

Participant Advisory Committee (PAC) Meeting Minutes

Date: Monday, June 25, 2018

Chair: Bridget Grabill

Scribe: Cassandra Stahl

Community Living and Support Services (CLASS)

1400 S Braddock Avenue

Pittsburgh, Pa 15218

10:30 AM – 12:00 PM

Attendees: See Appendix A

Agenda Item	Owner(s)	Discussion	Action Steps
Call to Order	Bridget Grabill	The meeting was called to order at 10:36 a.m.	
Welcome and Introductions	Bridget Grabill	The group was welcomed to the AmeriHealth Caritas Pennsylvania (PA) Community HealthChoices (CHC) Participant Advisory Committee (PAC) meeting. Introductions of committee members followed.	
Review and Feedback			
Review of Meeting Minutes	Bridget Grabill/Group	The April 10, 2018 PAC meeting minutes were reviewed and approved as written.	
PAC Charter Review	Bridget Grabill/Group	<p>The primary responsibilities of the PAC are to:</p> <ul style="list-style-type: none"> • Coordinate efforts and resources for the benefit of the AmeriHealth Caritas PA CHC population with long-term services and supports (LTSS) needs. • Provide an effective means for PAC members to consult each other. • Coordinate with the Department of Human Services to report out any proposed changes, the number and nature of complaints, and any quality improvement strategies or implementations of the committee. <p>The Committee approved the Charter.</p>	

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<p>How PAC Information is Used and Shared</p>	<p>Group</p>	<p>Complaint trends identified by the PAC, as well as concerns about the CHC program and/or AmeriHealth Caritas PA CHC brought to the committee’s attention, are reported to health plan leadership, and OLTL, for review, feedback, and action.</p>	
<p>Review of Old Business and Action Items from the April 10th PAC Meeting</p>			
<p>Person-Centered Planning Team (PCPT) Guide/Care Plan</p>	<p>Bridget Grabill/Group</p>	<p>The draft step-by-step guide of the person-centered planning process was shared and discussed. The purpose of this guide is to outline each step of the process taken to support the Participant and Provider.</p> <ul style="list-style-type: none"> • Outreach – A Personal Care Connector (PCC) will call the Participant to: <ul style="list-style-type: none"> – Conduct an initial health screening. – Offer a choice of Service Coordinator. – Schedule the initial face-to-face visit with the Participant’s chosen Service Coordinator. • Initial visit – During the initial face-to-face visit the Participant’s Service Coordinator will: <ul style="list-style-type: none"> – Identify the Participant’s goals, strengths, barriers, and preferences. – Complete a Comprehensive Needs Assessment. – Identify individuals to be part of the Participant’s Person-Centered Planning Team. – Conduct service planning and develop the Participant’s back-up plan. • Continued monitoring by the Service Coordinator. <ul style="list-style-type: none"> – Quarterly plan of care/Person-Centered Service Plan reviews. – Annual review or a change in the Participant’s condition. 	

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	Group	Questions discussed included the timing of Participant outreach, the initial visit and receipt of the care plan.	
Nursing Home Transition (NHT)	Ami Probst	A high level overview of the AmeriHealth Caritas PA CHC Nursing Home Transition (NHT) program was shared, including Community Transition Services and the Welcome Home benefit.	Committee members shared that the presentation contained too many acronyms and too much jargon. AmeriHealth Caritas PA CHC staff noted this concern and will bring back to the health plan to ensure future presentations and materials are presented in plain language, and that terms are well defined.
Closing Discussion			
Next Meeting and Adjournment	Bridget Grabill	Discussed topics for future meetings. The meeting was adjourned at 12:15 p.m.	PAC meeting calendar will be distributed with the June meeting minutes by email to the committee.

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Appendix A. Membership and attendance

Asterisk (*) indicates remote attendance via Global Meet Web & Audio Access

Name	Attendance
Participants	
Brian Danna	
Ruth Littlejohn	
Jodi Patsche	✓
Vanita Stevenson	
Joanna Veneris	
Tamara Johns	
Barbara Conrad	✓
Bradley Odorisio	✓*
David Cubarney	
Participant Caregiver	✓
Participant Caregiver	
Providers	
Larry Paul, DMD	✓*
Brian Gannon, LSW	
Stephen(Skip) J Katich	✓

Rebecca Fortuna, RN	✓
Luis Rivera	✓
Chris Antypas	✓
Sarah Fisher	✓

Name	Attendance
AmeriHealth Caritas PA CHC Staff	
Bridget Grabill	✓
Cassandra Stahl	✓
Danielle Bruette	✓
Chris Byrom	✓*
Jennifer Rogers	✓
Michelle Murphy	✓
Susan McAllister	✓*
Christopher Bruette	✓*
Ami Probst	✓*