

**Approved Minutes**  
**Vermont State Rehabilitation Council**  
**POLICY AND PROCEDURES COMMITTEE**

Thursday, May 4, 2023

10:00 AM – 12:00 PM

Virtual Meeting

**Meeting called by:**

Sherrie Brunelle, Chair, called the meeting to order at 10:03 a.m.

**Members Present:**

- Andrea Bacchi
- Sherrie Brunelle
- Rocko Gieselman, (ex-officio, non-voting), arriving late
- Helena Kehne
- Cari Kelly
- Laura Siegel

**Members Absent:**

- Calla Papademas
- Sarah Sterling

**SRC Liaison:**

- James Smith, arriving late

**SRC Coordinator:**

- Janice Leonard

**Speakers or Presenters:**

- n/a

**Guests:**

- n/a

**Interpreters:**

- Jennifer Raney
- Nicole Sargent

**1) Introductions (Sherrie Brunelle)**

**Discussion:**

Those in attendance knew each other, this item was passed.

**Conclusions:**

**Action Items, Person Responsible, Deadline:**

None

## **2) Approval of Agenda** (Sherrie Brunelle)

### **Discussion:**

Sherrie asked for any proposed additions or changes to the agenda. Cari moved to approve the agenda and it was seconded by Laura. No discussion. Vote was unanimous 5-0-0

### **Conclusions:**

Motion passes: today's agenda accepted.

### **Action Items, Person Responsible, Deadline:**

- Finalize agenda and upload to SRC Website, **Janice Leonard, 5/30/23**

## **3) Open for Public Comment** (Sherrie Brunelle)

### **Discussion:**

No one from the public was present.

### **Conclusions:**

n/a

### **Action Items, Person Responsible, Deadline:**

None

## **4) Approval of Prior Meeting Minutes** (Sherrie Brunelle)

### **Discussion:**

Sherrie asked for any proposed changes or amendments to the Minutes from March 2, 2023. Cari moved to approve the minutes and it was seconded by Helena. No discussion. Vote unanimous 5-0-0

### **Conclusions:**

March 2, 2023 minutes were approved.

### **Action Items, Person Responsible, Deadline:**

- Approved minutes uploaded to SRC website and link emailed to members, **Janice Leonard, 5/30/23.**

## **5) Update: VOTE: Chapter 302, Health Services** (James Smith)

### **Discussion:**

Changes sent this morning:

- II B. Sherrie recommended this section be moved to a guidance section. Group agreed.
- IV B. See Comments on the presented policy.
- IV C. VR should be changed to DVR for consistency. See comments on policy.
- IV C 2. Changed language to match regulation. See comments on policy.
- IV D. Removed language to match the regulation. Added clarification.

The group discussed if we should vote on this now or wait. There was a consensus that the policy could be voted on with the revisions noted.

Sherrie called for a motion to approve chapter 302 as revised and discussed today: Cari moved to approve Chapter 302 with revisions discussed in meeting today, seconded by Helena. No discussion approved 5-0-0.

**Conclusions:**

**Action Items, Person Responsible, Deadline:**

**6) Draft Review: Chapter 315, Home Modifications**

**Discussion:**

The committee discussed a range of concerns about separating Home Modifications from Rehabilitative Technology and Engineering, recognizing that the terms are somewhat antiquated, yet the terms used in the regulations. The committee shared with James concerns and comments raised in the [fill in the date] meeting where the concerns are detailed. James will review the minutes from the last meeting and provide a revised draft policy for review by the committee. Laura Siegel agreed to research other state policies on this topic and share that with James and Sherrie.

**Conclusions:**

The committee agreed that the Home Modification policy needs additional work.

**Action Items, Person Responsible, Deadline:**

James will prepare a revised draft policy for consideration at the next committee meeting [fill in date]

**7) Audit Requirement to Establish Rate Setting Procedures**

**Discussion:**

When James arrived at the meeting, he reviewed with the committee a finding from the RSA audit. RSA questioned HAVT's methodology for setting rates for services. Basically, RSA wants HAVT to be able to justify and document what process was used to determine a specific rate for case services including case management and vendor rates. This will affect every chapter with a rate. He advised that-

- We will need a separate chapter for Case Service Rates.
- We will need external and internal versions.
- He will need time to draft a document for review.

James requested input from the committee on this topic. Because HAVT must respond to RSA shortly, he asked if the committee would be willing to schedule an extra meeting during the summer to provide feedback. The committee agreed to meet with him this summer.

The committee identified August 3 as a possible date for the special meeting.

**Conclusions:**

Set up meeting for August 3 meeting at 10:00 am

**Action Items, Person Responsible, Deadline:**

Janice will poll committee members regarding their availability to meet on August 3.

James will prepare a draft rate setting document by [fill in a date from James].

**8) Initial Review: Chapter 101, Confidentiality**

**Discussion:**

- Use consistent wording, "Rely on Autonomy" or appropriate mode of communication.
- There is some need for revision. A couple of key issues:
  - Complaint procedure, AHS has one but it's not easily accessible. We need one defined in the P&P that is simple to access

- Responsibility for Decisions around Hearings and Subpoenas needs to be defined in this section.
- Sherrie reported that RSA has said that DVRs are not required to follow HIPAA. Because VT DVR is under the AHS, and it needs to follow HIPAA requirements. Sherrie will follow up with James.
- The committee agreed we could review a draft confidentiality policy and other policies when we meet over the summer to review the rate setting policy.

**Conclusions:**

The committee agreed that this policy needs revision.

**Action Items, Person Responsible, Deadline:**

Sherrie will follow up with James regarding the confidentiality policy in July.

**9) Initial Review: Chapter 309, Services to Family Members**

**Discussion:**

- The committee asked Rocko if they thought this was used a lot. They thought that it must be. Example: Child Care.
- It was agreed that we will need to update the financial portion e.g., \$5 an hour for childcare. RSA says we need to tie this to a definitive source e.g., DCF/ESD rates.
- Concerns were raised about the definition of “family” in this policy. It reflects what might be described as a “traditional” family but not as family is defined today. Members would like to revise the definition to reflect more inclusivity. The definition of family member is set in regulation so we may be limited in what we can do.
- The committee will review this policy when it meets on August 3 from 10:00-12:00.

**Conclusions:**

The current policy needs updating to reflect current definition of family and rates for services provided.

**Action Items, Person Responsible, Deadline:**

Sherrie will confer with James to update the policy for review and possible vote at the August 3 meeting,

**10) Other Business & Agenda Setting (Group)**

**a. Other Business**

**Discussion:**

**Conclusions:**

**Action Items, Person Responsible, Deadline:**

**b. Agenda Setting: Special Summer Meeting August 3**

**Discussion:**

- Vote: Chapter 302, Health Services
- Draft Review: Chapter 101 Confidentiality
- Draft Review: Chapter 309, Services to Family Members
- Draft Review: Chapter 315, Home Modifications
- Establish Rate Setting Procedures Discussion

**Conclusions:**

**Action Items, Person Responsible, Deadline:**

- Janice set up the special meeting, Janice 5/11/23

**c. Agenda Setting: September 7, 2023**

**Discussion:**

Janice/Sherrie, James will get together and figure out the loose ends and present that as the agenda.

**Conclusions:**

**Action Items, Person Responsible, Deadline:**

- Set up meeting to figure out the priorities for meetings starting September, James/Sherrie/Janice, 8/15/23

**11) Adjournment (Sherrie Brunelle)**

Cari moved that the meeting adjourn, it was seconded by Andrea. Sherrie called the meeting adjourned at 11:28 a.m.

### **Meeting Action Items, Person Responsible and Deadlines:**

- Finalize agenda and upload to SRC Website, **Janice Leonard, 5/30/23.**
- Draft minutes for this meeting, send to Committee Chair for comment then upload to SRC website, **Janice Leonard, 5/30/23.**
- Finalize approved minutes for last meeting and upload to SRC website **Janice Leonard, 5/30/23.**