# Meeting Notes

## Welcome and Roll Call

- DMMA Director and CMCAC Chair, Stephen Groff welcomed CMCAC members and all had a chance to introduce themselves.

## Review notes from October 16th meeting

- Kimberly Xavier reviewed the meeting notes.

## Updates

- The Committee reviewed the notes from the October 16th meeting, and there were no suggested additions, deletions or revisions.
- The Committee reviewed the Charter Document and Guiding Principles, and there were no suggested additions, deletions or revisions.

## Skilled Home Health Quarterly Report

- Kimberly gave a summary on the following:
  - The group continues to meet biweekly.
  - DMMA received the scope of work from the University of Delaware, Center for Disability Studies and Research & Education for Social Policy regarding the Workforce Capacity Study and are working on finalizing the contract.
  - The group decided to change the name for Competency Training to Family Centered Training.
  - Developed a list of items for the PDN Prior Authorization Toolkit as it relates to PDN Nursing.
  - Reviewed and provided feedback to Jean Mullin to take back regarding Delaware Home Health Agencies regulations.
  - Obtained information on the Prior Authorization as it pertains to PDN Nursing from different perspectives.
  - Upcoming SHHN workgroup meeting are on 1/28/20 and 2/11/20.

## Skilled Home Health Nursing 2020 Projection

- Kimberly outlines the steps for planned activities in 2020 for the SHNN Workgroup; these steps can be found on the website in the Advisory Committee Meeting PowerPoint under the meeting materials for the January meeting.

## Private Duty Nursing Gaps in Care Analysis

- Kimberly summarizes:
  - Completed analysis of the PDN Gaps in Care data provided by the MCOs; the analysis is available on the website under meeting materials for the January meeting.
  - Study was designed only to review the issues surrounding private duty nursing for children.
| **Private Duty Nursing Emergent Care Decision Tree** | • Kimberly presented final PDN Emergent Care Decision Tree:  
  o Walked through the entire document with the Advisory Committee  
  o CMC Advisory Committee endorsed the PDN Emergent Care Decision Tree by consensus |
| **Data Workgroup Quarterly Report** | • Dr. Brown discussed:  
  o Group continues to meet biweekly  
  o Met with the MCOs about the PDN Gaps in Care reports and additional work needed to clarify the results  
  o Continues to analyze the claims and encounter data in review of the demographic and utilization trends amongst children with medical complexity  
  o Submitted the Humans Subjects Research Board (HSRB) application for the Family Focus Groups and Surveys  
  o Once the HSRB application is reviewed and approved the group will implement the Family Focus Groups and surveys  
  o Will be drafting a report of the findings for the demographic and utilization data  
  o Upcoming meetings are the 1/28/20 and 2/11/20. |
| **Data Workgroup 2020 Projection** | • Kimberly outlined the steps for planned activities in 2020 for the SHNN Workgroup; these steps can be found on the website in the Advisory Committee Meeting PowerPoint under the meeting materials for the January meeting. |
| **2019 End of Year Summary Report** | • Kimberly gave a high-level overview of what the report will look like:  
  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  
  o The demographic and utilization data will also be included in this report |
| **Priorities for 2020** | • Kimberly walked through the recommended Advisory Committee priorities for 2020; these can be found on the website in the Advisory Committee Meeting PowerPoint under the meeting materials for the January meeting. |
| **Public Comment** | o Rep. Krista Griffith from Delaware House of Representatives on behalf of the 12 District joined the meeting and introduced herself.  
  o DMMA Director Stephen Groff welcomed Rep. Griffith to the CMCAC meeting and invited her to join future meetings |
Director Groff talked about all the CMCAC has accomplished over the past year and commended all the hard work from everyone.
- Members of the committee stated all the great work being done by everyone.

**Future Meeting Dates:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>April 15, 2020</td>
<td>9:00 AM – 11:00 AM</td>
</tr>
<tr>
<td>July 20, 2020</td>
<td>9:00 AM – 11:00 AM</td>
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<tr>
<td>October 21, 2020</td>
<td>9:00 AM – 11:00 AM</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.