

Home and Community Based Services (HCBS)  
Universal Assessment Stakeholder Workgroup

**CHARTER – FINAL DRAFT – February 6, 2014**

This Charter establishes the working parameters of the Home and Community Based Services (HCBS) Universal Assessment Stakeholder Workgroup. The development and establishment of the Home and Community Based Services (HCBS) Universal Assessment is authorized by Welfare and Institutions Code Section 14186.36, as established by SB 1036 (Chapter 45, Statutes of 2012).

The Department of Health Care Services (DHCS), California Department of Social Services (CDSS), and California Department of Aging (CDA), collectively, “the Departments,” have agreed to work collaboratively with each other and with members of the workgroup within the requirements of SB 1036 which require the HCBS Universal Assessment be built upon the In Home Supportive Services (IHSS) Uniform Assessment, the IHSS Hourly Task Guidelines, the Multipurpose Senior Services Program (MSSP) assessment process, the assessment for Community-Based Adult Services (CBAS), and other appropriate assessments used by other HCBS programs within the context of the coordinated care initiative. (Although this work may have implications for the implementation of managed care, building recommendations for integration into managed care is not a direct charge of this workgroup.)

**PURPOSE:**

The purpose of this workgroup is to develop a universal assessment process, including a universal assessment tool, for home- and community-based services, as defined in subdivision (a) of WIC 14186.1. Per SB 1036, the resulting universal assessment must facilitate coordination, data sharing and improved care planning that also supports improved consumer quality of care and incorporates person-centered principles and protections.

The workgroup’s objectives include:

1. Identify key elements for a HCBS universal assessment tool that will inform an effective universal assessment process to facilitate the development of plans

of care based on the individual needs of the consumer.

2. Review draft universal assessment tool and make recommendations on the components of the draft universal assessment tool.
3. Discuss the roles and responsibilities of how counties, HCBS providers and the health plans will use the universal assessment tool in the assessment process for needs determination.
4. Consider how this assessment may be used to assess the need for nursing facility care and divert individuals from nursing facility care to home and community-based services.
5. Consider how the universal assessment process will meet criteria for reassessment.
6. Consider how the appeals process would be affected by the assessment.
7. Determine the ability to automate and exchange data and information between home- and community-based service providers.
8. Address the qualifications for, and how to provide guidance to, individuals conducting the assessments.
9. Identify how the assessment process would meet the legislative intent to develop and test a universal assessment process as specified in SB 1036 and the goals of the demonstration project pursuant to Section 14132.275.
10. Make recommendations on how the universal assessment could be used for oversight and quality monitoring of HCBS providers and health plans.

The principles that guide the Workgroup process are:

- Collaboration leads to a strong partnership, system integration and solid results.
- The Workgroup process will incorporate stakeholder input and public comment.
- The Workgroup process is inclusive and transparent. We will evaluate our work at regular intervals and post our work products on our website.
- Due to the technical nature of the discussions, Workgroup members attend and contribute regularly, and do not delegate an alternate.
- Members ask for clarity, are respectful of other's points of view and strive for principled change leading to positive outcomes.

## **GETTING TO RESULTS**

The facilitators will engage the Workgroup in discussions that are designed to culminate in a set of recommendations. All stakeholders are provided an opportunity to offer their viewpoints and to understand the implications of various options. Meeting outcomes and discussions will be recorded in “Discussion Highlights” and differences in perspectives will be noted. At the culmination of the initial phase of the work, a written report outlining Workgroup recommendations will be developed. Workgroup recommendations will be reflected in, at a minimum, the Draft Universal Assessment Tool and Process; and criteria for pilot counties. Ultimately the Departments are accountable to finalize the Universal Assessment tool and process, including system design, testing, and training.

## **MEMBERSHIP**

The Workgroup is convened by the California Department of Social Services, Department of Health Care Services and the California Department of Aging, all of whom are also members of the workgroup.

Additional members to this workgroup include stakeholders from a cross-section of the home- and community-based services community including consumer representatives and designated representatives from In-Home Supportive Services (IHSS), the Multipurpose Senior Services Program (MSSP), Community-Based Adult Services (CBAS), managed care health plans, counties, provider labor organizations, advocates, legislative staff, and state staff.

## **PARTICIPATION**

Workgroup members must attend all scheduled meetings if possible. Workgroup members review relevant materials prior to the meeting and come prepared to actively participate.

## **ROLES and RESPONSIBILITIES**

- **Stakeholders** – Provide expertise and advice to help develop the Universal Assessment tool and process; provide input to facilitators on meeting agendas.
- **DSS, DHCS, CDA** – The Planning Partners commit to shared responsibility for agreed upon objectives; they will work together and incorporate stakeholder input to set the agenda, participate in the workgroup process, and incorporate workgroup decisions.
- **Facilitators** – Support the Planning Partners and Workgroup members by designing and facilitating an effective, impartial process to reach anticipated goals.
- **The SCAN Foundation** – Contribute subject matter expertise and oversee the SCAN Foundation’s resource investment.
- **Academic Partners** – Conducted an analysis of evidence-based and promising practices to inform California stakeholders in their efforts to develop a Universal Assessment Instrument.