

Supporting the Host Home Stakeholder Engagement Process

HHP Oversight Stakeholder Meeting
November 16, 2023

Goal: Overview of the team and contract

➤ Outline

- Team Introductions
- Contract tasks and timelines
- Questions and next steps

Meet the Team: Mission Analytics Group

- Extensive work on long-term supports and services for people with I/DD, especially critical incidents
- Clients include CA Dept of Developmental Services, Centers for Medicare & Medicaid Services, Administration for Community Living
- Worked with HCPF and stakeholder groups for more than 10 years
- Other current work with HCPF is focused on Self-Directed Services, evaluation of the Complementary and Integrative Health Services (CIHS), and improving survey and certification

Meet the Team Leads

➤ **Peggy O'Brien-Strain, Principal Associate**

- Nearly 20 years experience on critical incident reporting
- Currently leads risk management project for CA DDS
- Worked on HCPF projects starting in 2014

➤ **Cathy McCoy, Senior Analyst**

- Over 25 years experience working in regional centers (equivalent to CCBs) serving people with disabilities in California
- Current deputy director for risk management project for CA DDS
- Other work for HCPF includes self-directed services and models of care projects

Six Major Contract Tasks

1. Environmental Scan

- **Key question:** What kind of oversight do host homes have in other states?
- **Task:** Review and compare oversight regulations of host home like settings in other states
 - Compare on issues such as licensure/certification; environmental safety requirements; incident reporting; training; background checks and exclusion rules; participant rights; grievance processes
 - Examine the relative roles of the state oversight agency, case management agency and host home providers.
- **Draft Due:** December 6, 2023

2: Review of Host Home Data as Available

- **Key question:** What problems have been documented with host home providers?
- **Task:** Review data available from
 - CDPHE recertification inspections for PASAs with host homes
 - CDPHE complaint responses against host home providers
 - Incident reports associated with host home providers
- Assess most common reported issues and all severe issues
- **Draft memo due:** 6 weeks after receipt of data

3: Support for Stakeholder Group Process

- **Key question:** Are there special topics the stakeholder group would like more information on?
- **Task:** Prepare up to 3 short (1-3 page) memos or brief presentations to frame discussion on specific topics as selected by the Department.
- Assist with agenda development, note taking and minutes
- **Draft Discussion Memos or Presentations:** due one week ahead of meetings

4: Focus Groups

- **Key question:** Are there issues specific to different constituents that may not be fully captured in the larger stakeholder group?
- **Task:** Conduct separate focus groups (timing TBD) with:
 - Individuals/families with lived experience
 - Host home providers
 - Host home agencies
 - CCB case manager representatives
 - Advocacy groups
- **Draft summary of themes:** due 3 weeks after each group

5: Grievance Procedures Infographic and Resource Packet

- **Key question:** How can individuals, case managers, and host home providers better understand and use new grievance procedures?
- **Task:** Develop a set of plain language support materials to reflect the new (December 2023) host home agency grievance procedure regulations.
 - Establish a common flow and set of procedures across all host home agencies.
- **Draft packet due:** March 31, 2024

6: Consensus report

- **Key question:** How will the stakeholder workgroup's work translate into recommendations for better oversight?
- **Task:** Develop a summary report of recommendations from HCPF and stakeholder workgroup for additional oversight measures or procedures, proposed regulations or waiver changes.
 - Incorporate as appropriate findings from the environmental scan, data analysis, and focus groups
- This report will be shared with the Host Home workgroup for review and feedback.
- **Draft Report due:** April 30, 2024; Final incorporating comments and recommendations due June 30, 2024

Next Steps

- Environmental scan underway
- Focus groups to begin in 2024



Questions?