



**Division of Developmental Disabilities
District Central Independent Oversight Committee
Meeting Minutes
Monday, July 22, 2019 – 10:00 AM to 1:00 PM**

Call to Order

The meeting called to order by Committee Chairperson, **Karen Van Epps** on May 20, 2019 at 10:14 am. The meeting was located at 4400 N Central Ave, Ste 900, Phoenix, AZ 85012.

Welcome and Introductions

Attendance in Person: **Debbie Stapley, Karen Van Epps, Eva Hamant, Linda Mecham, Eduarda Yates, and Heidi Reid-Champigny**

Attendance by Phone: **Mandy Harman**

Absent: **Sherry Wilhelmi, Carol McNulty, Andrea Potosky, and Lisa Witt**

Public in Attendance: **None**

ADOA: **Veronica Peralta** (by phone)

DDD: **Eric Houghtalin** and **Marlene Riggs** (non-voting IOC committee member)

ADOA and DDD Updates

Veronica Peralta: advised that they are working on the IOC manual and will be sending out a link to elicit comments from the committee members. Eric Houghtalin was asked to forward that link when it comes out. She gave the IOC link to the committee. She advised that ADOA is putting out a newsletter and would like members to send her stories and news to include.

Karen Van Epps: asked if there will be different sections for the manual for different IOCs.

Veronica Peralta: advised that they would be separate. One for behavioral IOCs and one for DDD IOCs.

Karen Van Epps: asked if the Mission statement would be different for each IOC (DDD, DCS, etc).

Veronica Peralta: advised that there would be consideration.

Karen Van Epps: asked if DCS had an IOC yet.

Veronica Peralta: advised that they were working with other areas of the state to start committees per statute.

Eric Houghtalin: reminded that any IOC members with the old-style ID card need to have their photo taken to update to the new ID badge. He also advised that **Karen Van Epps** was present at the District North IOC meeting by phone for the Cherish Families presentation.



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Karen Van Epps: gave an account of the presentation and the follow up with Cynthia McKinnon, District North IOC Chairperson. She also advised that there was an interview for Assistant Director of DDD.

CPES Rile in Behavioral Health Discussion

Karen Van Epps: advised that CPES has the sole-source contract for behavioral health in the state. If a member needs anything in BH, they have to go to CPES.

Discussion of PRC Changes and Potential Changes to Behavior Plans

Patricia Sandino: passed out the forms that will be used at the PRC meetings. She explained the changes to the formation of the behavior plans and the PRC meetings. She advised that there will no longer be a medication consent form. She advised that some providers have expressed concerns. She noted some other changes.

Restitution Plan Follow-up

Linda Mecham: reviewed the recent update of the DDD policy. It was advised that restitution must be in the behavior plan. She read the updated policy to the committee.

Eva Hamant: advised that the behavior plan would have to be approved.

Karen Van Epps: advised that the policy was too vague.

Mandy Harmon: advised that there should be a psychologist to determine the members' ability to understand restitution before taking money.

Linda Mecham: advised that the planning team should include IOC members. She advised that there should be oversight.

Statewide IOC Meeting Report

Karen Van Epps: advised that the committee needs to start working on the annual report. She asked if **Eric Houghtalin** if he would make an outline to begin.

Eric Houghtalin: advised that he would be happy to put that together for the committee.



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Karen Van Epps: advised that the committee that behavioral health will revert to the two insurance agencies (United Healthcare and Mercy Care) in October.

Article 9 Discussion

Karen Van Epps: passed out a handout entitled Notice of Proposed Rulemaking Title 6. Economic Security Chapter 6. Department of Economic Security Developmental Disabilities Preamble. She read some of the document to the committee and advised the committee of changes that are pending. She advised that at least three IOC members would review plans for the Program Review Committee. She encouraged the committee to look through the document.

The committee asked **Eric Houghtalin** to add this topic to the agenda next month.

Linda Mecham motioned to set up a sub-committee to review the revisions article 9 so that the sub-committee can draft a letter to comment as the IOC. This sub-committee would include **Karen Van Epps, Linda Mecham, and Carol McNulty** (members may be changed at the discretion of the Chairperson).

Debbie Stapley seconded the motion.

There was no discussion.

The vote was all for and none against with none abstaining. The motion passed as moved.

Call to the Public

No members of the public attended the meeting.

Committee Member Report

Eva Hamant: would like to talk about the QA use of unsubstantiated in incident reports. She would like to add scheduling medications versus rights issues.

Discussion, Review, & Possible Action on Committee Membership

There was no discussion, review, or action taken on committee membership at the meeting.

Eric Houghtalin: advised that he would be happy to send out the letter that has been used to recruit in other IOCs for District Central. He asked members to send him lists of professionals with addresses to send out the letters to in order to help.



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(The public portion of the meeting ended at 12:33 pm)

Incident Reports and Behavior Plans

The incident reports included **1,019** closed and **159** open for a total of **1,178** total reports for the June meeting. An email was sent to the Acting Quality Area Manager to inquire about delivering the incident reports to the committee, but it was not replied to by the end of the meeting.

Type	Open	Closed
Accidental Injury	11	203
Deaths	3	6
Emergency Measures	4	56
Human Rights	8	13
Legal	7	4
Medication Errors	0	119
Missing	18	12
Neglect – Potential & Imminent	26	28
Other Abuse – Sexual, Verbal, and Emotional	31	534
Other	29	11
Physical Abuse	16	6
Property Damage	1	1
Suicide	5	26
TOTALS	159	1,019

IRs were equally divided among the members in attendance as they chose to take them. There was some discussion of incident reports among member and DDD staff in the executive session.

Adjournment

Karen Van Epps adjourned the meeting at 12:33 pm.

The next District Central IOC meeting will be held on August 26, 2019 at 10:00 am.