

Traumatic Brain Injury Fund Advisory Committee Meeting

August 21, 2008

Utah Department of Health (Room 132)

4:00 pm – 5:30 pm

Committee Members Present

Elaine Pollock, Troy Roper, Ron Roskos, Nita Smith, Adina Zahradnikova

Committee Members Excused

Breanne Berg, Kari Peterson, Sara Sanders, Sandy Brooke

UDOH Staff Support and Guests Present

Missi Leak, Kevin Condra, Trish Keller, George Delavan, Deb Turner

1. Welcome & Introductions - Kevin Condra

- Everyone introduced themselves

2. Results of Voting on Committee Chair - Kevin Condra

- Tie between Sarah Sanders and Nita Smith.
- Committee Chair and Co-Chair were chosen.
- Sarah will be the Chair.
- Nita will be the Co-Chair.

3. Approval of July Minutes – All

- Committee reviewed the July minutes.
- Troy Roper motioned the minutes be approved.
- Elaine Pollock seconded the motion.
- Unanimous approval of the minutes.

4. Review of & Feedback on TBI Fund Website - Kevin Condra

- Kevin Condra reviewed the TBI section on the Website.
http://health.utah.gov/vipp/traumaticBrainInjury/tbi_trust_fund.html
- Meeting times and minutes have been posted for the public to view.
- Please review your personal bio that Kevin sent for posting on the web and let him know if you have any changes by Aug 28, 2008.
- Timeline section: RFP Process will probably be linked to State Finance website.
- Other things that committee would like to see on the website:
 - Resource Book – Combine resource books from both the Veterans and BIAU, to make one state TBI Resource Book.
 - Link other websites under both the “links” tab and the “TBI” tab on the website.
 - Link to the Legislative Coalition for People with Disability website
 - Add section “For Additional TBI Resources”

- Email Kevin the website links that you are interested in posting on the website.
- Kevin will email the address to the committee.
- Also link to “TBI Waiver” under additional resources
- Are donations tax deductible?
 - When people donate will it be tax deductible.
 - If so, then it needs to be on the website.
 - Kevin will find out and let committee know.

5. Update on Request for Proposals - Trisha Keller

- We have to go through state purchasing because the funding is state dollars.
- The Request for Proposal (RFP) has been submitted, and they are processing it.
- We’ve included enough detail in the RFP that it will hopefully be easy to follow.
- The RFP should be posted next week (August 27th) and has to be open for 2 weeks (will close on September 10th). Looking to review the proposals from September 11th – 22nd.
- After the review we will then have to start the contract process, which takes another several weeks. We are hoping for it to be done and ready by October 30th.
- The contract will go from October 1, 2008 to June 30, 2008 .
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- The committee is responsible to provide a report summary. Given the timeframe, the best we can hope for in the report to the legislature in November is that we have the contracts in place. We will also be able to convey what services are being provided. The report will go to the Health and Human Services Appropriations Subcommittee and Health and Human Services Interim Committee.
- The funds are to be used for resource facilitation – meaning that proposals must address how they will develop a plan that will identify services needed and will link individuals to those services.
- We anticipate awarding only 3-4 contracts at a maximum of \$12,000.00 each.
- One of the preferences will be organizations along the Wasatch front, because that is what the Advisory Committee had recommended.
- Another preference will be given to proposals with a focus on mild to moderate TBI and the transitioning years (teen to adult years).
- Reporting should be simple and contractees will be given a format so that they just fill in the blanks.
- We will be reviewing the reports that we receive, and they will be submitting either monthly or quarterly expenditure reports [financial status reports (FSR)] to request reimbursement.

6. Review Timeline of Significant Events - Kevin Condra

- By our 4th meeting, what is it that we want to show legislation?
 - We want to show not only how the money was used this year but what else could be done with growing the fund.
 - Web hits can be tracked to the TBI fund website page. That may be something we want to share with the Legislature also.

- Purchasing could probably track the RFP and how many times it was downloaded.
- Include the hits (interest) in the report to the legislators.
- What do we want posted out on the website for the public?
 - Proposed Timeline – Keep in the following items / dates: committee meetings, RFP proposals due and reviewed, awards announcement, and final report submitted to legislature. Keep it simple.
 - Final advisory meeting will be on December 18th unless continued by Dr. Sundwall.

7. Discussion on Criteria to Consider for Neuro-Psych Exams - Trisha Keller

- Neuro-psych exam, we are setting aside some money for the agencies for this exam.
- When the agencies identify a client that a neuro-psych exam is needed to develop the plan of care or the exam is needed to access other services, then the agency will request the funds from UDOH. A panel from the advisory committee and other experts will review the cases that are submitted.
- Funds will probably only available to provide 4-5 exams (the cost varies for each, so it is hard to come up with a specific number).
- We are trying to find out if Medicaid has a contract with anyone with a set rate. If they do perhaps we could use it to pay for the neuro-psych exams. That would be the easiest method. Trisha is waiting to hear back from them.
- Under the TBI waiver, it is not covered.
- Nita reported that TBI is included under the Medicaid Capitated Services Contract for Mental Health, which makes it hard, if not impossible, to get a neuro-psych ordered.
- It was suggested to look into having interns at BYU conduct the exams at a lower cost.
- Committee needs to come up with eligibility criteria for the Neuro Psych exam funding.
- Set a timeframe when it would be best to have the exam – because most patients need a follow-up exam, so we need to take that into consideration.
- If they need a portion of the money to complete the Neuro Psych exam, we could cover a portion so they don't need to request the full amount of funding for the exam.
- Part of the criteria needs to be – Have they had an exam recently?
 - Look at initial post injury.
 - Look at other states to see if they have come up with a criterion.
- Need to define what the Neuro Psych credentials are.
 - Neurologists are not Neuro Psych's, and Psychologists are not Neuro Psych's. There is a board certification for Neuro Psych's.
 - We should only contract with that specific certification, or someone supervised by that certification.
- Check with Medicaid to see if they have a criterion.
- Have Neuro Psych's that fall under our criteria submit Board Certification or CV and the committee will approve them (our committee to review all them).

- UDOH will be the one to tell the agency where they can go to get the exam.
- Collect a list of providers, ideally someone who will contract with us at a lower rate.
- As a committee we will choosing the best of what's available to us.
- Establish a reimbursement rate for services.
- The quickest way to get an established rate that is prepaid by Medicaid dollars is to ask Valley Mental Health and Wasatch Mental Health who does Neuro Psych for them.
- Elaine will chair a sub-committee established to seek out the Neuro-Psych doctors and seek guidance and feedback from them.
 - U of U, PCMC, and LDS Hospital have them.
- Simplest way is to find an agency that already has a state contract for a Neuro Psych exam.
- Elaine will have information by Tuesday, August 26th.
- Adina to email the National TBI Listserv and forward responses to Kevin
- Purchasing needs from the committee a list of possible providers to send the RFP to.
 - When purchasing issues the RFP , they directly send out a notice to them to let them know it's been posted.
 - As we give notice, we will add a link off the TBI fund website and committee members will send out the link to their email groups / contacts.
- Get the organizational names to Kevin by Monday, August 25th and he will send it to purchasing.
- Kevin will email the link to the committee members to send it to their groups / contacts.

8. Discussion on Additional Resources to the Fund – All

- Representative Ray, whose sister has a TBI, was on KSL talking about going forward with the Tobacco Bill this year.
 - Nita will speak with him again. We need to try to get high enough on his priority list for a funding allocation from his cigarette excise tax.
- Approach insurance companies or large hospital chains, and they may help us get the infrastructure.
- Find a Bank that is interested in donating - they are required to give 3% back through community service reinvestments.
- Establish a mechanism for Memorial Funds – for the families that have lost a loved one due to a TBI.
- Prepare a fact sheet and a report for the legislature and use it to hand out to memorial fund, banks, etc.)
- The TBI fund is an ongoing fund and will be available to accept donations. One time funding was received from the legislature for the current year.
- Kevin is planning on posting a couple of stories from survivors on the TBI webpage for the upcoming BIAU Conference. Share the Department Story Bank with partners and have them submit stories.
 - Can use the stories in the report too.

- Making it personal will make a difference.
- Adina will chair a sub-committee to solicit donations.
 - Troy will be on the committee.
 - Adina is planning on talking to IHC.
- Assignments:
 - Adina's sub-committee is looking for other avenues for funding.
 - Elaine is gathering resources for Neuro Psych exam.
 - Adina to email the National TBI Listserv and forward responses to Kevin
 - Committee members need to review their personal bios , think about additional resources along with criteria for Neuro Psych Exams, and let Kevin know their list of possible providers to send the notice of the RFP.
 - Trisha and Kevin are continuing to work with Purchasing on the RFP.
- Input for September agenda items:
 - Sub-committee Reports.
 - Proposals will have been reviewed before the next meeting (questions from the review will be discussed).
- Representative Gowans had said he would be attending but did not arrive. Perhaps UDOH should seek him out at the legislature since he is always there for Interim Hearings (every third Wednesday of the month).

Next Meeting

September 18, 2008
 Utah Department of Health
 288 North 1460 West (Room 132)
 4:00 pm – 5:30 pm