



## Department of Health Care Policy & Financing Participant-Directed Programs Policy Collaborative (PDPPC) Agenda

**Date and Time:** Wednesday, November 20, 2024, 1 to 2:30 p.m. MT

**Join with Zoom:** **Use your unique Zoom link from your registration confirmation email. See page 2 for registration instructions or call 303-866-5638 for assistance.**

**Join by Phone:** (Toll-free) 1-877-853-5257, (Local) 1-719-359-4580  
 Meeting ID: 815 4766 3508 Passcode: 715830

**Attendance:** If you call into PDPPC, state your name at the beginning of the meeting.

- |    |             |  |                        |
|----|-------------|--|------------------------|
| 1. | 1:00 - 1:05 | Welcome, Agreements, Identify Phone-in Attendees | Co-Chair Curt or Bobbi |
| 2. | 1:05 - 1:15 | Open Forum #1                                    | All                    |
| 3. | 1:15 - 1:20 | Co-Chair Updates                                 | Co-Chairs Bobbi & Curt |
| 4. | 1:20 - 1:35 | Care Planning & Case Management Responsibilities | HCPF-CM Unit           |
| 5. | 1:35 - 2:05 | Break-Out Rooms                                  |                        |
|    |             | 1. Members, Families, Advocates Only             | Participants Only      |
|    |             | 2. In-Home Support Services Subcommittee         | IHSS Stakeholders      |
|    |             | 3. FMS/Training/Case Management                  | All Welcome            |

**Next Meeting: Wednesday, December 18, 2024, 1 to 2:30 p.m.**  
 Agenda topic requests must be sent using the [PDPPC Agenda Topic Request Form](#) or by contacting the PDPPC co-chairs by the 2nd Wednesday of each month



### Meeting Structure and Schedule:

In September 2024, stakeholders voted to change the length of the meeting from three hours every month to one and a half hours every month and a full three-hour meeting quarterly. Visit the [PDPPC website](#) for the schedule or contact Participant-Directed Programs [HCPF\\_PDP@state.co.us](mailto:HCPF_PDP@state.co.us) / 303-866-5638 to request a mailed schedule.

### Attending the Meeting Online:

To participate in PDPPC online, you must use your unique Zoom link. There are two ways to join:

- Open your confirmation email titled "Participant-Directed Programs Policy Collaborative (PDPPC) Confirmation" and click on the Join Meeting button or the written out link right below it.
- Click the link in your calendar invitation for \_\_\_\_\_, if you have added the meeting series to your calendar from your confirmation email. Be sure you delete any current meeting series before adding it from the confirmation email.

If you need help registering, want to check if you have already registered, or need assistance adding the meeting to your calendar contact [HCPF\\_PDP@state.co.us](mailto:HCPF_PDP@state.co.us) / 303-866-5638.

### Attending the Meeting by Calling In:

If you prefer not to register, you can only access the meeting by calling in. Be sure to identify yourself at the start of the meeting so your attendance is captured. The call-in information is:

US: +1 719 359 4580 or 877 853 5257 (Toll Free)

Meeting ID: 815 4766 3508

Passcode: 715830

### Reasonable Accommodations:

Reasonable accommodations will be provided upon request. Auxiliary aids and services for individuals with disabilities and language services for individuals whose first language is not English may be provided upon request. Please contact [HCPF\\_PDP@state.co.us](mailto:HCPF_PDP@state.co.us) or 303-866-5638 or the 504/Americans with Disabilities Act (ADA) Coordinator at [hcpf504ada@state.co.us](mailto:hcpf504ada@state.co.us) at least one week before the meeting to make arrangements.

### Consumer-Directed Attendant Support Services (CDASS)/In-Home Support Services Questions:

Send questions about CDASS or IHSS to the Participant-Directed Programs unit. Visit the unit's [website](#) for more information.

### PDPPC Co-Chairs:

Bobbi Christensen, Curtis Wolff, and Michelle Morris. They will serve a two-year term starting June 2024. For co-chair contact information, please contact the Participant-Directed Programs unit.



### PDPPC Website:

The official attendance list, voting members, prior meeting information and documents, and other information are on the [PDPPC website](#). The documents are sorted by meeting date.

### PDPPC Agreements:

- Work together and will stay solution-focused
- Be honest, forthright, accountable, and respectful
- “Step up and step back” - Express yourself and be mindful not to dominate the conversation
- Keep an open mind
- Don't repeat what others have said - just say “ditto”
- Invite people who have not spoken to speak
- Do not use acronyms
- Provide quick background on complex topics at the beginning of long discussions
- Stay focused on the agenda and use a timekeeper
- Make this meeting a safe place to talk about issues
- Discuss what is working as well as what is not working
- Allow for flexibility, agreement, and disagreement
- Provide consistent follow-through and closure to recommendations
- Share timely and accurate information with persons not in attendance
- Do not personalize anger or mistake passion for anger

### Members of the PDPPC are identified in the following groups:

- CDASS and IHSS members
- Authorized Representatives
- Attendants
- Family members of CDASS and IHSS members (attendants or not)
- Advocates
- Independent Disability Advocates (organizations/individuals that advocate for changes with and on behalf of persons with disabilities. They do not receive Medicaid funding and do not have a conflict of interest specific to Long-Term Services and Supports (LTSS)).
- Case Management Agencies
- IHSS Agencies
- Contractors (Financial Management Services and Training and Support contractors)
- State agency staff, including HCPF staff



## Voting Structure:

The ability to vote in the PDPPC is based on consistent stakeholder participation, which shows one's commitment to developing and implementing the committee's work outcomes. Members in defined categories are given voting rights based on their attendance.

### Voting Member Categories and Voting Rights:

1. A PDPPC member will have the right to vote after attending three meetings in a row. An individual carrying the vote for their organization must meet this attendance requirement.
  - CDASS and IHSS members, family members (attendants or not), Authorized Representatives, and attendants each have one vote.
  - Advocates have one vote per advocate or organization.
  - Case Management Agencies have one vote per agency.
  - IHSS Agencies cannot represent more than 20% of the voting members for a vote. If they exceed 20%, the agencies must decide which will participate. Each will have one vote.
  - Contractors have one vote.
  - State staff at HCPF and CDHS do not have a vote.
2. Voting must be done in person, online, or over the phone during a meeting.
3. Votes cannot be by proxy (acting on behalf of another person).
4. Three consecutive unexcused absences will result in the loss of a vote.
5. An excused absence must be requested from one of the PDPPC co-chairs.
6. After three excused absences in a row, a voting member may vote in the fourth meeting. If they are not present for the fourth meeting, they must again attend three meetings in a row to reinstate their vote.

Any voting member may not have a conflict of interest for specific decisions requiring a vote. A conflict of interest is when an individual's personal or professional interests could compromise their judgment, decisions, or actions regarding the process or primary interest of the PDPPC.

### The Goals for Voting are to:

- Maintain consistency and knowledge of the issues and recommendations
- Allow new members into the process.
- Prevent any option to “occupy”/“control” any one meeting to get an outcome.
- Maintain a 60% voting participation by CDASS participants, family members (employees or not), and Authorized Representatives.

PDPPC Voting Structure Approved: June 2012, Amended 3/27/13, 8/28/13, 4/23/14, 9/23/15.

Co-Chair Voting has Occurred: June 2024 (Dates before 2024 not documented)

