

**NORTHEAST WISCONSIN FAMILY CARE
CARE MANAGEMENT COMMITTEE**

Meeting Record

**March 22, 2010 – 1:00 to 3:30 pm
Northeast Wisconsin Family Care Office**

Members Present:

- | | |
|---|--|
| <input type="checkbox"/> Judy Drier – Marinette | <input type="checkbox"/> Carol Patterson – Kewaunee |
| <input type="checkbox"/> Deb Hakari – Kewaunee | <input type="checkbox"/> Mike Reimer – Oconto |
| <input type="checkbox"/> Lois Krizan – Menominee | <input type="checkbox"/> Mike Van Ess – Door |
| <input type="checkbox"/> Barb Larson-Herber – Shawano | <input type="checkbox"/> Kim Wolfmeyer – Shawano |
| <input type="checkbox"/> Jean O’Leary – Brown | <input type="checkbox"/> Cindy Zellner-Ehlers – Door |

Staff Present:

- | | |
|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Rolf Hanson | <input type="checkbox"/> Barb Moore |
| <input type="checkbox"/> Mary Kennedy | |

Others present: Julie Button – BOALTC/Ombudsman

Approval of Agenda

There were no changes to the agenda as published.

Approval of the February 22, 2010 minutes

There were no changes to the minutes as published.

Report from State Care Management Committee

No one from the group was able to attend the last meeting. Judy will attend the March meeting and Mike the April meeting.

Review of Revised Work Topics

It was agreed that an additional topic would be added related to the ADRC. Discussion centered on managing the transition if staff chose to post to the ADRC, and how this was intertwined with decisions yet to be made as to whether the District will hire staff or contract with the counties, what order the counties will transition, and how supervisory time is costed out. Staff will want to feel settled about their futures and may move to other positions while there is uncertainty.

Rolf and Mary indicated that a Transitions Group which will include Directors and others will be formed, and issues noted above will be addressed there.

Discussion of Member Centered Plan/Individual Service Plan

Barb distributed a sample plan template from the Care Wisconsin MCO, pointing out the similarities and differences between this and the Community Care plan template distributed at the last meeting.

Discussion of Service Authorizations

Barb talked about the need to have accurate, complete service authorizations for all paid services provided to members, even for those vendors where the county may not have issued formal authorizations. The Steering Committee's discussion of Incurred but not Reported (IBNR) expense was referenced, noting that the service authorization records are a main source for estimating IBNR.

One area of particular concern is Disposable Medical Supplies and the need for very specific authorizations as required by the state for Encounter Reporting. Examples given were the need to have numbers of incontinence products or ounces of feeding supplements required for the authorizing period. This area needs to be included in staff training held near implementation date.

Training plan

Barb distributed two options for training going forward: dividing the material into 2 full days offered multiple times throughout the region or dividing into 4 half days. Group consensus was for 2 full days in each section of the region, offered about a week apart.

A half day training on assessments, outcomes and the RAD method will be held for committee members on April 29 at the NEW Family Care office. Samples of LTCFS and ISPs (with all identifying information deleted) will be sent to Barb by April 19 for use in the experiential part of the training.

Other business

A request was made for a listing of common acronyms used in Family Care. Rolf suggested that a list included in the state's Family Care contract with MCOs might be a good start.

Next Steps

The next meeting of the committee will be **Monday May 24 from 9 to 11:30** in the NEW Family Care office.

**Respectfully submitted by
Barb Moore**

These minutes have not been approved by the Care Management Committee