



**Division of Developmental Disabilities (DDD)  
District East Independent Oversight Committee (IOC)  
Public Meeting Minutes  
Wednesday, September 9<sup>th</sup>, 2019 – 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 Sheri Reed. The date was Sept 9<sup>th</sup>, 2020 at 5:07 pm. The address of the meeting was Virtual, no physical address.

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**Welcome and Introductions**

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

**Sheri Reed:** Called for public to announce themselves. There were no members of the public on the phone.

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**ADOA Update**

**Larry Allen** stated, in reference to prior meeting, that the use of an action items brought up in prior meeting is acceptable to put into the agenda. He also stated that he and Jeffrey Yamamoto are still working with AHCCCS and DDD to go over the logistics of allowing the members to access the Incident Reports (IRs) via a computer link and dedicated server.

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**Health Plans Updates**

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

**Vera Kramarchuk** (Mercy Care) Also did not have any new updates for the committee. She asked for any questions, but none were given.

**Michelle Pollard** with DDD National Core mentioned that she has forwarded some information from the congregate visitation update to Jeffrey and he could forward that information to the committee. Jeffrey said he would forward after the meeting tonight.

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**Chair Discussion**

**Sheri Reed** said that this should be tabled until next meeting. Sarah McGovern informed the committee that she is considering the position but will wait until Suzanne is present to discuss whether she is going to volunteer. All attending members agreed to put this back on for the next agenda for discussion and possible vote.

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**Cross Agency IOC meeting Discussion**

**Jeffrey Yamamoto** said that Larry Allen could update the committee on the cross-agency IOC meeting held the prior month. Larry said that the purpose was to finalize the flow chart on the reporting of abuse, neglect and exploitation and the flow chart on how Incident Reports (IRs) are created. Jeffrey commented this was a collaboration of both the AHCCCS and DDD IOCs chairs. This cross-agency meeting is to occur once a quarter, with the next one in October. Jeffrey said he had emailed the flow charts to the members with the agenda for the meeting. Larry stated that there were considerable discussions for on the details on the DDD flow chart describing the IR process. The comments were written down and someone will make appropriate changes to the flow chart for the next meeting. Jeffrey informed the committee that if they wish to comment on the flow charts after they looked at them, they could email Suzanne, Larry or himself with their comment or idea. One of them will bring it to the attention of the cross-agency committee.

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**Legislative ideas Discussion**

**Jeffrey Yamamoto** said that this was suggested to be added to the agenda by Jennifer Horton. This request was made through an email from Suzanne Hessman. Jeffrey read the email and **Sheri Reed** agreed to have it added back into the agenda for the next meeting.



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**DDD IOC Liaison Updates**

**Jeffrey Yamamoto** informed the Committee that he is still trying to get DDD to create an all-digital format for reading Incident Reports and Behavior plans off their computers or electronic devices. He also mentioned that the remote learning and school policies for DDD members is out on the DDD website and that it should answer the questions on paid duties of attendants, parents, guardians during school hours. Jeffrey asked the committee on how they would like to receive the action items requested. He went over that he could send out the information as soon as it is done or received. He could wait until the meeting or just prior to send it out. There was some discussion with the committee but no clear decision on what they wanted. Jeffrey decided to just send out important information when received and those documents that can wait will be sent just prior to the meeting for next month and they could comment on the delivery at that time. He reminded the committee and all in attendance that the link and log in to access the meeting does not change for each meeting and is the same log in and phone in numbers each meeting unless the meeting time or date changes from the normal schedule. **Sheri Reed** asked about recruitment. Jeffrey answered that recruitment slowly has begun and that the liaisons will start to more actively recruit since it looks like virtual meetings will not be stopping soon and they want to keep up the volunteer members numbers.

**Action Items:** Jeffrey recapped what the actions which need to happen before the next meeting. The action items were to send out the information from Michelle Pollard on visitation in congregate settings and the link to the DDD updated information on school time and remote learning. He would also put back into the agenda the legislative topic from Jennifer and the voting on vice-chair topic. He will list the action items in the minutes so it can be referred to for the next agenda. Answers from Quality for the 6 questions from prior IRs were sent to committee via email which was an action item from last meeting.

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

**Sheri Reed** asked how the IR questions should be sent out. Jeffrey commented that they can be sent to him directly or put into the shared google drive. Either way he will try to get the question to Quality before the meeting.

For Aug IRs, the Committee members should be given 1087 incident reports. This included 151 open and 936 closed reports. ATPC had 59 totals with 17 open and 42 closed.

Type	Open	Closed
Accidental Injury	22	139
Deaths	2	17
Emergency Measures	2	30
Human Rights	8	43



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Legal	6	11
Medication Errors	16	123
Missing	8	22
Neglect	18	98
Other Abuse	6	16
Other Behavior	25	177
Other Hospitalization, Unknown injury	30	177
Physical Abuse	2	37
Property Damage	3	14
Suicide	3	32
<b>TOTALS</b>	<b>151</b>	<b>936</b>

The desired IRs, when delivered, will be divided among the members and sent to their homes.

Number of Questions for QAM: members of the committee will forward their incident reports question directly to the New Google Drive folders being set up by the Chair.

Number of Behavior Plans turned in by IOC Members:

The Program Review Committee (PRC): None.

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### **Adjournment**

**Sheri Reed** adjourned the meeting at 5:54 pm. The next District East IOC meeting will be held on October 14<sup>th</sup>, 2020 at 5:00 pm. Will be virtual meeting should COVID-19 concerns still be in effect.