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**Wisconsin Council on Long Term Care Reform  
State and Local Stakeholder Advisory Committee  
Meeting of April 10, 2006  
Minutes**

**DRAFT**

**Members Present:** Karen Avery, Ben Barrett, Mary Brintnall-Peterson, John Donnelly, Carol Eschner, Karen From, Ron Johnson, Steve Johnson, Joan Ketterman, Pat Malone, Peggy Michaelis, Todd Moely (via conference call), Midge Pinchar, Ed Weiss,

**Members Absent:** Ella Pious, Dan Remick, Sunny Archambault, Ann Weiss, Reggie Leckel, Jeff Fox

**Others Present:** Sharon Ryan, Lorraine Barniskis, Amy Atchison, Peter Lucas

**Meeting called to order.** Karen Avery, Chair of the committee called the meeting to order at 10:05 a.m.

**Long Term Care 101: The Basics** The morning session, "Understanding the LTC System and Efforts to Reform It" was an interactive presentation facilitated by Lorraine Barniskis. She focused on the basics of LTC, what LTC is and what it encompasses. She gave a historical perspective of LTC programs in Wisconsin and the current reform efforts that are occurring. (For further information on this, see the attachment of this presentation.)

**Approval of February 27<sup>th</sup> meeting minutes** Karen Avery wanted the minutes to reflect 2 specific issues that had been discussed but were not indicated in these minutes:

1. In the Quality Close to Home project presentation, Karen McKim provided follow-up with the committee on "Outcomes for use in Long-term care planning and quality assessments". Karen Avery commented that Outcome 1, which states "This person experiences physical health to the greatest extent possible" be changed to say "This person experiences physical and mental health to the greatest extent possible".
2. In the Aging and Disability Resource Center Expansion presentation, Donna McDowell explained that mental health was included as a target population to be served by the ADRCs. Karen Avery asked,

what was being done for ADRC staff to be educated on mental health issues. A follow up on this question will be discussed with the committee at the next ADRC Expansion Initiative update.

Pat Malone moved that the minutes from the February 27<sup>th</sup>, 2006, meeting be approved as amended. Karen From seconded the motion. The committee voted unanimously to approve the minutes as amended.

**Committee Membership and Length of Appointment** Karen Avery said that there are 20 committee members at this time and that the committee is currently at full capacity. Terms of appointment are 2 years.

**Stakeholder/Consumer Input** This discussion focused on the need for the committee to ensure/facilitate consumer/stakeholder input into the planning that is occurring for managed care expansion.

The charge of this committee is to assist the Wisconsin Council on LTC Reform and DHFS in gaining additional input concerning state and local LTC policies, practices, and reform proposals; to foster participation by consumers and other stakeholders in the planning and implementation of reform; and, to assist the Council and DHFS in training and technical assistance activities to enable local LTC citizen oversight bodies to assume more responsibility and effectiveness in guiding the planning and implementation of effective local systems. The committee discussed the LTC Planning grants awarded by the Department to the various regional planning consortia. Applicants were asked to “Identify the partners and resources that will be engaged in strategic planning for a local or regional long term care system with the capacity to meet most long-term care needs with community-based services. Describe how consumers will be actively engaged in planning.” The committee understands that there is an expectation by the State that grant recipients will establish a mechanism for consumer involvement, input and issue resolution and that stakeholder input in the planning process is extensive and meaningful. The committee identified the following action steps and suggestions for planning grant recipients:

- Each regional consortium should identify a person who will serve as the liaison and “point person” for stakeholders. These consortia involve numerous entities and it would be helpful to know exactly who to contact regarding stakeholder issues. The committee would be interested in hearing a report from this point person on how their partnership is addressing stakeholder input in their planning process.
- Each regional consortium should conduct a stakeholder analysis to identify who the appropriate stakeholders are for their particular region.
- Stakeholders/consumers should be actively involved in the planning process, not just given a presentation to react to.
- Stakeholder/consumer input is important for the planning grant, but the committee believes that the managed long-term care delivery system that is developed and implemented must also contain roles for stakeholder/consumer input.

- Stakeholders/consumers involved in the planning process should be asked to evaluate the process to determine what's being right and what might need improving.
- The number of consumers/stakeholders involved in the planning process needs to be adequate and consumers/stakeholders need to have opportunities for meaningful input that is listened to. While the committee recognizes that there will be different levels of participation, it encourages the regional planning group to allow for a variety of ways for consumers/stakeholders to give input. An example brought up was, in addition to inviting some consumers/stakeholders to attend planning meeting, they could also send surveys to consumers/stakeholders to obtain general information and conduct focus groups to obtain more detailed information.
- In order for consumers/stakeholders to be actively involved in the planning process, the regional planning groups may need to provide some or all of the following: sign interpreters, language translators, materials in alternative formats, transportation, child care, stipend, etc. Funds should be budgeted for these items.
- In order for consumers/stakeholders to be actively involved in the planning process, they also may need education about long-term care systems. The committee encourages the planning consortia to collaborate with advocates in their region to provide this type of education.
- The committee encourages the planning consortia to network with disability and aging advocates to conduct outreach and education to consumers and to recruit stakeholders for participation. These include: local LTC Councils, Independent Living Centers, Aging Networks, People Can't Wait Coalitions, ARC, AARP, Survival Coalition, disability-specific groups, family caregiving/caregiving support networks, providers/provider networks, consumer advocacy groups, and local policy makers.

**UW Extension Project** This project is getting underway and Pat Malone updated the committee on the current status for the project. The work of the UW Extension with the various planning consortia will include assuring that there is strong stakeholder/consumer involvement. (Please see the attached for the complete update on the current status.)

**Walk on item** Jennifer Ondrejka, Executive Director for the Wisconsin Council on Developmental Disabilities, updated the committee on the current activities and plans of the Survival Coalition. They are holding regional forums for consumers in various parts of the state. One of the areas that they will be focusing on is LTC reform and the managed care expansion planning grants. Karen Avery will draft a survey for them to distribute when they discuss LTC reform. (See attached survey.)

**Next meeting agenda**

- Update on the Department's RFI/RFP planning grant process.
- Update on status of Consumer survey distribution and response.
- Quality Close to Home update and further discussion on securing consumer involvement and input.
- Update on the status of the UW Extension strategic planning/LTC Council project.
- Presentation on the Resource Allocation Decision method (RAD)

**Next Meeting date: June 12th, 2006 at CWAG**

**Meeting adjourned:** Karen Avery adjourned the meeting at 3:20 p.m.