

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

CHARTER – Revised October 28, 2013

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 workgroup is to engage stakeholders to inform CDSS, DHCS, and CDA in their development of a universal assessment process, including a universal assessment tool. Per SB 1036, the resulting universal assessment must facilitate coordination, data sharing and improved care planning that also supports improved consumer quality of care.

The workgroup’s objectives include:

1. Identify key elements for a HCBS universal assessment and make recommendations on how to build an effective universal assessment process. (*Suggest key elements and process for universal assessment*)
2. Review draft universal assessment tool and make recommendations on the components of the draft universal assessment tool. (*Review and refine draft universal assessment tool*)
3. Discuss how the counties, HCBS providers and the health plans will use the universal assessment for needs determination that helps avoid administrative and services overlap and results in a sound care plan. (*Increased coordination*)
4. Assess how the universal assessment process would incorporate person-centered principles and protections. (*Align with principles and values*)
5. Make recommendations on how the universal assessment could be used for oversight and quality monitoring of HCBS providers and health plans. (*Identify potential uses and accountability options*)

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.
- 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.

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 and will determine how input from the Workgroup will be incorporated.

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.

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; 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 recommendations 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.