

# Department of Economic Security

## Division of Developmental Disabilities

State Operated Intermediate Care Facilities for Individuals with Intellectual Disabilities

Governing Body Meeting Minutes - Draft

October 25, 2018

### Members Present

Stefanie Schwartz-Jacobs Deputy Assistant Director, Chair

Bruce McMorrان, Program Administrator

James Ross, ATPC Superintendent

Patricia Hughes, Employee Relation Specialist

Jill Lewis, QA Investigative Nurse

Angie Venne, Training Manager

### Members Absent

Zane Garcia Ramadan, Business Operations

Dr. Pearlette Ramos, Deputy Assistant Director

Daniel Johnson, Office of Facilities Management

### Staff Present

Glenn Tanita ATPC Psychologist \*

Leah Gibbs, Bureau Administrator

Aaron Heard, Chief Operations Manager

Rebecca Campbell, Administrative Services Officer

Lynda LaCroix, Administrative Assistant

### Guests Present

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 September 27, 2018 draft meeting minutes:

Stefanie Schwartz-Jacobs called the meeting to order at 1:46 p.m. with a welcome and announced that a quorum was present.

Will vote on minutes from September 27, 2018 meeting after changes are made.

### Staffing Updates

ATPC

- One Hab Supervisor II will start NEO on November 5, 2018.
- Currently doing background checks for 3 Hab Tech II.
- Five Hab Tech IIs are pending fingerprint clearance cards.
- One Housekeeping Attendant currently in background check.
- Seven Hab Tech IIs interviewed October 24, 2018.
- Four Administrative Secretary IIs will be interviewing October 30, 2018.
- Posting on October 29, 2018 for Hab Tech IIIs.

Phoenix

- No Updates

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### Training Resources Review

- New Active Treatment Training class still in process.
- Kim Broadnax has been identified as the subject matter expert.
- Designers have reached out to Kim to set up a time to meet with her and possibly Jim to go over the outline.
- Met with Kim and Bolivia last week to go over the schedule and discuss what is necessary and what is not necessary.

### Physical Environment

ATPC – Jim Ross

- Survey for 40 Sandstone is complete and CMS has accepted it along with the life safety survey.
- Only concern is the fire doors, the client doors are fire rated but the frames are not, unsure if we need this, waiting to hear from architect regarding this.

Phoenix –Bruce McMorran

- Have a house visit on Monday to tour a new home on Citrus Way instead of South Mountain.

Tucson

- No Update

### Policy Review and Standard Operating Procedures

ATPC-James Ross

- No new Standard Operating Procedures this month.
- Will be getting together with the new Director of Nursing and going over the Health Services SOPs and coming up with a timeline to get them completed.

Phoenix - Bruce McMorran

- Nothing to Update

### Quality Assurance – Jill Lewis

- Fall Rate 1.25%, goal is 1.
- Med Error Rate .05%, national benchmark is 2%.
- Infection Rate 2.75/1000 Patient Days, goal 5/1000 patient days.
- No pressure ulcers.
- No trends.
- ATPC is going to be doing mock surveys at the homes that are due, to prepare for actual surveys.

### Active Treatment

ATPC – Jim Ross

- Continue to exceed to our numbers in Active Treatment.
- Our now concentrating on content and the quality of that content.

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- Chris Adams would like the Active Treatment be incorporated into the ISP.
- Would like to have a more robust ISP.
- Looking at starting to do more of a family style dining experience.

Phoenix

- No Update

### Psychological Services - Glenn Tanita PhD

- 20 mandated clients with completed Behavior Plans.
- One resident recently placed on Psych meds so she will need a mandated behavior plan completed.

### Project Management

ATPC

- Nothing to report

Phoenix

- Nothing to report

### Emergency Preparedness

ATPC

- Gearing up for our table top exercise.

Phoenix

- Will send staff to the Palo Verde exercise next year.

### General Operations Review

ATPC

- 40 Sandstone survey is completed and the Plan of Correction has been accepted by DHS.
- Approached the Plan of Correction as campus wide and has educated the whole campus on the tags that 40 Sandstone received.

Phoenix

- No Update

### Open Discussion

ATPC – Leah Gibbs

- CMS passed legislation that any group home located on an ICF campus and their members receive services from that campus will no longer receive Medicare funding.
- After working with a consultant it was decided that our clients receive too many services through the campus to remain on campus.
- This resulted in ATPC making the decision to close the 5 group homes located on our campus.
- We have worked with the Sonoran UCEDD and completed Person Centered Plans for 19 members located in group homes.

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- This has taken longer than we had anticipated, we are almost completed.
- We have also worked with family members and guardians to determine if they wanted their family member to remain at the ATPC campus or if they wanted to integrate them into the community.
- We are currently working on remodeling an empty ICF building, 40 Oasis, for the women in the group homes to reside.
- We are also remodeling another empty ICF, 50 Sandstone, to use as a back-up building in case of an emergency.
- In addition to remodeling the two ICFs we are going to remodel group home 101 and have it reclassified into an ICF for some of the men and the remainder of the men will be integrated into existing ICFs where it is felt they will best fit in.
- We are currently behind and construction will not begin until late November or early December, this has us about four months behind.
- We have not yet had any meetings with the guardians.
- Will have a meeting with Jim and Kim once we have all the plans complete and then reach out to the guardians again.

Phoenix

- No Update

#### **Call to Public**

Jonita Rains

- Disappointed that Dr. Green did not visit a group home on October 24, 2018 when he was on campus.
- No reason to disrupt the individuals in the group homes by making them move out of their residences that they have been in for all their lives.
- The men are being allowed to stay in a "group home" structure and the women don't get to.
- Good job on doing the surprise surveys.
- Deb Henretta has received notification that her brother is going to have to move.
- The tours on October 24, 2018 did not go to any group homes, concerned as to why, would like Dr. Green to tour a group home on Saturday during the fall festival celebration.
- Very thankful Leah was able to attend the meeting today.

Jim Ross

- Reports on the ICFs because that is where the focus of CMS is at but wanted to assure that he is aware of what is happening with regards to the group homes.

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#### **Adjourn**

Motion made by Stefanie Schwartz-Jacobs to adjourn the meeting at 3:00, Angie Venne seconded the motion. The meeting was adjourned.

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

**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>