

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

CHARTER

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 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 effort is to engage stakeholder input to inform CDSS, DHCS, and CDA in their development of a statewide approach to home and community-based services assessments. Per SB 1036, the resulting home and community-based assessment must facilitate coordination, data sharing and improved care planning that also supports improved consumer quality of care.

The Workgroup’s objectives are:

1. Per statutory requirements, help identify key elements for a Home and Community Based Universal Assessment and advise the Departments on how best to build the uniform assessment process;
2. Inform a person-centered approach to assessment that helps avoid administrative overlap and results in a sound care plan reflective of an array of options; and
3. Discuss how health plans may use the assessment for needs determination for the purpose of supporting the development of a person-centered care plan.

The principles that guide the Workgroup process are:

- 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.
- The Workgroup process is advisory to the Departments.
- Collaboration leads to a strong partnership, system integration and solid results.
- Due to the technical nature of the charge, 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.

MEMBERSHIP:

The Workgroup is convened by the California Department of Social Services, Department of Health Care Services, and the California Department of Aging.

Membership is a cross-section of 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.

ROLES and RESPONSIBILITIES:

- **Stakeholders** – Provide expertise and advice; No designees and no substitutes are allowed due to the technical nature of the task, where success depends on continuity.
- **DSS, DHCS, CDA** – The Planning Partners commit to shared responsibility for agreed upon outcomes; they will work together to set the agenda, lead the Stakeholder process, and incorporate stakeholder advisement where feasible.
- **Facilitators** – Support the Planning Team and Workgroup 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.

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.

GETTING TO RESULTS

The facilitators will engage the Workgroup in discussions that are designed to culminate in a set of recommendations that members agree to uphold and support. 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 considered in, at a minimum, the Draft Universal Assessment Tool and Process; and criteria for pilot counties. Ultimately the Departments are accountable to finalize the Home and Community Based Universal Assessment and will determine how input from the Workgroup will be incorporated.