**Community First Choice Option (CFCO)**

**Planning and Design Workgroup**

**Meeting Minutes – April 16, 2014**

Workgroup Members Present: Aruna Bhuta, Penny Condoll, Darla Helt, Ed Holen, Ingrid McDonald, Sue McDonough, Dan Murphy, Leanna Ray-Colby, Ron Ralph, Pat Shivers, and Pete Subkoviak (for Misha Werschkul)

Workgroup Members Absent: Rod Bault, Jennifer Bliss, Sue Elliott, Gail Goeller, and Misha Werschkul

Others Present: Brian Dahl, Cathy Knight, Gloria Kraegel, and Kathy Leitch

DSHS Staff Present: Janet Adams, Kristina Eliason, Marilee Fosbre, Shannon Manion, Kris Pederson, Evelyn Perez, Bea Rector, and Sandy Robertson

Facilitator: Paul Dziedizic

**Introductions and Overview**

Evelyn Perez, Assistant Secretary for the Developmental Disabilities Administration (DSHS), opened the meeting and welcomed the workgroup members. All those in attendance introduced themselves.

Bea Rector, Director of Home and Community Services (DSHS), gave an overview of CFCO and explained that the CFCO entitlement will replace the current Medicaid Personal Care entitlement. Bea also discussed legislative direction from the 2014 session. Handout: PowerPoint presentation entitled “Understanding the Community First Choice Option and Recommendations Needed from the Planning and Design Workgroup”. The workgroup will develop recommendations on:

* the amount, duration, and scope of services provided under CFCO;
* optional services available under CFCO;
* considerations of qualified providers for each identified service;
* benefit design -- how much choice and flexibility; and
* how to re-invest projected savings (added in meeting).

**Timelines**

Recommendations from the workgroup will be final by October 2014. The CFCO state plan will be submitted to the federal government by January 1, 2015. DSHS will propose a revised timeline to address need for the group to develop recommendations about projected savings in a timeframe that informs agency request decision packages for the 2015 legislative session.

**Framework for Thinking About CFCO Design Options:**

Marilee Fosbre and Bea Rector reviewed the handout entitled “Washington’s Community First Choice (CFC) Framework for Thinking About Options for Program Design.” There are many ways to design the CFC benefits, the handout shows two different ways to do that design, this was developed for discussion purposes only and there was a discussion about whether it was a helpful way to think about the recommendations the group will be asked to develop.

The group discussed the four required services in CFCO (personal care, skills training for ADLs/IADLs, back-up systems and supports, and employer training) and the choices this gives to clients. The pros and cons of using a fixed or a flexible benefit were discussed, including a need for future discussion on how to mitigate risk.

Based on this discussion, the group developed the following graphic description of a model to be used in the group’s design of the CFCO program. The middle column is left blank and will eventually reflect the work of the group.

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**Decision-Making**

The group decided they will make decisions by consensus. If the group can’t reach consensus, they will take a “straw vote” to see where each member is, followed by each member voting on the topic with majority vote.

**Action Items for DSHS Staff**

* Develop a CFCO website
* Provide samples of other states’ CFCO State Plan Amendments
* Create a crosswalk to show current services under COPES and Waivers
* Create revised template that will be used to describe current system and future recommendations both inside CFC and with reinvestment savings (see template above)
* Provide quality measures from federal rule
* Determine if there is a potential for conflict-of-interest in situations where a workgroup member may vote on a particular decision that would benefit that member through increased services or other benefits related to CFCO and waiver services

**Workgroup Feedback for 4/16/14**

* Build into the timeline the group’s recommendations for investments of savings
* Add making recommendations about savings to the group’s task list (decision list)
* There was a suggestion that Older Adults are under-represented and another consumer representing that population be added to the group.
* The department requested the workgroup discuss how to engage other interested parties so their feedback can be considered by the workgroup prior to finalizing their recommendations. A brief discussion took place where it was suggested a separate time to hear input from groups after preliminary recommendations are developed.
* Request the department consider a decision package that includes how general fund savings generated by CFCO would be reinvested for consideration for the Governor’s budget.

**Next Meeting and Logistics**

A “doodle poll” will be sent to workgroup members to determine the dates for the May and June meetings; a second “doodle poll” will identify meeting dates for July, August, and September. The group likes the meeting location of the Girl Scout campus in DuPont; future meetings will be scheduled at that location, if it is available. Meeting times will be 9:30 a.m. to 3:30 p.m.

The agenda for the next meeting will include:

* Identify all possibilities for services to be provided under CFCO
* Are there things that can’t be covered in CFC that need to be in the reinvestment funding?
* Feedback from members on which direction they are leaning in terms of flexibility and choice: Fixed benefit or flexible benefit? What are the issues and challenges with the preferred approach and how can these issues/challenges be mitigated?
* Review of research from other states’ CFCO plans
* Develop a revised timeline for the CFCO workgroup
* How to gather input from other stakeholders