

Quality Assurance Sub-Committee Meeting

1:37 p.m., Tuesday, September 6, 2016

Chairpersons Tracy Barczewski and Kevin Cosgrave, Diane Drew, Stephanie Garrigan, Joann Glenn, David Lukens, Jane Stansell, Jennifer Triplett

IDO: Desirey Ackermann, Mike Berkes, Lora McCurdy, Becky Ward

Guests: Marsha Johnson

The Department indicated the Marketing Policy was approved by HFS and ready to be sent to all CCUs and CCP provider managers. The training webinars were also recorded and the two (2) PowerPoint presentations were going to be sent with the policy. Marsha indicated it would be a good idea to email the policy and presentations before October since that is the time of the provider in-services.

The 24-hour backup plan was discussed by the group. The Department asked which plan would be best to finalize and the consensus was that the one page plan was the easiest and most useful. Some feedback that was provided: remove the "Name" and just list the "Agency"; remove the RIN or any other confidential identity numbers; replace the emergency contact information on Client Forms Manager (replace page 3 with the 24-hour plan). It was indicated by the Department staff that there would need to be more discussion prior to replacing a form on Client Forms Manager. It was suggested that the form be distributed to the CCUs for their input prior to distributing the plan to the associations. Diane mentioned that maybe it would be a good idea to reach out to the providers for input prior to implementing the new plan. Becky indicated she would revise the plan and resend to the group for a final review and comments.

Lora asked the group for input on how to monitor the plan. It was suggested that the one page plan be part of the participant's assessment.

Mike gave a report on the Critical Incident Reporting System (SIPS/APS/Critical Incidences). Currently, a test program of the system is ready to be tested, internally at the Department. Also being drafted are a CI Reporting System policy, definitions, etc. The Department is still meeting internally to approve the system, develop training materials, etc.

Tracy inquired whether the APS providers had been notified of the upcoming CI Reporting System, since it will include APS. She indicated there may be concerns regarding confidentiality. Lora mentioned that Lois, APS supervisor at the Department has been involved with the internal process of creating the new System. It was also mentioned that the care coordinators are responsible for the overall plans of care and health, safety and welfare of participants.

At 2:13 pm, a motion was made by Tracy to adjourn the meeting and seconded by Marsha.