## Meeting Notes

### Welcome and Roll Call
- DMMA Director and CMCAC Chair, Stephen Groff welcomes everyone. Attendees announce their presence via the chat box.

### Review of CMCAC Charter and Guiding Principles
- Kimberly Xavier gave a brief review of the CMCAC Charter and Guiding Principles.

### Review of 2020 Accomplishments
- Kimberly Xavier reviewed the 2020 Year-End Report and asked for Committee members to review and provide feedback at a later date.

### Skilled Home Health Quarterly Report
- Kimberly gave a summary on the following:
  - The workgroup continues to meet virtually due to the pandemic.
  - DMMA along with a parent representative of the CMCAC presented at the national ADvancing States Home and Community Based Services (HCBS) Conference, highlighting the work done on the Family Satisfaction Survey.
  - The Workgroup has collaborated with the University of Delaware on the PDN Workforce Capacity Study and members provided key input into the Study.
  - The Workgroup has finalized the Family Satisfaction Survey.
  - Workgroup members provided input into the Family Satisfaction Survey tool, which resulted in a reduction in overall survey items and changes in key areas.
  - Final Human Subject Review Board (HSRB) approval was received for the Family Satisfaction Survey tool.
  - Upcoming activities
    - Finalize and post the MCO PDN Welcome Letter and What to Expect Letter on the CMC Website.
    - Develop a 2021 work plan based upon CMCAC priorities.
    - Distribute the Family Satisfaction Survey.
    - Continue Work on the PDN Workforce Capacity Study.
  - Upcoming SHHN workgroup meeting are on 1/19/21 and 2/2/21.

### Data Workgroup Quarterly Report
- Kimberly gave a summary on the following:
  - Workgroup remained on hiatus; however, work on the Family Satisfaction Survey continued under the purview of the Skill Home Health Nursing Workgroup.
  - Data workgroup will develop a work plan based upon CMCAC 2021 priorities.
| 2020 End of Year Summary Report | • Kimberly gave a high-level overview of what the report will look like:  
  o Discussed having a draft for this meeting, no draft was printed  
  o Will be approximately 8 pages long with a table of contents  
  o Will discuss how the work was organized for 2019, the objectives and a summary of each objective, and the progress made towards them  
  o An overview of the objectives for 2020 will also be included in the report  
  o Kimberly will share the draft with CMCAC and will ask for feedback by the end of January 2020 |
|---|---|
| PDN Workforce Capacity Study Update | • Mary Culnane from the University of Delaware shared the following:  
  o Study design to look at nurses in home care.  
    ▪ Survey tool will include interviews with stakeholders from various backgrounds i.e. nurses, PDN agencies and families.  
    ▪ Will also include nurses who opted not to go into home care and find out why.  
  o The research team will step-back the timeline for the family survey so that families do not confuse this study with the Family Satisfaction Survey study.  
  o The survey questions for the Study were developed based upon input from the SHHN workgroup, literature reviews and websites.  
  o The team has submitted the HSRB draft to DMMA for a preliminary review. |
| Family Satisfaction Survey Update | • Cathy Coddington of Vital Research shared the following:  
  o Research team has ensured language assistance for families who do not speak English or Spanish.  
  o Family Satisfaction Survey reminder cards have been sent and are open until the end of February.  
  o Warm introductions to the survey are needed to hear from as many families as possible. |
| Review of 2021 Priorities | • Kimberly Xavier gave an overview of the 2021 CMCAC Priority List and will focus on accomplishing the following:  
  o Strengthening the network of home health providers.  
  o Evaluation of home-based therapies as it relates to physical therapy; speech therapy; occupational therapy etc. and determine what works and does not work.  
  o Development of another workgroup that will work to improve the work of other home care providers i.e. speech language, occupation therapists, physical therapists etc.  
  o Developing resources for families and children with medical complexity.  
  o Looking for feedback and recommendation on the priority list from Advisory Committee. |
| Covid-19 Update and Discussion | • Olga Goncharoava-Zapata stated that children are left behind and COVID shows all the cracks in the system.  
  o Maria Olivere asked will family of CMC get the vaccine.  
    ▪ Steve Groff responded stating that DMMA is working closely with the federal government and DPH on vaccine rollout measures.  
      ✓ Currently includes healthcare workers, high-risk individuals and people 65 and older.  
      ✓ Problem with the vaccine rollout is that many people are in need of the vaccine but cannot get it at the moment.  
      ✓ May be unwise to vaccinate one person of a whole family.  
  o Dr. Mpasi raise concerns that children are not being thought of for the vaccine; but home health care providers, even parents are moving up the list. |
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<th>Public Comment</th>
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<td>- Steve Groff responded stating that vaccines are not being developed for children and pediatric leaders are in the process for raising awareness of the needs of this population.</td>
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<td>- Vaccine delivery for COVID is separate and different from other vaccine deliveries.</td>
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**Public Comment**

- Steve Groff welcomes families to share comments with Committee.
  - Families commented on the impact of having a child with complex medical needs can have on families’ livelihood.
- Steve Groff acknowledges the challenges families face with caring for child with medical complexity and other life responsibilities. Thanks everyone for sharing and joining the meeting.

**Future Meeting Dates:**

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<tr>
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<tbody>
<tr>
<td>April 13, 2021</td>
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<td>July 13, 2021</td>
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<td>October 12, 2021</td>
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All CMCAC meetings are held at the DHSS Chapel, located in the Herman Holloway Campus at 1901 N DuPont Hwy / New Castle DE 19720.