



JB Pritzker, Governor  
Paula A. Basta, M.Div., Director

One Natural Resources Way, Suite 100, Springfield, Illinois 62702-1271  
Phone: 800-252-8966 • 888-206-1327 (TTY) • Fax: 217-785-4477

**Illinois Department on Aging**  
**Fatality Review Team Advisory Council Meeting via WebEx**  
**2:00 PM November 16, 2023**

**Committee Members In Attendance:**

Area 01 – Not represented; Area 02 – Diane Michalak; Area 03 – Josh Dunnett; Area 04 – Holly Kozinski; Area 05 – Not represented; Area 06 – Brenda Fleming; Area 07 – Not represented; Area 08 – Not represented; Area 09 – Nancy Hinton; Area 10 – Beverlee Hiestand; Area 11 – Kimberly O’Daniel, Stacey Aschemann; Area 12 – Audrey Klopp; Area 13 - Dr. Kim Dixon.

**IDoA Staff in Attendance:**

Deputy Division Manager, Dana Wilkerson; Interim Program Administrator, Jeanice McDade; APS Quality Assurance Administrator, Jody Kershaw; Administrative Assistant, Terry Haynor.

**Guests in attendance:**

Robin Morgan, HFS and Doug Kircher, DHS-DD division

**Minutes:**

Dana Wilkerson, deputy division manager, started off the meeting and welcomed everyone. Ms. Wilkerson started the meeting at 2:02 pm. No members of the public were in attendance. Dana Wilkerson called the meeting to order and took roll call.

Ms. Wilkerson requested a motion to accept the minutes from the last meeting. A motion was made by Stacey Aschemann to accept the meeting minutes and we received a second from Kimberly O’Daniel. Motion carries.

**Client Safety Committee**

Ms. Wilkerson moved on to the old business of the Data Collection. Jody Kershaw, Administrator for Quality Assurance has been working on a system that will collect data points that are more relevant to the work that we do in our Fatality Review team.

Respect for yesterday. Support for today. Planning for tomorrow.  
[www.illinois.gov/aging](http://www.illinois.gov/aging)

Ms. Kershaw shared her screen and explained the idea of what the thought process is moving into 2024. This will be different than the web-based system that the coordinators were entering in the past. Providers and coordinators were entering in the web-based database. This system was very difficult to retrieve data and allow IT staff to complete updates and keep current. The new system is moving towards Microsoft List. A link will be sent to the coordinators, taking them to the form. The content is pretty much the same, just using a new format that is more user friendly and a faster process for data entry. This will also make data collection easier for creating reports. Ms. Kershaw reviewed the new format and discussed the portions of the form including using the fishbone analysis. The new form is being released in December 2023.

Ms. Kershaw also discussed two other projects – A master membership list as well as a focused review of cases where clients were deceased. The master membership list will be updated and pulled together. The focused review pulled cases where we had a substantiated client deceased decision or an unable to substantiate client deceased decision, which amounted to appx. 618 cases. The team viewed suspicious death form completions for accuracy as well checked to see if anything else could have been done service wise that would have affected the situation.

Findings were very good. There were 15 cases or 2.4% where a suspicious death report was not completed. Out of those cases, the trend was these were received quickly and would receive information that the client was deceased. APS had not worked the case but there seemed to be enough information to say this was suspicious. Going forward, since medical personnel were involved in most of these cases, having caseworker involvement with the medical personnel to solicit their opinions about these cases being suspicious. If they say yes, then having the suspicious death reporting completed. The APS training team will emphasize this in the certification trainings with the new caseworkers.

Ms. Wilkerson reminded everyone about a previous meeting topic regarding establishing a training that would help caregivers understand when they have reached the point when their caregiving is not enough – When they need to seek another alternative. IDoA has found a presenter with SIU that is to be involved in developing this training, hopefully just after the first of the year.

### **Updates/Area Reports:**

Area 13 – Dr. Dixon provided an update. Their next scheduled meeting is December 14<sup>th</sup> and is going to be in person with as many members as possible.

Area 12 – Audrey Klopp provided an update. They met in October and the meeting was fully in person, well attended. They did have a case; it was a self-neglect that did not have a referral until just

prior to the client passing away. Hospitals do have an obligation to report, however, this does not always happen. Takeaway was this is a training opportunity for ER staff regarding APS referrals. Their committee's medical examiner is going to assign either himself or one other person to review any cases of suspicious death. No fishbone was completed. Ms. Wilkerson gave a brief review of the Legal toolkit and the business cards with the QR code.

Area 11 – Stacey Aschemann provided an update. The last few meetings they have had were well attended, however, yesterday's meeting was not. They did not have a case to discuss for the past 2-3 meetings. Kimberly O'Daniel agreed.

Area 10 – Beverly Hiestand provided an update. They are struggling with membership and interest. They attempted to meet in September and they did not have a quorum. Ms. Hiestand did have a training with the county coroner, and she is on board. They are also working to recruit, including with trying to get a meeting with the state's attorney's office.

Area 09 – Nancy Hinton provided an update. Their last meeting was in September and had a good turnout. They have been struggling with getting their Sheriff's department to attend due to manpower. Discussed a case but did not have enough information to complete the fishbone. No lessons learned or findings.

Area 06 – Brenda Fleming - Let the call; No update provided.

Area 04 – Holly Kozinski provided an update. Had a meeting yesterday. Two new members were added - a coroner and medical personnel. They did have a case. The client was already deceased, and it was referred to the local coroner and local law enforcement. This situation of repetitive reports was discussed with the FRT group. Some members of their team are on the FRT and M teams and schedule back-to-back and have virtual meetings, exiting members are asked for recommendations for their replacements.

Area 03 – Josh Dunnett provided an update. They did not have a quorum. They did have a case however are holding it for the next meeting. They are struggling with membership consistency and deciding how to proceed. Ms. Wilkerson will reach out to Mr. Dunnett after the call regarding this issue.

Area 02 – Diane Michalak stated they did have a meeting yesterday and filled their meetings for 2024. A case was reviewed, it was an overdose case.

Ms. Wilkerson summarized the takeaways from the group. Circulating the idea of what to do about a paid caregiver with repeated reports that are never at the level of verified, getting back with Josh regarding committee membership, speaking with the APS team about creating some type of small business card that would make our website more accessible, and summarizing Holly's recruitment ideas.

**Adjournment:**

Ms. Wilkerson stated she had no old business and asked if there was any new business to discuss.

With no new business, Ms. Wilkerson asked for a motion to adjourn. A motion was made and seconded. The meeting was adjourned at 2:43 pm.