



**Division of Developmental Disabilities (DDD)
District East Independent Oversight Committee (IOC)
Public Meeting Minutes Summary
Wednesday, June 9th, 2021 – 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 June 9th, 2020 at 5:04 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 (by Phone), Suzanne Hessman, Kin Counts, Tonia Schultz, Amanda Godek**
 - Absent: **Elizabeth Bird (On leave)**
 - Public in Attendance: **None**
 - Arizona Department of Administration (ADOA): **Larry Allen, ADOA IOC Liaison**
 - Healthcare Plan Liaison (UHCCP): **None**
 - DDD staff: **Jeffrey Yamamoto-DDD IOC Liaison, Leah Gibbs -DDD Office of Individual and Family Affairs (OIFA) Administrator, Megan Taylor-District Program Manager for District East, (DPM), Michelle Pollard- the DDD National Core Indicator (NCI) coordinator.**
 - **The Committee, DDD and ADOA Employees** introduced themselves.
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Call to Public

Suzanne Hessman: Called for public to announce themselves.

DDD Staff Updates

Leah Gibbs began by thanking the committee for allowing her to update them. Here is a summary of the DDD updates from Leah Gibbs.

At the most recent Town Halls discussions and announcements were made on the 15 months of “flexibilities” from DDD.

She began with AHCCCS/DDD Flexibilities will be following the Public Health Emergency protocols until they are stopped. This may be until the end of the year. If there is a stoppage before then there will be a 60-day announcement before the flexibilities expire.



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There is now an expiration date to some of the flexibilities. The respite maximum assessment to not exceed 720 hours during the respite year as compared to the 600 hours prior to the pandemic. At this time, the respite increase will discontinue September 30, 2021.

The new service that we've been providing called Home Delivered Meals for members who have needed that continues to be in place. This flexibility has contract through September 20th.

- 45,189 members being served by DDD
 - 40,187 members are living in their own home/family home
 - 5,002 members are living in licensed facilities
- 2,862 members tested positive for COVID-19
 - 1,740 residing in their own/family home
 - 1,122 residing in licensed facilities
- 74 Member deaths attributed to COVID-19 (30 lived in a family/own home & 44 lived in licensed facilities), No deaths since beginning of March
- Tracking weekly. January was high of positivity, now mostly single digits

Leah Gibbs continued they have posted to COVID-19 dedicated webpage, a document that has been put out by the Centers for Disease Control and Prevention (CDC). They're calling it Myths & Facts about the COVID-19 Vaccine.

The Division has gone back to implementing on-site, in-person monitoring of facilities and of programs as of the 3rd of May. It was virtual and only going out in-person if there were any health and safety concerns or they were aware of an issue. Vendors also are now able to participate with person-to-person providers.

The flexibility of allowing Parents to be paid as direct care support for minor children will end when the Public Health Emergency is over and revert to only qualified people will be able to be direct care workers for the member.

Support Coordinators (SC) are communicating with family and members of the upcoming changes to the flexibilities and vaccinations are available for 12 years old and older members.

Our health plans have been wonderful in coordinating vaccination care and just as wonderful about making sure members who are homebound are getting vaccinated in their homes. Transport can also be arranged for members.

Suzanne Hessman asked Leah about the vaccination rate for DDD members. **Leah Gibbs** answered she has not seen the data for a couple of weeks but at that time, just over 50% of members had received the vaccine. About 25% did not want the vaccine or could not receive the vaccine and about 25% are still wanting to get vaccinated.

Leah Gibbs was asked about the current policy around DDD and Marijuana. She replied that with all DDD staff, Vendors and those paid by DDD cannot buy, assist in distributing, giving, or storing



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marijuana due to it still being an illegal drug by the federal government. Any changes to this policy will be relayed to the IOC when it happens.

Suzanne Hessman asked about if CBD oil is still being lumped in with marijuana. **Leah Gibbs** replied that it is still combined until there is a policy change at AHCCCS. Currently there are only two substances which have passed approval and can be distributed by DDD vendors and staff.

Megan Taylor (District Program Manager for District East, DPM) updated the committee. She informed the IOC that there are approximately 11,000 members in District East. District East has promoted a new Area Program Manager (APM) Veronica Rubal. Contact and communications with all members in the vicinity of the two major wildfires occurring have been made by support coordinators (SC) to find out if DDD can help them.

Suzanne Hessman asked how many SC are needed to be at full staffing. **Megan Taylor** informed the IOC that they are short by 72 SC vacancies but 32 are newly created positions due to growth. Hiring is occurring. Suzanne asked if COVID-19 has made it difficult to hire. Megan answered Yes and that it's difficult due to the labor shortage in the work force currently due to COVID-19 pandemic.

Michelle Pollard (NCI Coordinator) updated the IOC. She stated that the surveys are ending on July 30th and that only the in-person surveys have been extended to September 30th. She has some results and those will be forwarded to Jeffrey to be sent to the committee.

ADOA Update

Larry Allen: He stated that he had a couple of announcements. Last years Annual IOC reports have been officially completed and compiled and sent to the final recipients. This report includes the 6 DDD, 3 AHCCCS and the ASH IOCs. This year's Annual report has a closing date of June 30th, 2021 and he's hoping to receive the final reports from the IOCs in Mid-August.

Larry Allen stated that the DDD IOC Guidelines have passed public comment and will be posted by their respected districts on the future newly designed IOC website.

Health Plans Updates

United Healthcare Community Plan (UHCCP) was not present for the call

Mercy Care liaison was not present for the call.



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DDD IOC Liaison Updates

Jeffrey Yamamoto informed the IOC that May IRs are loaded into the Google Drive. Sarah had sent him the breakdown on assignments and will forward that to the members and assign the IRs during this week. He also asked if the current redactions have improved in quality of “no errors” found.

Sarah McGovern said that she hasn’t noticed any errors in quite a while.

Jeffrey Yamamoto informed the IOC that the responses from DDD Quality Improvement (QI) were sent to the committee just prior to the meeting and if there were any questions to be followed up with to send him a clean copy of the concern or comment about the responses. **Amanda Godek** asked if there was any response to her question. He informed her that he would forward it later.

Action Items: Follow up send out Michelle Pollard survey results. Send out the information about recruitment information to the IOC. Send out the assignment of IRs to the IOC. Forward the ATPC responses of their areas questions from the excel spreadsheet question and response. Make assignments for the IRs given by Sarah McGovern.

Discussion of Membership for the IOC

Suzanne Hessman asked what efforts have been done for recruitment.

Jeffrey Yamamoto said he has posted in the VolunteerMatch and Indeed website for volunteers. He knows that the family newsletter from DDD has a section soliciting volunteers for the IOC. The DES volunteer Coordinator is working on trying to gain some memberships for the IOCs. He asked Larry from ADOA to also help with recruitment.

Suzanne Hessman asked for materials which can be given out or information to send to retirement areas in the east valley to promote the IOCs. Jeffrey said he would send out to all of the IOC members the information he sends out to prospective members.

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

Suzanne Hessman asked **Susan Kingsbury** and **Kin Counts** how their experience have been with the Program Review Committee (PRC). Susan answered that the PRC chair is taking maternity leave and a substitute chair will be assigned until she returns. She has some concerns on the ease of transition for the interim chairs. There haven’t been any big problems.

Susan Kingsbury did comment about that she sometimes feels that she isn’t well informed of changes in DDD policy or of things which may affect the behavior plans. She wishes that updates would be communicated to her prior to the meetings. **Kin Counts** agreed with this comment about not being well informed ahead of time.



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Suzanne Hessman commented that DDD was looking to have a uniform behavior plan form in place soon and any changes would be indicated on the new form.

Jeffrey Yamamoto also commented that there may be changes to PRC if there are changes made to the Article 9 possible rewrite. He also commented that he hoped everyone had left their public opinion on the website during the public comment for changes to Article 9. He also informed the committee that **Sarah McGovern** had made the assignments for the May IRs and he would forward them to the committee the next day. He informed the IOC that it may take a couple of day to physically change the titles of the IRs, but the IOC could work ahead on those assigned.

For May IRs, the Committee members have been loaded in the shared drive 626 incident reports. This included 74 open and 552 closed reports. ATPC had 54 totals with 31 open and 23 closed.

Type	Open	Closed
Accidental Injury	6	103
Consumer Missing	0	4
Deaths	0	7
Emergency Measures	5	13
Human Rights	4	4
Legal	4	4
Medication Errors	6	41
Neglect	22	53
Other Abuse	1	5
Other Behavior	1	175
Other Hospitalization, Unknown injury	15	129
Physical Abuse	9	13
Property Damage	1	0
Suicide	0	1
TOTALS	74	552

The desired IRs will be divided among the members and assigned by the vice 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) is being attended to by Susan Kingsbury and Kin Counts.



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Adjournment

Suzanne Hessman adjourned the meeting at 6:08 pm. The next District East IOC meeting will be held on Wednesday July 14th, 2021 at 5:00 pm. Will be virtual meeting should COVID-19 concerns still be in effect.