



CHARTER (DRAFT as of 2/20/2020)

**Stakeholder Work Group to Improve the Life Plan and Person-Centered Planning
Process**

Work Group Purpose and Charge:

The work group will:

- (a) Gather Stakeholder input on potential improvements to the Life Plan and the person-centered planning process (used to develop, update, execute and monitor the Life Plan);
- (b) Compile the Stakeholder input and develop actionable recommendations for addressing concerns, prioritize them, and identify pros and cons associated with implementation of each recommendation; and,
- (c) Present workgroup findings and recommendations to OPWDD and Care Coordination Organization (CCO) Leadership.

Timelines and Deliverables:

The work group will meet no less than monthly and no more than six to eight months in duration. The final deliverable(s) will include:

1. A concise report of Stakeholder input on needed improvements to the Life Plan form/format and the person-centered planning process used to develop, update, execute and monitor the Life Plan; and,
2. A prioritized list of actionable recommendations with pros and cons associated with implementation.

Work Group Member Roles/Responsibilities:

The maximum time commitment from each work group member is expected to be no more than 4-8 hours per month including work group meeting time.

Each work group member will be responsible for gathering the input from the Stakeholder constituencies that they represent and presenting the information to the full work group for comprehensive integration.

Each work group member will be responsible for active participation, responding to all email communications related to the meetings and work of the work group and participating in all work group activities.

The work group may consider developing a consistent set of questions to pose to their Stakeholder constituencies so that feedback obtained is topically consistent and useful in the development of actionable recommendations.

Work Group Membership:

Stakeholder Group	Workgroup Participants	Organization	Title
Self-advocate	Brianna Lehtonen	N/A	Self-Advocate
Self-advocate	Robert Terry	N/A	Self-Advocate
Self-advocate	Jessica Campbell	N/A	Self-Advocate
SANYS	Shawn Fultz	SANYS	Self-Advocate
SANYS CEO	Arnold Ackerly	SANYS	Chief Executive Officer
Parent	Barbara Hoffman	Parent to Parent	Parent from Medina, NY
Parent	Kathy Nowak	FSS	Parent from Staten Island, NY
Parent	Rachelle Kivanoski	SWAN	Parent
Provider Association Representative	Yvette Watts	NYAEMP	Executive Director
Provider Association Representative	Kaywana (Kay) Burgess	IAC	Associate Executive Director for Adult Services
Provider Association Representative	Josh Christiana	The ARC NY	Associate Executive Director for Quality and Compliance
CCO/HH Representative	Danielle Mazza	Care Design NY	Assistant Vice President of Care Management
CCO/HH Representative	Maria Cappoletti	Life Plan CCO	Vice President of Quality Management
OPWDD State Operations Provider Rep	Rinnay Carney-Koutouan	OPWDD	Deputy Director of State Operations
OPWDD State Operations Provider Rep	Melissa Janidlo	OPWDD	Director of Medicaid Compliance
DDAC Representative	Mary Ellen Tegtmeier	DDAC	Parent Council Member FSS provider

PHP Representative	Jennifer Rechner	PHP	Director Care Coordination - Willowbrook
Willowbrook Representative	Antonia (Tawnie) Ferguson	CAB	Executive Director

State Staff Support:

In addition to the official membership noted above, OPWDD and DOH staff will be present at all meetings or intermittently to support the work group and/or for informational and/or contextual purposes (but not to participate in the discussions) including:

- OPWDD Director of Managed Care Implementation and Work Group Sponsor (Allison McCarthy)
- OPWDD Work Group Facilitator (Maryellen Moeser)
- Regional Office and Front Door Representative (Donna Garone, Jacquelyn (Jaci) Best)
- OPWDD Willowbrook Liaison (Lori Lehmkuhl)
- OPWDD Care Coordination Organization (CCO) Liaison (Becki Lifford)
- OPWDD Managed Care Implementation Staff Representative (Dixie Yonkers)
- OPWDD Policy, Program and Waiver Unit Representatives (Kate Marlay, Lisa Kennedy, Kim Hodges, and Alana Stelline)
- Counsel’s Office Representative (Erica Pandolfo)
- DOH Health Home Program Representative (Nancy Pleickhardt)

Contracted Support:

The Managed Care Community of Practice (MCCOP), contracted by New York State for technical assistance and represented by Cathy Verano, will attend all meetings in order to support the work group’s collection and compilation of Stakeholder concerns and input activities may include, but are not limited to:

- Develop a survey tool and or key questions to be asked to gather Stakeholder input for the work group;
- Administer survey as requested by OPWDD with input from the work group;
- Analyze survey results to inform the work group and help facilitate development of actionable recommendations based on survey results; and,
- Other assistance as needed (e.g., assisting with the development of Charter deliverables).