

**Illinois Department on Aging**  
**Fatality Review Team Advisory Council Meeting via WebEx**  
**2:00 p.m., November 19, 2020**

**Members Present:**

Chair Diane Michalak (Area 02), Duane Northrup (Area 05); Clarissa Palermo (Area 12), Amy Brown (Area 05), Telly Papanikolaou (Area 03); Holly Kozinski (Area 04), Brenda Fleming (Area 06), Scott Kinley (Area 11), Clarissa Palermo (Area 12), David Mitchell (Area 11), Nancy Hinton (Area 09), Beverlee Hiestand (Area 10), Yvonne Anderson (Area 08); Kathryn Zahm (substituting for Jamie Farrell – Area 13)

**Members Absent:**

Co-Chair Teva Shirley (Area 08), Scott Kinley (Area 11), Jim Allmon (Area 07), Loren Carrera (Area 02); Lana Sample (Area 05)

**IDoA:**

Division Manager Sue DeBoer, Deputy Division Manager Dana Wilkerson,  
Legislative Director Samantha Brill

APS staff: Maureen Squires, Claudia Kemple, Holly Zielke, Cicely Johnson, Kimberly Tiley, Melody Willis, Jeanice McDade, Noman Muhammad, Kaitlyn Eaton

**Guests:**

Molly Chapman, Illinois Department of Human Services, and Pamela Winsel, Carla Wright and Tracy Anderson, Illinois Department of Healthcare and Family Services

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Dana called meeting to order at 2 p.m.

Motion made to approve October 29 minutes by Duane, seconded by Clarissa.  
Motion carried.

### **Presentation**

Pamela Winsel, Manager of Waiver Operations for the Illinois Department of Healthcare and Family Services, introduced her staff, Tracy Anderson and Carla Wright, who are nurses. All work overseeing 9 different waivers serving Medicaid-eligible people in Illinois. Home and Community Based Waivers provide personal care supports/services to participants so they may remain safely in their home rather than incur more costly institutional care. Pam explained how her program works and said it is reinforcing efforts to strengthen partnerships with sister agencies such as Aging and DHS as well as providers. She said the program would like to be more proactive in examining unexplained deaths as well as other critical incidents.

Pam explained that when waiver participants die unexpectedly, HFS is required to alert federal CMS. She and her staff are working to focus more of such deaths in order to put safeguards in place to prevent any similar critical incidents. In this sense, she would like to rebuild relationships with entities such as FRTs to help protect the safety and welfare of Illinoisans.

### **Root Cause Analysis Tool**

Dana updated the Council on the progress of implementing the Fishbone root-cause tool for use by FRTs. Recently, the Council's sub-group held a meeting using the tool and applying it to a redacted case scenario. Dana said the meeting facilitated a good discussion and asked those present to share their opinions with the Council. Holly K. said the trial run worked to raise more issues with regard to a case though she is concerned about time limitations as FRTs generally meet for one hour and she would not want it to extend the time allotted.

Other members asked about how to roll out the tool for FRTs to use. Members stated it may be helpful to conduct a webinar for Team Coordinators as well as share Fishbone training videos with FRTs.

It is anticipated that after Spring training is conducted, Teams would begin utilizing the tool July 1, which begins the 2021 Fiscal Year.

It was then discussed that hopefully the tool will elicit more relevant information that can then be entered into the FRT Database.

Dana asked the Council to go over the current data form used to see if any fields could be omitted. It was determined that demographics should still be recorded and there should be some open-ended questions at the end of the form for recording important information stemming from using the Fishbone model for the case discussion.

Holly Z. noted that when the form was originally developed, it was intended to be filled out prior to case discussion with all the relevant information and then have FRT discussion center around recommendations.

### **Goals/Objectives for 2021**

Priorities established for 2021 include having more cases for FRTs to discuss. Council members stated that generally it is APS who supplies the cases for discussion. State's attorneys and coroners are asked for cases though it is usually APS who supplies them as suspicious deaths are tracked by the program. Duane noted that it would be beneficial to continue to pursue data sharing through IDPH to elicit more suspicious deaths that could be discussed by Teams via flagging death certificates.

The Council also voted in favor of formally allowing Self-Neglect cases to be discussed by FRTs.

### **Adjournment**

The Council adjourned at 3:05 p.m. The next Council meeting is scheduled for February 18, 2021.

## **Adjournment**

Meeting was adjourned at 3:00 p.m.

Next meeting is scheduled for February 18, 2021.

