

# Department of Economic Security

## Division of Developmental Disabilities

State Operated Intermediate Care Facilities for Individuals with Intellectual Disabilities

Governing Body Meeting Minutes - Draft

September 27, 2018

### Members Present

Bruce McMorrان, Program Administrator, Chair  
James Ross, ATPC Superintendent  
Jeffrey Amberson, Training Manager  
Patricia Hughes, Employee Relation Specialist  
Jill Lewis, QM Performance Improvement Nurse  
Stefanie Schwartz-Jacobs Deputy Assistant Director  
David Marshall, Chief Quality Officer \*  
Dr. Cody Conklin, Chief Medical Officer \*

### Members Absent

Zane Garcia Ramadan, Business Operations  
Dr. Pearlette Ramos, Deputy Assistant Director  
Daniel Johnson, Office of Facilities Management

### Staff Present

Angie Venne, Training Officer III  
Glenn Tanita ATPC Psychologist \*  
Aaron Heard, Chief Operations Manager  
Rebecca Campbell, Administrative Services Officer  
Lynda LaCroix, Administrative Assistant

### Guests Present

Deb Henretta, ATPC Guardian  
Jonita Rains Vice President of the Friends and Family of ATPC  
Sheila Buck

\* Via WebEx

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### Call to Order, welcome, introductions, review & approval of July 26, 2018 draft meeting minutes:

Bruce McMorrان called the meeting to order at 2:06 p.m. with a welcome and announced that a quorum was present.

Jeff Amberson made a motion to accept the minutes as written. Voted on, all were in favor, zero opposed, the motion passed unanimously.

### Staffing Updates

- No Update

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### Training Resources Review Jeff Amberson

- Jeff Amberson said nothing new still working on active treatment.
- Working out the kinks in the quarterly Systems Improvement Agreement training.

### Physical Environment Aaron Heard

#### ATPC

- Repurposing the 1720 Generator from downtown Phoenix to ATPC – Contractor/Owner is verifying the proposed location for the generator at the ATPC Campus is satisfactory.
- Walk-In Freezers –
  - We are building a second proposal to rehab the largest walk-in freezer and are expecting a proposal within one week.
  - We consulted with a Walk-In Freezer Contractor for an evaluation of the freezer's immediate life expectancy, to ward off any unforeseen freezer breakdowns.
  - Based on their evaluation we will be submitting costs for approval to rehab the largest freezer after the implementation of the new procurement system, October 15<sup>th</sup>.
- HVAC Roof Top Units –
  - All four of the roof top units to be replaced are on-site.
  - The RTU on 20 Sandstone was replaced yesterday.
  - The replacement of the RTU on 10 Sandstone is underway and Roof Top Units at the three facilities including Anne C Dew should be complete tomorrow, September 26<sup>th</sup>.
- Building Renewal –
  - OFM is continuing to coordinate with ADOA the Building Renewal Fund replacement of 6-7 additional Roof Top Units.
  - Product submittals are currently being reviewed and comments and questions are being addressed.
  - Again, this project includes selected RTU's on 20 Sandstone, 30 Sandstone and 30 Oasis.
- Remodeling of the Restrooms in 50 Sandstone –
  - Additional and amended results from the Hazardous Materials Assessment are requiring abatement in areas previously determined unnecessary.
  - The proposal for the abatement of hazardous materials in 50 SS = \$7,158.06 with the accompanying monitoring costed at \$261.66. OFM/RM is applying for the P.O.'s pending SPOC approval.
  - The plans for this project were sent to ADOA for Statutory Review. The proposal received from Bureau Veritas for plan review per the Statutory Review Process = \$780.64. A requisition for this review fee P.O. is pending administration "go-ahead". This info to be uploaded into Landport # 5336945
- Remodeling of the 40 Oasis Court facility –

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- The proposal amount of \$706,548.55 will be submitted for SPOC approval in the Landport system in LP# 4338405.
- Abatement costs of \$16,698.29 and monitoring costs of \$523.20 will also be submitted for SPOC approval.
- Requisitions for purchase orders for abatement and construction costs will be submitted pending SPOC approval.
- The construction documents have been transmitted to ADOA for Statutory Review. The proposal received from Bureau Veritas for plan review per the Statutory Review Process = \$2,319.35. A requisition for this review fee P.O. is pending administration "go-ahead". This info to be uploaded into Landport # 5388405

#### Phoenix

- Currently have design proposals for generators for each ICF, waiting on the new procurement system to be completed so proposals may be submitted.

#### Tucson

- Desert Stone II – members transfer was completed the first week of September; transition complete.

### Policy Review and Standard Operating Procedures James Ross

#### ATPC

- Reviewed Standard Operating Procedures:
  - C-030 Standard Operating Procedures Review and Approval Process;
  - C-129 Reporting and Investigating of Abuse, Neglect, Exploitation, Injuries of Unknown Cause and Other Resident Related Incidents;
  - C-143 Theft;
  - C-171 Behavioral Health Services Roles and Responsibilities;
  - C-172 Developing, Implementing, and Monitoring Behavior Programs;
  - C-173 Behavioral Health Services (BHS) ICF-Wide Positive Behavior Support (PBS)

#### Phoenix - Bruce McMorran

- Reviews were returned to Phoenix Management Team for further editing.

### Quality Assurance

- Currently at or below the benchmark for the divisions metrics.
- Med Error rate is .01%, the national benchmark is 2%.
- Infections rate is 3.84 out of every 1000 patient days. National benchmark is 5 out of 1000 patient days.
- Currently no trends and no pressure ulcers reported.

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### **Active Treatment** - Jill Lewis

- Continue to exceed the expectations for observations, 133 % did 88 observations last week and currently have done 88 this week.
- ATPC is now shifting gears and are not just looking at the volume of documentation but looking at the quality to make sure it supports the plans of the clients.

### **Psychological Services** - Glenn Tanita PhD

- Continue to work on the action plan items as part of the Systems Improvement Agreement.
- Making progress on addressing behavior plans.
- Updating psychological profiles especially for the 50 Oasis individuals.
- Working closely with the Hab Tech 3 in the homes.
- The number of hours the Behavior Health Services is spending is increasing.

### **Project Management** - James Ross

- Have implemented all of the systems components of the action.
- Will now begin to shift gears and begin looking at the results of the action plan beginning next week.

### **Emergency Preparedness** - Bruce McMorran

- There were 2 conferences one September 12 and one September 19.
- The one September 19 was put on by DEMA.
- The information was helpful, especially for Carrie Myers, in interfacing and interacting with the Phoenix community.
- Received the Power Point Presentation from the one on September 19 which will be a good resource.
- There was a lot of emphasis on cyber awareness.
- State has many different networks to work together and pool resources.

### **General Operations Review** - James Ross

- ATPC 40 Sandstone had their yearly survey, received a deficiency tag for not having a way of informing the public about their emergency plan and will be sending out a brochure to family and guardians.
- Had a deficiency tag regarding properly pouring medication.
- Had a tag for crushing medication for clients with tube feedings.
- Had a tag for proper use of adaptive equipment.
- Had a tag for unable to locate two pharmacy reviews.

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- None of the tags were conditions of participation.

#### **Open Discussion**

- No comments

#### **Call to Public**

- Deb Henretta, any idea when all Standard Operating Procedures will be completed? All of the ones that CMS identified have been updated and are completed (James Ross).
- 50 Oasis Court, where are they with their certification with CMS? The Systems Improvement Agreement has been put in place to help ensure that 50 Oasis Court regains certification. The certification will occur between December 31, 2018 and March 31, 2019 (Bruce McMorran).
- Will 50 Oasis Court close? If 40 Sandstone Court is any indication this will not happen (James Ross).
- Group Home renovation update, Leah Gibbs had a prior engagement and was unable to attend. The plans have been approved are just waiting for the new procurement system to get purchase orders so we can obtain contractors and start construction (Aaron Heard).
- Where are we with the Person-Centered Planning? All members have qualified to reside in an ICF (James Ross).
- Jonita Rains, most of the members have been on campus for more than 50 years, there is no reason for them to have their lives disrupted. Why is it ok for the men to remain in Group Home 101 but not the women. Why can't they make all the Group Homes one ICF so the members can remain in their homes.
- The friends and family members want to "have a seat at the table". They would like to be included in meetings so they are able to stay informed about what is going on at ATPC.

#### **Adjourn**

Motion made by Bruce McMorran to adjourn meeting at 3:14, Angie Venne seconded the motion. The motion was carried unanimously.

All handouts, presentations, flyers and meeting materials are available for review through State Operations Services office.

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**Next Meeting Date and Time:** date, time and location to be announced by Public Meeting Notice posted at the Department of Economic Security website <https://des.az.gov/how-do-i/view-public-meeting-notices>