

ACQ Policy and Quality Subcommittee Meeting Summary

12/10/2025, 1:00 - 3:00

Co-Chairs: Elana Gonzales (DDSD), Winton Wood

Attendees: Johanna Armendariz, Jim Copeland, Cassandra DeCamp, Clara Hardgrave, Kate Nash, Tracy Perry, Amira Rasheed, Elaine Palma, Angelique Tafoya, Carrie Walter, Christina Hill (DDSD), Peter Michaels (DDSD)

Presenters (DDSD): Claudia Rice Alix Dean, Elaine Hill, Angie Brooks

AGENDA ITEMS

1. Introduction

- Elana Gonzales gave an overview of the meeting agenda and a statement of purpose.
- Updates from last meeting on prior agenda items:
 - Finalization of the Grievance System Policy
 - Policy and Procedures Inventory work continues

2. Mi Via Service and Support Plan (SSP) Revisions

Presenter: Claudia Rice, DDSD Office of Constituent Supports Manager

- Claudia reported that she has been working in collaboration with Elaine Hill, DDSD Mi Via Waiver Program Manager, and other Mi Via staff to revise the Mi Via Waiver Service and Support Plan (SSP).
- A tentative first draft of the revised SSP is expected to be distributed soon.
- Claudia requested that any comments or suggested revisions be submitted to her by December 19, 2025.
- It was asked whether the draft could be shared with additional stakeholders and waiver participants to solicit direct feedback. Elaine Hill indicated that sharing the document for stakeholder and participant feedback would be appropriate.

3. Employment First Policy Updates

Presenter: Alix Dean, DDSD Statewide Community Inclusion and Employment Lead

- Alix Dean gave a slide presentation highlighting recent changes to the Employment First policy and systemic impact.
- Policy aligns working-age definition with federal standards, causing some discussion

on service impact.

- Comments/feedback will be accepted until December 17th, 2025

4. Training Compliance Policy Review

Presenters: Elana Gonzales, DDSD Research & Policy Analyst / Elaine Hill, Mi Via Waiver Program Manager

- Elaine and Elana gave a presentation highlighting early revisions to DDSD's training policy, including purpose and goals. Elaine highlighted that the Mi Via training compliance procedures are being worked on through this policy.
- Clarification was requested regarding what constitutes training compliance.
- Questions were raised about training compliance criteria for volunteers and whether overly stringent requirements could deter volunteering.
- It was noted that the Employers of Record (EOR) training assessment is challenging and often requires multiple attempts to complete.
- Clarification was requested regarding training requirements related to Assisting With Medication Delivery (AWMD).
- Elaine asked for Mi Via related feedback before January 15th, 2025.
- Elana noted that DDSD will involve the group in further review of the policy, potentially calling an ad-hoc meeting before the pre-scheduled one in February.

5. Contract Management Policy Revision

Presenter: Angie Brooks, DDSD Regional Office Bureau Chief

- Angie Brooks presented a document containing a table of Impact Sanction Levels and provided a brief overview of changes to the contract management policy.
- Details on further opportunities to comment are to-be-determined.

6. Wrap-up

- It was suggested that it may be necessary to schedule special meetings prior to February 11, 2025, and availability to attend such meetings was noted.
- Committee members were encouraged to reach out with any questions, comments, or feedback related to the topics presented.
- Suggested topics for the next meeting agenda included discussion of the SSP revision, training policy and discussion of the monthly contact form in Therap.

Next regular meeting: Wednesday, February 11, 2026, from 1:00–3:00 p.m.

Note: Meetings typically follow a bi-monthly schedule, held on the second Wednesday of the month from 1:00–3:00pm, unless an ad-hoc meeting is necessary.