

**Olmstead Executive Committee**  
**July 31, 2015**  
**10:00 a.m. – 12:00 p.m.**

**I. Call to Order**

**Action: N/A.**

The meeting was called to order at 10:00 a.m. by Chair Mary Tingerthal.

**II. Roll Call to Establish Quorum**

**Action: N/A.**

**Committee members present:** Mary Tingerthal (Minnesota Housing), Lucinda Jesson (DHS), Jennifer DeCubellis (DHS alternate), and Jeremy Hanson Willis (DEED).

**Subcabinet members present:** Colleen Wieck, Governor's Council on Developmental Disabilities; Sue Mulvihill, Deputy Commissioner for Department of Transportation.

**Guests present:** Beth Sullivan, DHS; Karen Sullivan-Hook, DHS; Kristin Jorenby, OIO; Mike Tessneer, OIO; Darlene Zangara, OIO; Alex Bartolic, DHS; Anna McLafferty, DOC; Elizabeth Dressel, Governor's Office; Paradigm Reporting and Captioning.

**III. Welcome and Meeting Purpose**

**Action: N/A.**

Chair Tingerthal stated the purpose of the meeting is to discuss next steps for Person Centered Planning (scoring criteria and checklist) and Transition Protocols.

Commissioner Lucinda Jesson (DHS) joined the meeting.

**IV. Presentation and Discussion, Person Centered Planning; Scoring Criteria & Checklist**

**Action: N/A.**

Alex Bartolic, Department of Human Services, provided a presentation on Person Centered Planning, Scoring, Criteria and Checklist. Person Centered Planning is one of the more critical areas of the Olmstead Plan and will help identify and monitor what is important for the person being served and identify how to accomplish that.

Staff studied other states across the country to identify what was used for person centered planning and monitoring methods for people with complex needs. The Kansas Institute for Positive Behavior Support developed a tool that was put through fidelity checks, several layers of research, and monitored by a national oversight committee.

The author of the tool, Rachel Freeman, currently works with the University of Minnesota at the Institute of Community Integration and there is an opportunity to partner with her and use the tool. Staff have been testing the tool and identifying different areas for modification, including those related to the Jensen settlement. Staff has also worked with Minnesota ARC to identify training needs, questions, and interpretations of the information.

The first round of reviews for the tool was done using 169 plans. There are areas of the tool that will need to be tweaked to meet Minnesota's needs and this includes adding a checklist.

Supervisors will be given the same training protocol for the checklist that will be used during the review process as staff monitor counties and identify the quality of person centered plans. DHS staff hope to also include the checklist as part of their work plans.

Colleen Wieck asked DHS staff to consider definitions for self-determination, integrated settings, and questions with risk assessments and protections, making sure individuals do not object and are involved in the decision making and ongoing evaluation process.

Recommendations will be made regarding qualification of those who will review the plan including training, experience developing a plan, and ability to apply criteria in a meaningful way.

Measuring the quality of life and effectiveness of the tool is considered a different piece to person centered planning and positive support transitions, which only includes building a fidelity model.

Chair Tingerthal commented on the compliance of the Olmstead Implementation Office providing general oversight and verification of key activities undertaken by different departments and having the right level of detail for the key items. Staff will need to be on the same page with each other and with the subcabinet about key decisions and monitoring devices or key aspects of oversight.

Assistant Commissioner Jeremy Hanson Willis commented about data collection, management, and sharing with service providers or others. How will the data be shared, will specific agreements need to be made, will the information be public or private, etc.? Alex Bartolic reported staff does not envision sharing information collected by this tool. However, staff also completed the Request for Proposal (RFP) process for a Minnesota federal grant to create an electronic long-term services support record and capture and share data across departments.

Alex reported that eight years ago, the Institute of Community Integration (ICI), part of the University of Minnesota, Center of Excellence, conducted a federally funded study of six states (not including Minnesota) who worked with the Michael Smull Association.

Part of that study was to identify best practices of each state and where to make system changes.

Jennifer DeCubellis reported a focus group will need to meet to discuss several action items, next steps, how to move forward and report the information at the subcabinet level, and create a risk assessment.

**V. Presentation and Discussion, Transition Protocols**

**Action: N/A.**

Alex Bartolic reported a wide variety of stakeholders have worked together to identify transition protocols; how staff conduct planning with people in segregated settings and situations, identify options, explain meaningful choices, provide alternatives, and identify areas for involvement in the community.

The original transition plan identified five different transitions and promised person-centered planning:

1. Cambridge
2. Minnesota Life Bridge
3. Anoka Metro Regional Treatment Center
4. Intermediate Care Facilities for individuals with Developmental Disabilities
5. Nursing facilities

Revisions to the transition plan were needed to better meet client needs, offer choice, increase provider availability, train case management teams on alternatives, etc. Roles of agencies, counties, health plans, and tribes will need to change moving forward working under four different protocol types.

Staff have been testing existing protocols and found that counties, tribes, and health plans do not want protocols, they want to understand person centered planning and implementation. DHS work groups have been created to help train people, provide instruction, and identify any customized needs. Staff is discussing outreach and resources including housing and service options, health care, employment, and transportation.

Chair Tingerthal asked about building in a legal review process to assure staff are viewing the transition protocol plans under the Olmstead and Jensen lens. Commissioner Jesson reported it is DHS's plan to build in a legal review process. Chair Tingerthal also asked about an evaluation approach. Alex Bartolic reported staff will bring an update to the subcabinet regarding the details of an evaluation approach.

**VI. Update on Plan Revision**

**Action: N/A.**

Mike Tessneer reported, responsiveness of agencies to the Plan has been prompt and gratifying. Rosalie Vollmar is currently merging the measurable goals section and will be completing a final walkthrough of the Plan. There are three items the subcabinet should be aware of:

1. Housing - Disability Law Center's feedback is being drafted and will be made available for review on Monday.
2. Positive Supports - mediation continues later this afternoon.
3. Crisis Services - DHS is reviewing draft.

The executive committee discussed attaching a cover letter that highlights these areas. Beth Sullivan and Karen Sullivan-Hook were asked to work with Mike Tessneer and Darlene Zangara to also draft language addressing some of the public's concerns with messaging.

OIO Executive Director, Darlene Zangara, reported the merged plan will be available on the website today. Materials to the subcabinet for Monday's meeting will also be sent today.

**VII. Plan for Subcabinet Meeting (August 3, 2015, State Street)**

**Action: N/A.**

The next Subcabinet Meeting is scheduled for August 3, 2015, Minnesota Housing (State Street Conference Room).

Additional Timeline and Meeting Updates:

- Executive Committee Meeting, August 6, 2015, 10:30 am, Minnesota Housing  
Purpose is to review subcabinet edits to the Plan
- August 6, 2015, final walkthrough of Plan with OIO staff
- August 7, 2015, final submission sent to AG's office
- August 10, 2015, final draft sent to Court

Staff proposed quarterly reports to the Court and subcabinet meetings will continue every other month (October's meeting has not been scheduled at this time).

**VIII. Adjourn**

**Action: Motion to adjourn meeting at 10:50 a.m.**

**Moved: Hanson-Willis**

**Second: Tingerthal**