



**Division of Developmental Disabilities (DDD)
District East Independent Oversight Committee (IOC)
Public Meeting Minutes
Wednesday, December 9th, 2020 – 5:00 PM to 7:00 PM**

Call to Order

This meeting is being held virtually due to the Coronavirus (COVID-19) concerns.

Meeting called to order by Suzanne Hessman. The date was Dec 9th, 2020 at 5:03 pm. The address of the meeting was Virtual, no physical address.

Welcome and Introductions

- Attendance in Person: **None This meeting was virtual only due to COVID-19 concerns**
- Attendance by Google Meets: **Sarah McGovern, Susan Kingsbury, Elizabeth Bird, Sheri Reed, Suzanne Hessman, Jennifer Horton, Amanda Godek, Kin Counts, Karla Houghtalin**
- Absent: **Cathryn Whalen, Tonia Schultz**
- Public in Attendance: **None**
- Arizona Department of Administration (ADOA): **Larry Allen, ADOA IOC Liaison (by Meets)**
- United Healthcare Community Plan Liaison (UHCCP): **Sophie Stevenson, UHCCP Liaison (by Phone)**
- DDD: **Jeffrey Yamamoto, DDD IOC Liaison (by Phone) Michelle Pollard (NCI by Meets)**
- **The Committee, DDD, UHCCP, and ADOA Employees** introduced themselves.

Call to Public

Suzanne Hessman: Called for public to announce themselves. **There was no public in this session.**

ADOA Update

Larry Allen: He also stated that he is sending a flowchart describing the investigations of incidents for all IOCs. Larry commented that Annual report is due in the next 60 day and that he offered the committee can visit the IOC website to see the last annual report to help them. Larry had nothing else to update.

Health Plans Updates

Sophie Stevenson (United Healthcare Community Plan (UHCCP)) stated that she did not have any new updates since last meeting. They are still member outreach and working telehealth. The



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integrated health plans are taking over the Aug Comm device program on January 1st, 2021. They will be responsible for the acceptance and distribution of the devices. She will send the liaison the newest flier for the information events.

Michelle Pollard with DDD National Core mentioned that she has sent out surveys and would like those DDD members that receive them respond.

Demonstration and training of IR electronic platform

Suzanne Hessman asked about the two electronic platforms for the IR reviews.

Jeffrey Yamamoto began by explaining the two electronic platforms for the reviewing of the incident reports (IRs). The first one is not as developed as the 2nd one. The first one is through DDD and the FTP (File transfer protocol) server. This would be downloading the IRs to a secure server and giving the IOC members access to the server via a controlled password. This is not expandable or flexible in its design for adding sub labels to create an easier use of the platform. The re also is the loading of the reports will need to be done one at a time and not as a group or a folder. He said this would be very cumbersome to work both from an IOC member point of view and the DDD liaison point of view. He demonstrated the logging into the site and did a brief tour of the sight configuration.

He went on to explain the second way of having the review of the IRs. He showed the Google Drive dedicated for the review of the IRs. This currently is under Jeffrey Yamamoto's work email and ultimately would like to set it up under the DDDIOC email account. For now, he demonstrated the logging in and tour of the site. Prior in the day, he had set up the sight and populated it with the current IRs for September. He demonstrated how the members could comment directly on the IR and not have o load it on their computer. The comments would then later be emailed to him to verify the "NC" no comment or if there was a comment what it was. The committee asked some questions and Jeffrey answered those with demonstrations. He informed the committee to send him questions when they have them while reviewing the IRs. It was agreed to have Suzanne divide up the categories and assign the categories to the individual members. This would allow for all of the categories to be reviewed and no repeat reviews to be done.

The committee agreed that the 2nd option with the Google Drive is more intuitive and easier to work with, as many of them have worked with this platform before. The members agreed to work this platform for the month of IRs and give feedback to Jeffrey on anything they encounter. He in turn will submit the questions to Quality later and try to get it assigned to a dedicated account.

Jeffrey Yamamoto informed the committee that he will keep them posted on the progress of the electronic platform.



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Discussion on Proposition 207 and it's effects on DDD members

Jeffrey Yamamoto said that DDD will be doing a discussion with the IOCs about the passing of Proposition 207 and how that may impact the members that the Division serves. The discussion is scheduled for December 17th at 5:30pm and will be open to all IOC members. He informed the committee that he will not be making the invitations and will not be moderating the discussion. He mentioned that it should entail the legal aspect of the members and group homes with the state allowing for the recreational use of marijuana and the Federal Government not recognizing the legality of the drug. Jeffrey will make sure invitations go out this week. He will contact the organizers for the event.

Suzanne Hessman mention that it should not be illegal for the member to use it in a group home if the state deems it legal. Several IOC members agreed with her. She will be attending the discussion along with many other in the committee.

DDD IOC Liaison Updates

Jeffrey Yamamoto informed the Committee that he didn't have much else to add than a reminder of the annual report being due soon.

Action Items: Jeffrey recapped what the actions which need to happen before the next meeting. He would check on the comments left by the committee and forward them to the questions label and to Quality Improvement.

Discussion of Incident Reports (IR) & Behavior Plans (BP)

For Sept IRs, the Committee members should be given 761 incident reports. This included 197 open and 505 closed reports. ATPC had 59 totals with 7 open and 52 closed.

Type	Open	Closed
Accidental Injury	18	64
Consumer Missing	13	4
Deaths	2	4
Emergency Measures	7	17
Human Rights	5	7
Legal	4	5
Medication Errors	21	45
Neglect	34	60
Other Abuse	13	9



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Other Behavior	16	146
Other Hospitalization, Unknown injury	32	133
Physical Abuse	22	2
Property Damage	1	4
Suicide	9	5
TOTALS	197	505

The desired IRs, will divided among the members, and assigned by the chair.

Number of Questions for QIM: members of the committee will comment on incident reports directly and the liaison will send to QIM.

Number of Behavior Plans turned in by IOC Members: 0

The Program Review Committee (PRC): None.

Adjournment

Suzanne Hessman adjourned the meeting at 6:34 pm. The next District East IOC meeting will be held on Tuesday January 13th, 2021 at 5:00 pm. Will be virtual meeting should COVID-19 concerns still be in effect.