coming!</li> <li>• Introduction of CEI and facilitators</li> </ul> <p><b>Logistics</b></p> <ul style="list-style-type: none"> <li>• Locations of restrooms</li> <li>• No smoking, please turn all cell phones on vibrate</li> </ul>	
<p><b>9:35 am</b> 10 min Kevin</p>	<p><b>Purposes of the Meeting</b></p> <p>KDADS is in the process of developing its plan to come into compliance with the Final Rule, which includes using an onsite assessment to review some settings for compliance. Approximately _____ assessments need to be completed within the next 30 or so days. KDADS has requested volunteers to assist with completing these onsite assessments. With your help and perspective, KDADS will get more of the information it needs to finalize its plan to comply with the Final Rule, after all, we can't know what we need to change if we don't know what settings are out there. Today we hope to give you the information and tools you need to complete quality onsite assessments so that providers and the state can plan to move towards compliance.</p> <p>There may be questions you have today that KDADS doesn't have an answer for, we will take those down and KDADS has committed to getting responses to you in the next couple of weeks to help assure that you can move forward with your work. The questions and responses will be emailed to you as soon as they are ready.</p> <p><b>What to expect today:</b></p> <p>Receive information about why, what and how we do this work. Expect to have plenty of time to ask questions. If a response isn't available, expect response in the next week or two. Expect an interactive learning experience using audience participation technology. This is a fun way to learn and make sure we're learning together. This is not a test! And on that note, there is no exam, your participation today qualifies you to be an assessment team member.</p>	

	<p>We'll have an hour lunch break at 11:30 to let you beat the crowds.</p> <p><b>Introduction of Participants-</b> Have them introduce selves and role/waiver experience (self-advocate, provider, CDDO, state staff, other).</p>	
<p><b>9:45 am</b> 30 min  Carri</p>	<p><b>Why are we doing this work? (Background)</b> Overview of the HCBS Settings Final Rule</p> <ul style="list-style-type: none"> <li>The consumer rights and freedoms handout outlines the protections the Final Rule aims to give to HCBS Service recipients.</li> </ul> <p>Process of determining who gets assessed.</p>	<p>Handout- Consumer Rights &amp; Freedoms. PowerPoint</p>
<p><b>10:15 am</b> 30 min Carri</p>	<p><b>What are we doing? (The Tool &amp; Process)</b> Onsite Assessment Process-</p> <ul style="list-style-type: none"> <li>KDADS will assign you to a team of onsite assessors.</li> <li>You will work together to schedule and complete the onsite assessment(s) of the setting(s) you're assigned. <ul style="list-style-type: none"> <li>Completing the assessment includes reviewing documents and PCSP, consumer interview, &amp; onsite observation.</li> </ul> </li> <li>The KDADS staff on your team will submit your completed tool to the KDADS QA Program Manager.</li> </ul> <p>Onsite Assessment Tool- see PPT</p>	<p>Handouts- Onsite Assessment tool, Guidance for Assessors</p> <p>Use TurningPoint clickers for interactive responses to whether situation or policy meets the Final Rule</p>
<p><b>10:45 am</b> 30 min Carri</p>	<p><b>Interactive questions</b></p> <ul style="list-style-type: none"> <li>Use TurningPoint clickers for interactive responses to whether situation or policy meets the Final Rule</li> </ul> <p>Audience "does it comply" questions.</p>	
<p><b>11:15 am</b> (15 min) Kevin</p>	<p><b>Q &amp; A</b> We'll have a 15-minute Q&amp;A now and another after lunch when you've had some time to process what you've heard so far.</p>	<p>Carri Take Notes</p>
<p><b>11:30 am</b> (60 min)</p>	<p>Lunch on your own</p>	

<p><b>12:30 pm</b> (15 min) Carri</p>	<p><b>What are We Doing?</b> Necessary Paperwork:</p> <ul style="list-style-type: none"> <li>• HCBS Settings Final Rule Onsite Assessor Code of Conduct agreement (in development) <ul style="list-style-type: none"> <li>○ Please sign and turn in by the end of the day. Leave one copy with us and keep one</li> </ul> </li> <li>• HIPAA/PHI (review requirements &amp; form)</li> </ul>	<p>Handouts- Code of Conduct agreement HIPAA</p>
<p>12:45 pm 15 min Kevin facilitate KDADS respond to questions</p>	<p><b>Q&amp;A</b> Now that information has had time to sink in, what other questions do you have?</p>	<p>Carri take notes</p>
<p><b>1:00 pm</b> 30 min Carri</p>	<p><b>How Do We Do This Work?</b> <b>Logistics</b></p> <ul style="list-style-type: none"> <li>• Assignment of teams</li> <li>• How providers are notified</li> <li>• After the assessment</li> </ul> <p>Include QA time</p>	
<p><b>1:30 pm</b> 20 min Carri</p>	<p><b>How Do We Do This Work?</b> <b>Helpful Tools</b> Waiver Acronyms, Terms, &amp; Services Mandated Reporting/ANE- directly report to APS or to state staff on team?</p>	<p>Handouts- Waiver Acronyms, Waiver services &amp; descriptions, Mandated Reporting Info.</p>
<p><b>1:50 pm</b> 15 min</p>	<p><b>Break</b></p>	
<p><b>2:05 pm</b> 25 min Susan</p>	<p><b>How Do We Do This Work?</b> <b>Interviewing Tips</b> (Susan) 25 minutes</p>	
<p><b>2:30 pm</b></p>	<p><b>Interview practice</b> (5 min. organize, 30 min practice time).</p>	

<p>35 min Kevin</p>	<p>“We’re going to split into groups and let you practice your interview skills and use some of the tips Susan shared. When you have your group, you can find a place to sit together and we’ll give you more instructions”</p> <ul style="list-style-type: none"> <li>• Volunteers divided 3 per QMS staff. All QMS stand up, facilitator ask first QMS their name (Sue)- “Great, thank you Sue for your help, we’re going to count off 1, 2, 3- ok you three will be with Sue, if you want to find a place you can sit together” repeat for all QMS staff.</li> <li>• We’re doing a little bit of role playing, the QMS staff on your team will be the interviewee, and you will take turns interviewing her. When it’s your time to interview, you’ll have 5 minutes to ask questions from the assessment and the QMS staff will respond in different ways (appropriate, nervous, confused), after your interview time, you’ll have 5 min for the QMS staff to give you feedback what did you do well? What could you do to get better information? And for you to ask questions.</li> </ul>	
<p><b>3:05 pm</b> 20 min Kevin facilitate KDADS answer questions</p>	<p><b>Q &amp; A</b> Do you feel like you have a good enough understanding of the process to participate in an assessment team? - If not, what do you feel like you’re missing?</p>	
<p><b>3:25 pm</b> 5 min Carri</p>	<p><b>Final Comments</b> Thank you for coming What’s next? KDADS will start working on making teams and assigning onsite assessments. Don’t forget all of the questions from today, including questions that are waiting for response will be sent to you in the near future</p>	
<p><b>3:30 pm</b></p>	<p><b>Adjourn</b></p>	