State of New Hampshire
Department of Health and Human Services

MINUTES
Advisory Committee Meeting
Thursday, 6/16/22 from 10:30AM – 12:30PM
Held via: Zoom Webinar

Attendance: Lisa Beaudoin, Abby Conger, Maureen DiTomaso, Carrie Beth Duran, Krista Gilbert, Jessica Gorton, Darlene Hayden, Ellen McCahon, Denise Nash, Alecia Ortiz, Stephanie Patrick, Jen Pineo, Ann Potoczak, Stacey Rosenzweig, Cory Shomphe, Cathy Spinney, Mark Vincent, Denise Gracia (CART)

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. This document provides context into areas of substantive discussion which took place during the meeting.

Major Topics and Themes	Key Discussion Areas
Housekeeping	- Focus group membership was shared; members of the public are also welcome to join in any focus group they wish. - The Group will hear updates from the DSP subcommittee during the July meeting.
Waiver Workgroup Update	- The Group continues to draft Service Definitions. They have finished drafting residential services, began reviewing day services, and will move on to support services. - Some Advisory Committee members noted an interest in understanding more about what services are under consideration, what types of residential services will be available, and how funding will work. - It was noted to let the Work Group know if anyone hears from families about what services they would like considered for inclusion.
Rate Workgroup Update	The Group is working through the cost collection template to estimate the cost of delivering services; this template will be beta tested soon.

	• They are also finalizing DAADS functions to create the DAADS rate, which has been an iterative process between Area Agencies and Meyers & Stauffer.
Focus Group Breakout: Assessment	Reviewed Shared Resources about SIS Sample Approach and person-centered planning & budgeting • The Group discussed useful resources and questions they had, including how the SIS is utilized and methods to message this process clearly to families. • There was discussion around the use of the SIS in rate setting and it was clarified that the SIS is only one portion of information that goes into creating an individual's rate. • The distinction between the terminology of "budget" and rate" was clarified. Exceptions Process for SIS • The Group reviewed why a SIS exceptions process is important and portions of other state's processes to consider. • The difference between an appeals and exceptions process was clarified. • The group prefers an exceptions process as an interim process before moving to a formal appeal. • Group members will think through how they want the exceptions process to look like in NH for the next meeting, where they will create a more detailed process map. Next steps: • Think through and create a process map for what the NH SIS exception process should look like.
Focus Group Breakout: Individual Service Agreement (ISA)	Reviewed the values and frameworks of person-centered planning (PCP) as a vital part of planning and service selection process for an individual • The Group discussed opportunities to close the gap between the PCP process with the ISA's template structure. • The goal is not for the ISA to be another form to fill out but rather a useful tool for service coordinators to help encourage conversations during the service selection process. Reviewed the State Statute 171-A(12) and Regulation HE-M 503 that currently define ISA requirements in New Hampshire. The Group looked through the following sections of the current ISA template: General Information, Diagnoses, Guardianship, Rep Payee, and Planning Process Acknowledgement Form. Next steps: • During the July meeting, the Group will continue discussing the pros and cons of the existing ISA template. • Towards the end of the July meeting, the Group should land on some recommendations for the new ISA.

	• Focus Group members were instructed to list the top 5 strengths and weaknesses of the current ISA by July 1st.
Next Steps	• *Please refer to the corresponding work group PPT for details on assignments (if any) and next steps.*