



STATE OF NEVADA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
AGING AND DISABILITY SERVICES DIVISION

Las Vegas  
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### MINUTES

**Name of Organization:** Nevada Aging and Disability Resource Center  
(ADRC) Veteran Directed Home and Community  
Based Services (VD-HCBS) Advisory Board Meeting

**Date and Time of Meeting:** August 21, 2014  
1:00pm

**Place of Meeting:** Aging and Disability Services Division Conference Room  
1820 East Sahara Ste. 201  
Las Vegas, NV 89104  
--and-  
Webinar

### MINUTES

#### I. **Welcome and Introductions**

Ann Lehiten, Chairperson, called the meeting to order at 1:00pm and called roll.

**Members Present:** Julie Crydeman, Kristin Koetje, Ann Lehiten

**Members Absent:** Gary Whitfield, Grady Tarbutton

**Staff Present:** Cheyenne Pasquale

Introductions were made: Newest member to Advisory Board Kristin Koetje, Clinical Social Worker, works in Reno at the VA, for a year on the home base care program and now in community care. Kristin replaces Sharon Duckworth, who moved to Biloxi. Ann Lehiten works with East Valley Family Services in Veterans Support. Julie Crydeman is Social Service Manager for Aging and Disability Services' Home and Community Based Waiver Program and In Home Other State Services. Cheyenne Pasquale is Aging and Disability Resource Center Project Manager, oversees the seven ADRC sites throughout Nevada, helps develop and implement new programs to strengthen the service delivery at the sites, oversees the Nevada ADRC.com Virtual Resource Center, and is currently planning the statewide ADRC Conference. Cheyenne stated that she is also responsible for training. Cheyenne then introduced her VDHCBs administrative assistant Ken Napier.

#### II **Public Comment** (No action may be taken upon a matter raised under public comment period unless the matter itself has been specifically included on an agenda as an action item.)

No members of the public were present either in person or on the Webinar in Las Vegas or Reno

**III. Review and Approve Draft of the June 26, 2014 Minutes (for possible action)**

Julie Crydeman made a motion to approve the minutes. Kristin Koetje seconded the motion. The motion carried. The June Minutes were approved

**IV. ADRC Project Manager Updates**

Cheyenne Pasquale reported that progress that has been made regarding the VD-HCBS program.

Discussion with San Diego's Veteran Independence Service at any Age (VISA) was undertaken due to San Diego being a part of the same Veteran Integrated Service Network (VISN) as Las Vegas and having launched their program recently. Key points in the discussion include: We need to consider changing the name of the program to make it more appealing to veterans. Approach the VAMC in terms of a partnership to help them implement the federally mandated program. The VAMC was very involved in the development of the Program Manual and Participant Handbook.

Cheyenne reported that Las Vegas is now ready to have a follow up meeting with the National Resource Center for Participant Directed Services, the technical experts of this program, leading to being prepared for beginning meetings with the VAMC of Las Vegas.

Cheyenne reported that Ken Napier was tasked to compile a report regarding background check policies/procedures. The report will include the process that is used in the San Diego California VISA program, the State of Washington VDHS program, and policy/procedures used by other Nevada ADSD self-directed programs. The report will be ready for discussion at the next scheduled meeting.

**V. Review and Discuss Financial Management Service and Requirements**

Cheyenne Pasquale reported that Ken Napier was directed to prepare a draft Request for Quote for Financial Management Services (FMS) for the VD-HCBS program using documents from the State of Washington. It was explained that the Advisory Board is viewing the first general draft and that there is an updated State of Nevada document that Ken is in the process of completing. Cheyenne explained that the Request for Quote contains the description of the VD-HCBS program, the launch time, expected expansion parameters, and FMS compensation and requirements.

Cheyenne explained that a formal document entitled Statement of Work was developed from the Request for Quote and suggested that review, comment, changes and any other actions concerning this document be undertaken at the next scheduled Advisory Board meeting due to the complexity of the document and the Advisory Board not being able to read it prior to the meeting.

Cheyenne answered questions regarding components of the FMS. It was explained that the monies for the VD-HCBS program is flowing from VA to ADSD to the Veteran thru the FMS. It was explained that ADSD is to

provide administrative oversight of the program, sign the provider agreement with the VAMC and FMS vendor. It was explained that the FMS will be the vendor for ADSD but not Medicaid due to exclusivity with VAMC.

Cheyenne highlighted what is contained in the Scope of Work document: The Requirements for the Contractor, Customer Service, Business Practices, Administrative / Invoice Tasks, Tasks related to Individual Providers, Tasks related to Non – IP Service Providers, Insurance requirements, Required Reporting and Database Maintenance, and other responsibilities.

Cheyenne outlined the process that the Scope of Work will take to become official: Finalize the Request for Proposal, send it to State Purchasing Division, for them to put out formal Request for Proposal. Cheyenne says that when the formal request is put out that several webinars may be scheduled for interested vendors to answer questions. We are still hopeful that this Program can work within an existing contract instead of having to create a whole new contract. Cheyenne states that she has been contacted by several vendors that are interested and want to see the Proposal.

Cheyenne thanked Ken Napier for his efforts in researching all that went into this report.

Cheyenne stated that it was interesting that Floyd of San Diego's VISA program stated that once their RFP was processed and agreed on pricing they had the vendor work with the National Resource Center to prove that the vendor could meet the requirements. This may serve as an example of the approach Nevada may use. Cheyenne suggested that at the next meeting that the Advisory Board formally review FMS and make a vote to accept the Scope of Work.

**VI. Update on Focus Groups**

Cheyenne stated that nothing has been done about Focus Groups at this point but that the Readiness Review that Ken has been directed to produce yields a question set for Focus Groups.

**VII. Discuss and Draft Responses for Program Readiness Review**

Cheyenne stated that this document hasn't been sent out to the Advisory Board as of yet. Cheyenne explained to the newest member, Kristen, the FMS Readiness Review is the requirements that the state must meet to implement the program and sign a Provider Agreement with the VAMC. This Program Readiness Review (also known as a readiness plan) lays the ground work for how the Program is going to work.

Cheyenne discussed that she has not made a concise document from the answers to the 10 questions that Ken has developed for the Advisory Board to consider. The Advisory Board decided that after Cheyenne sends each member a copy of the Readiness Review Responses, each member will study and make notes and discuss it at next meeting. All agreed.

**VIII. Discuss and Vote on Future Meeting Date and Agenda Items (for possible action)**

Cheyenne suggested that the next scheduled meeting be held September 24<sup>th</sup> at 9:30am due to the fact that the contract position for Ken Napier ends at the end of September. The next meeting discussions will include the following agenda items: ADRC

Project Manager Updates, Review and Discuss Background Check Policies, Review and Approve the FMS Scope of Work, Discuss and Approve a Plan for Focus Groups(may be an action item), and continue to Discuss and Draft Responses for the Program Readiness Review.

Kristen made a motion to approve the items for the agenda of the next meeting as read. Ann Lehiten seconded the motion. The motion carried.

**IX. Public Comment** (No action may be taken upon a matter raised under public comment period unless the matter itself has been specifically included on an agenda as an action item.)  
No public comment

**X. Adjournment**  
Julie brought a motion to adjourn the meeting. Kristen seconded the motion. The motion carried. Ann declared the meeting adjourned

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Note: We are pleased to make reasonable accommodations for members of the public who have disabilities and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Cheyenne Pasquale at (702) 486-3831 as soon as possible and at least two days in advance of the meeting. If you wish, you may e-mail her at [cpasquale@adsd.nv.gov](mailto:cpasquale@adsd.nv.gov) Supporting materials for this meeting are available at: 1860 E. Sahara Ave, Las Vegas, NV 89104 or by contacting Cheyenne Pasquale at (702) 486-3831 or by email at [cpasquale@adsd.nv.gov](mailto:cpasquale@adsd.nv.gov).