

**MINUTES**

<b>Date: August 17, 2011</b>	<b>Meeting Time: 1:00-3:00 p.m.</b>
<b>Location: St. Vincent's Villa Dulaney Valley – 2300 Dulaney Valley Road – Timonium, MD 21093</b>	<b>Meeting Adjourned: 3:00 p.m.</b>

**Participants:**

Member	Present	Absent	Member	Present	Absent
Carnitra White	X		Stanley Weinstein		X
Mary Rode	X		Paul Brylske		X
Carrie Knebel	X		Shelley Tinney		X
Robert Basler	X		Roland Rivier		X
Andre Cooper	X				
Mark Mittelman	X				
Mark Greenberg	X				
Zachery Dingle	X				
Donnell Phillips	X				
Carol Fenderson	X				
Darlene Ham	X				
Trina Payne	X				
Walter McNeil	X				

**AGENDA**

**Agenda Item:**

**Decision Summary:**

<ol style="list-style-type: none"> <li>1. Review of Minutes</li> <li>2. Recommendations of the RFP Subcommittee</li> <li>3. CANS (Comprehensive Needs Assessment)</li> <li>4. Election of New Provider Co-Chairs</li> <li>5. Rate Letter and Contract Bed Discrepancy</li> </ol>	<p><b><u>REVIEW OF MINUTES</u></b></p> <p>There were no corrections to the minutes. Minutes were accepted as written.</p> <p><b><u>RECOMMENDATIONS OF THE RFP SUBCOMMITTEE</u></b></p> <p><b><u>DISCUSSION:</u></b></p> <ul style="list-style-type: none"> <li>• Finished sub-committee meetings. Sub-committee is reviewing draft report. Comments are due this week.</li> </ul> <p><b><u>DECISION:</u></b></p> <ul style="list-style-type: none"> <li>• Final report will be e-mailed to committee members for review prior to the next PAC meeting.</li> </ul>
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**CANS (COMPREHENSIVE NEEDS ASSESSMENT)**

**DISCUSSION:**

- Start having a dialogue as to how to use CANS as a system at case level.
- Providers and DSS do CANS separately. How is it involved in making placement decisions? SSA is working with Innovations in developing a CANS algorithm.
- How will information be shared between DSS and Providers?
- The CANS the DSS and Providers are completing are basically the same. A cross walk of all the fields was done.
- SSA is working with Innovations in developing and further piloting CANS algorithm. Baltimore County has been the first local.
- The intent is to assist with placement decisions.
- No current bridge between CHESSIE and SYFIS.
- DSS workers will not enter CANS into SYFIS. It will be entered into CHESSIE.
- DSS CANS information will be part of the CSOMS report.
- CSOMS workgroup has been reconvened.
- DHR will be developing reports with CANS data.
- Can this be used as part of the performance based contracting?

**DECISION:**

- To form a subcommittee to include Providers, DHR local and central staff, and Innovations staff, to discuss the issues raised and work together on implementation issues.
- Committee members are to send names of persons interested in being on the subcommittee to Ann.

**ELECTIONS FOR NEW PROVIDER  
CO-CHAIRS**

**DISCUSSION:**

- The draft plan sent with last month's minutes, outlines how we will conduct business from here on out.
- By September, there will be a new Provider leadership.
- The Chair's role is one year (from September to September).
- Mary provided names of providers she and Corey spoke with as potential nominees for Provider Chair which include Mark Mittelman, Mark Greenberg, Joe Leshner, Terry. The floor was opened for Council members who had shown interest in becoming the Chair or Co-chair.
- Potential nominee is Hattie Washington.
- Membership is about organization, not people. If the elected Chair leaves, the committee needs to replace the Chair from among members.
- Mary will contact her.
- DHR's Co-chairs are the Executive Director of SSA and the Executive Director of OLM. For now it's Carnitra and Darlene Ham.

**DECISION:**

- Voting for Provider Co-chairs will take place electronically. The council members are to send to Ann electronically the names of interested persons.
- Ann is to let Mary Rode know the names of the council members who were not present today.

**RATE LETTER AND CONTRACT BED  
DISCREPANCY**

**DISCUSSION:**

- There have been changes to the IRC rate settings process for CPA's. Rate letters once said unlimited and now a bed capacity is determined based on average bed capacity.

- DHR cannot legally contract for more beds than what is on the IRC rate letter. DHR can contract for less.
- The IRC instructions for CPA budgets are not clear. Providers state they were never informed about the difference in submitting the budgets after the IRC decided to use the average bed capacity on the Provider budget. Previous rate letters did not have a set number of beds. There needs to be some mechanism of having a valid discussion on number of beds according to the rate letter and what the department is going to do.
- The IRC is looking at rewriting instructions for the budgets.
- CHESSIE allows for 10% over placement as long as it does not go over total budgeted amount for the contract year. Some months providers have less capacity.
- Providers should give feedback to Steve Sorin and the IRC.
- Providers who contracts were adjusted down to meet the rate letter bed capacity amount were informed that they could submit a request to increase their bed capacity with a new rate letter that supported the request.
- Some Providers requested an increase and some Providers felt it was more beneficial to them to stay with the decreased bed capacity.
- The Contract's office wants to get on the forefront of this issue for next year.

**DECISION:**

- Any recommendations on instructions should be sent to Carol.

**DISCUSSION: NEXT MEETING**

- Send agenda items for next Provider Advisory Council meeting to Ann.

**DECISION:**

- Ann will look at calendar for dates for bi-monthly meetings then send out with minutes.

**Action Items:**

Action / Next Steps	Timeline	Persons Responsible
Final Report of the RFP Subcommittee will be e-mailed to committee members for review prior to next Provider Advisory Council meeting.	?	?
Send to Ann the names of persons interested in being on the CANS subcommittee.	ASAP	PAC Members
Send to Ann the names of person interested in becoming Provider Advisory Council Chair or Co-chair.	ASAP	PAC Members
Let Mary Rode know the names of Council members who were not present at today's meeting.	ASAP	Ann Walker
Prior to minutes going out, look at calendar for dates for bi-monthly meetings. Before next meeting look at dates for bi-monthly meetings for next year.	Prior to minutes going out and before next meeting.	Ann Walker

**Agenda for Next Meeting:**