



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

Call to Order

The meeting called to order by Committee Chairperson, **Karen Van Epps** on April 22, 2019 at 10:16 AM. The meeting was located at 4400 N Central Ave, Ste 900, Phoenix, AZ 85012.

Welcome and Introductions

Attendance in Person: **Karen Van Epps, Linda Mecham, Carol McNulty, Andrea Potosky, Sherry Howard Wilhelmi, Eva Hamant, and Eduarda Yates.**

Attendance by Phone:

Absent: **Lisa Witt, Debbie Stapley, Heidi Reid-Champigny, and Mandy Harmon.**

Public in Attendance: **None**

ADOA: **None**

DDD: **Eric Houghtalin, Amber Hampson, Danielle Uzzardo, and Marlene Riggs** (non-voting member).

Call to the Public

No members of the public were present.

ADOA and DDD Updates

ADOA was not represented at the meeting. **Eric Houghtalin** advised that ADOA had no updates to share with the committee as of the time of the meeting.

Karen Van Epps: advised that the medical plans United Healthcare and Mercy Care were awarded the most recent RFP (request for proposal). She also advised that there is a new bill authored by Representative Nancy Barto that is aimed at behavioral health. She advised that the ADOA Deputy Director told her at Statewide meeting that the ADOA is supposed to be more involved in the IOC meetings. She also advised that the committee minutes would also revert to written format as required by AHCCCS.

Eric Houghtalin: advised that there was a new form being used as the timecard. He explained that the committee is being asked to account for the hours of the month prior to the meeting (e.g., reporting March at the April meeting). He explained that the timecards were dated so members were able to track their dates easier and that there were no longer separate sections for classifications of tasks (e.g., meetings, advocate work, reviewing incident reports, etc.). The committee was also told to only include hours that were not previously shared.



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Statewide Meeting Discussion

Karen Van Epps advised that the RFP for the Quality Assurance department (QA) received no responses and that she was informed that the State of Arizona would not be seeking to move QA to a private company for the foreseeable future. She also noted that since QA lost a large amount of staff that they were hiring again (mostly nurses). **Karen** gave an update on the Hacienda organization progress. She also spoke about the Article 9 discussion as well. She mentioned that the need for a member of staff that knows the members to be present at the PRCs (Program Review Committees – reviewing [BTP] Behavior Treatment Plans for members). She asked **Eric Houghtalin** to communicate the need to remove the HIPAA Release from the annual meeting (Planning Document).

The Committee discussed the problems with having a signed HIPAA Release on file prior to having the need to have a vendor call. The concern was that the HIPAA release gave the Division the ability to share protected health information with anybody (even outside of the intended vendor call process).

The Committee discussed the need to have additional page(s) added for overflow from smaller sections of the planning document. The rationale was that as the smaller sections have larger amounts of written information, the size of the box doesn't increase. Instead, the font size becomes so small that it becomes unreadable. The additional page(s) would allow support coordinators to add more text where it is necessary and not skip valuable information as the means of saving space.

The Committee discussed the need to have a staff member present that knows members available at the PRCs. That was later modified to say that the person that writes the BTP should be required to observe the member prior to writing the plan and be present at the meeting either in person or electronically.

Linda Mecham moved that Karen Van Epps would draft an email to **Megan Dougherty**, cc to **Chris Deere** and **Dr. "Charlie" Green** that advises "that based upon our interactions with Teams at PRC, it would be best practices for the member, if, when the agencies are hiring a person to write a Behavior Plan, the following issues must be included in the Contract:

- Meet with team to discuss the issues;
- Observe the Member in his/her daily environments and acquire data prior to writing the Behavior Plan Write the Behavior Plan Meet with Team to review the written Behavior Plan, have discussion and make improvements as needed, have Team agreement;
- Present Behavior Plan to PRC with (minimally) the following in attendance, either in person or electronically;
- Person who wrote the Behavior Plan be present in person or electronically;
- Support Coordinator be present in person or electronically;
- Agency Staff who works with the Member be present in person or electronically."

Sheri Wilhelmi seconded the motion.

All present members voted to adopt the motion, and none opposed. There were no members abstaining from the vote.

The motion carried.



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Committee Member Report

Eva Hamant: Asked for an explanation for why there were more suicide incident reports from Ohana and Creative Innervations.

Carol McNulty: offered that this could be a result of these providers having more behavior cases than most other providers.

Eric Houghtalin: also advised that there is a possibility that the larger number could be a result of having a small group of members that have more incidents than most other members (higher frequency of occurrences).

Eva Hamant: advised that she would like to see suicides split into two classifications (one for talk and one for attempts).

Linda Mecham: advised that she was concerned about the new planning document and the lack of space (as noted in the Statewide Meeting Discussion section of this document. She advised adding more pages (also discussed above).

Sherri Wilhelmi: advised that the HIPAA Release being included with the planning document is a rights violation (see the Statewide Meeting Discussion section of this document).

Karen Van Epps: advised that during the Statewide meeting, she was made aware that Maria Garcia was calling the office of DDD Chief Advocate, Richard Kautz, asking for information about burial policies that were written.

The present members discussed the need to move the May meeting to May 20, 2019 due to the original meeting date being set on Memorial Day. The members agreed to move the date. **Eric Houghtalin** will notify the entire membership list.

Discussion, Review, & Possible Action on Committee Membership

There was no discussion, review, or action taken on committee membership at the meeting. The members were given the new DDD IOC postcards to aid with recruiting friends, family, and other local professionals.

Karen Van Epps moved to go into Executive session.

Sherri Wilhelmi seconded the motion.

The vote was all for and none against. No members abstained.

The committee moved into executive session at 12:25pm.

(Public session ended at 12:25 pm)

(Executive session began at 12:25 pm)



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Incident Reports and Behavior Plans

The incident reports included 1,012 closed and 156 open for a total of 1,168 total reports for the April meeting.

Type	Open	Closed
Accidental Injury	34	178
Deaths	4	0
Emergency Measures	3	49
Human Rights	11	2
Legal	6	4
Medication Errors	0	152
Missing	17	39
Neglect – Potential & Imminent	29	24
Other Abuse – Sexual, Verbal, and Emotional	11	7
Other	22	525
Physical Abuse	9	9
Property Damage	3	3
Suicide	7	20
TOTALS	156	1,012

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 12:44 PM.

The next District Central IOC meeting will be held on May 20, 2019 at 10:00 AM