

Division of Developmental Disabilities
State Operated Intermediate Care Facilities for
Individuals with Intellectual Disabilities
Governing Body Meeting Minutes

Date: January 25, 2018

Time: 2:00 p.m.

Location: Department of Economic Security
Division of Developmental Disabilities
1789 W. Jefferson Street, A.D. Conference Room
Phoenix, Arizona 85007

Governing Body Committee Present

Jeffrey Amberson, Training Manager; Dr. Pearlette Ramos, Deputy Administrator Director; Yolanda Craig, Human Resource Administrator; Leah Gibbs, Director of Residential Services; Laurie Lockyer Chief Quality Officer; Sherri Wince, ALTCS Compliance Officer; Angela Venne, OPD Training Officer III; Melinda Foy, Acting Deputy Program Administrator

Absent: Bruce McMorran, ATPC Superintendent; Roberta Blyth, Business Operations Administrator; Maureen Casey, Assistant Director; Dan Johnson, Physical Plant Supervisor II

Governing Body Committee Joining Telephonically

Dr. Jennifer Grey for Dr. Joanna Kowalik, Chief Medical Officer; Amanda Rogers, Support Services Manager OIG

Visitors: Dr. Glenn Tanita, ATPC Psychologist, Marilyn (Lyn) Riley, Public Information Officer, Tren Clark, Interim DDD Staffing Supervisor; Sam Sloan, DDD Staffing and Recruitment Manager

Staff: Lynda LaCroix Administrative Assistant II; Jasmin Colon, Administrative Support

Call to Order, welcome, introductions, review & approval of December 7, 2017 draft meeting minutes

Leah Gibbs called meeting to order at 2:15 p.m. with a welcome and announced a quorum was present. Following an introduction and a request to review and approve the draft minutes of December 7, 2017. Sherri Wince made a motion to accept the minutes. Seconded by Jeffrey Amberson. All were in favor, zero opposed and the motion passed unanimously.

Document Maintenance (SharePoint)

All of the Standard Operating Procedures have been uploaded to SharePoint, and are being updated as necessary. The Plans of Correction along with other ICF information has been uploaded by ICF and year. Will continue to upload documents to the SharePoint site. Keely will get Yolanda Craig access to the site.

Facility Staffing Update

There are 8 new hires schedule to start on Monday, 2 Nurses, 5 Habilitation Technician II, and 1 Housekeeping Lead. Names have been submitted to HR for the Occupational Therapist and Physical Therapist positions. There is concern that the Speech Therapist salary is too low and that is why we are having trouble getting any candidates for that position. Program is to clarify that these positions

understand that they will also be working with the Phoenix locations. Several cook and housekeeping positions still vacant.

Training Resources Review

Office of Professional Development is reclassifying the Nursing Trainer position to a regular Training Officer position. Hope to have this posted by next week and filled by March 1, 2018. LRA – Train the Trainer Conducting Serious Incident Investigation begins January 30. There are 30 people taking the class and they plan to certify 8 people to help with training. H & W is helping to develop a higher level of Active Treatment Training which will begin February 7-9.

Physical Environment

Thresholds have been delivered, the contractor to install within the next 2 weeks, by February 5th. Trolley signs have been received and installed, the Administration sign is still missing but it is on the way. Storage tank scheduled to get filled by February 16, 2018. PO for the fire sprinkler at Desert Sun South East design work is underway. Bathroom remodels continue at Roadrunner, Desert Sun South, and Desert Sun South East.

Policy Review

This was tabled and pushed to next meeting. Lynda to send out policies, including the policy on how to review and approve SOPs, a minimum of 10 days prior to the next meeting on February 22, 2018.

Budget Review

No Data

Standard Operating Procedures

See above for Policy Review

Active Treatment

119 Habilitation Technicians have been trained by 2 training officers at ATPC, all 3 shifts are getting being trained. The Phoenix ICF homes have been contacted about next week's training and the problems signing up have been fixed. Need to prioritize who to train. Leah is providing information to OPD staff.

Psychological Services

BCBA, Andrew Wade, has completed his training. In the process of creating hard copy files, outlining roles of Psychologist, BCBA, and Psychology Associate. Doing baseline assessments based on ISP, Behavior Plans and referrals. Involved in Positive Behavior, Active Treatment, and Person Centered Training. Wanting to make an impact on the quality of life for the clients. There are a total of 25 Behavior Plans, 16 have been submitted and 3 approved to date.

Project Management

Building a Project Management Team, Ciara was helping, she has moved, Rhonda Coates will now be helping with this along with Keely. Weekly Touchpoints, send names of anyone who wants access to SharePoint site to Dr. Ramos

Quality Assurance

QA Plan drafted with evidence, collecting, reporting, and producing data. Sending draft to H & W, Leah and Melinda will complete final review next week. Some metrics need more detail and to be written so someone who doesn't know program will understand.

Emergency Preparedness

All policies for both ATPC and Phoenix have been updated. Policies are being sent to the Office of Professional Development to develop classroom training. Will work on training and deliver training by the end of March.

Tabletop exercise was held in Phoenix January 24, 2018. They identified strengths and weaknesses, was very helpful. Phoenix full scale drill is scheduled for May. ATPC full scale drill is scheduled for April. Need to work with neighbors, exchange contact information, demonstrate to surveyors this has occurred to work together in case an emergency situation arises.

Plans of Correction

Nothing to add, they have been uploaded to SharePoint.

General Operations Review

Group Homes, relocation initial thought is being re-evaluated due to wishes of guardians. Will continue the Person Centered Planning process for each member. Group homes won't qualify to receive Medicaid funding and stay on campus due to new home and community-based services rules. Keeping the group homes open won't be an option. Sonoran UCEDD has been contracted to facilitate Person Centered Plans. Sonoran UCEDD helped the staff understand what will happen, what to expect, and what their roles will be. Will be inviting friends and family to come to ATPC on February 10, 2018 to learn more about this process. Goal is for the plans to be done by June 1, 2018.

Additional Data

Nothing else to add

Open Discussion

Marilyn (Lyn) Riley stated "congratulations, you have been working hard and there have been great improvements."

Call to Public

No Comments

Adjourn

Motion by Ms. Gibbs to adjourn at 3:35p.m. Seconded by Sherri Wince.

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

Next Meeting Date and Time: Thursday February 22, 2018, 2pm-4:30pm: 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-notice>