



**MINUTES**  
**Waiver Structure Work Group Meeting**  
**Tuesday, 9/19/23 from 10:00AM - 12:00PM**  
**Held via: Zoom Webinar**

**Attendance:** Jess Gorton, Lindsey Magee, Peggy Greenwood, Aida Ramirez, Denise G Captioner, Alecia Ortiz, Kerri Zanchi, Deborah DeScenza, Jennifer Pineo, Krista Gilbert, Shannon Kelly, Renee Fisher, Chad Alden

*Note: Members of the public who joined as attendees in listen-only mode are not included in this list.*

*Please reference the corresponding slide presentation for the detailed agenda, including topics and themes covered in the meeting and corresponding takeaways and applicable action items.*

Major Topics and Themes	Key Discussion Areas
<p><b>Work Group Activity Recap (2022, 2023)</b></p>	<p>The work group reviewed their activities and contributions from 2022 and 2023. The main accomplishment of 2022 was completing service definition drafts for DD Waiver services. The main accomplishment in 2023 was completing provider qualifications for these services.</p> <p>A work group member asked if there was an update on the Department’s incorporation of the DSP Subcommittee’s recommendations. BDS responded that updates to rule are being considered to support DSP credentialing. Another workgroup member shared work they have completed to develop a competency-based staff development resources for their DSPs. This provider offered to share resources and collaborate with interested peers.</p>
<p><b>Support Services Provider Qualifications</b></p>	<p>The work group discussed provider qualifications for Service Coordination, Support Brokerage, Homemaker Services, Stabilization Services - Non Residential, Non-Medical Transportation, and Interpretation and Translation services.</p> <p>The work group decided that few changes to service coordination requirements need to be made. They discussed the benefits of requiring an advanced degree, but also shared examples of experience levels/ on-the-job training that can sometimes lessen the impact of an advanced degree on an employee’s success.</p> <p>The work group discussed the pros and cons of current licensing requirements for Homemaker Services.</p> <p>The work group decided that requirements for Stabilization Services - Non Residential should align with residential stabilization services. The work group discussed the importance of applied experience, but did not determine prior years of experience to be a needed requirement in the waiver.</p> <p>The work group decided that a certification or registration with a nationally recognized organization for translation/ interpretation services should be a provider requirement for Interpretation and Translation Services.</p>

	<p>The work group decided that additional verification is needed to understand if current requirements are prohibiting the use of public transportation/ rideshare options to deliver Non-Medical Transportation. If so, the work group recommends that the requirements be updated.</p> <p>The group's key takeaway/recommendation was that detailed requirements should not be added to Waiver or rule. The work group recommends that BDS leave flexibility for providers to develop job descriptions with more specific requirements. This will allow onboarding, training, and other staff development opportunities to support quality service delivery as it relates to specific job competencies.</p>
<ul style="list-style-type: none"> <li>• <b>Assignment and Next Steps</b></li> </ul>	<ul style="list-style-type: none"> <li>• As of September 2023, the work group has completed its work to provide input on DD Waiver services. The work group has recessed.</li> </ul>