



**Division of Developmental Disabilities  
District South Independent Oversight Committee  
Meeting Minutes & Action Items  
Monday, July 11, 2022 – 1:00 PM to 3:00 PM**

**Call to Order**

Meeting called to order by Committee Vice Chair, **Keith Jansen**. The date is July 11, 2022, at 1:13 pm. **The meeting took place Virtually due to COVID-19**. Physical location when meetings resume in person will be at 400 W. Congress Street Ste. 500, Tucson, AZ 85701.

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**Welcome and Introductions**

Attendance Virtually:

- **Keith Jansen**
- **Octavia Lamb**
- **Chere Solorzano**

Absent:

- **Mario Gutierrez**
- **Genevieve Valenzuela**

Public in Attendance:

- **None**

Health Plan Liaisons:

- **Vera Kramarchuk** (Mercy Care) (by phone)
- **Karen Kramer** (UnitedHealthcare)

ADOA:

- **Larry Allen**

AHCCCS Liaison: **Fredreaka Graham**

DDD:

- **Joan McQuade** (OIFA Project Manager)
  - **Joseph Tracewell** (District South Quality Improvement Manager)
  - **Andrew Miller** (District South Quality Improvement Supervisor)
  - **Joseph Jensen** (District South Quality Improvement Supervisor)
  - **Jeffrey Yamamoto** (DDD IOC Liaison)
  - **Michelle Rademacher** (DDD IOC Liaison)
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**Call to Public**

**There was no call to the public.**

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**DDD Staff Updates**

**Joe Tracewell, Joseph Jensen, and Andrew Miller** had no updates for the IOC.

**Joan McQuade** reports fully staffed and moving along, everything is going well.

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**Update from Arizona Department of Administration**

**Larry Allen** did not provide an update.

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**Update from Integrated Health Plans**

**Vera Kramarchuk** (Mercy Care Ombudsman) shared that effective July 16, dialing 988 has been designated as the new three digit dialing code that will route callers directly to the national suicide lifeline.

**Karen Kramer** (UnitedHealthcare) had no update.

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**AHCCCS Liaison Update**

**Fredreaka Graham** had no update.

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**Update from DDD IOC Liaisons**

**Jeffrey Yamamoto** informed the committee that Article 9 has not come out as an official release. No information has been communicated to him on any changes that are or are not being made to it. Therefore “the old Article 9 is the law of the land”, so to speak. **Keith Jansen** asked about a topic in proposed changes to Article 9 which permits the team to bypass the requirement of a Behavior Treatment Plan due the member being stable. **Jeffrey Yamamoto** explained, he believes this applies to members who are not behavioral and are stable in their medications dosages. The old BP is utilized and an extension is filed.



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**Jeffrey Yamamoto** informed the committee that the Quarterly meeting is coming up on July 20, next Wednesday. If you can make it and/or want to attend, let Jeffrey know and he will send an invitation out.

**Michelle Rademacher** DDD Liaisons have uploaded batches of IRs for review since the last meeting on June 28 and July 6. We will also upload a batch for review today. IRs being redacted currently are May 22 – 28. Responses to IOC IR questions have been received from DDD DS Quality. Michelle states she will disseminate today. Michelle had a question for the committee: Do you prefer receiving responses via excel sheet or would you prefer a google sheet uploaded to the district's shared drive? Committee members requested DDD quality responses be provided in Excel format with IR numbers included for referencing.

**Michelle Rademacher** shared that it has been discussed and moving forward, she will be the primary Liaison for District South IOC.

### **Discussion, Review, and Possible Action on Committee Membership**

**Keith Jansen** updated the committee to inform that **Chere Solorzano** has withdrawn from the committee. Per guidelines the vice chair moves up to the chair position. He stated that in his opinion the committee could wait until Mario and Genevieve are present to vote for a vice chair. The committee members agreed.

**Keith Jansen** shared an idea he has on recruitment for IOC volunteers. Keith stated he would like to go to Cochise county fair, get a booth, and have the pamphlets with volunteer applications to present to the public as one of the committee members doing the job. Keith asked for DDD support and "Is there any way the state can pay a stipend for room and food?" Joan stated the volunteer coordinator is out on leave currently. Keith shared the fair dates as, 9/22 – 9/25. Joan asked for an email from Keith about the fair to help her send information to the volunteer coordinator. Joan's email will be sent to Keith for more collaboration. Joan stated the DDD Community outreach team may be able to assist.

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### **Discussion and Review of Incident Reports (IRs) and Behavioral Plans (BPs)**

**Keith Jansen** informed the committee every IR in shared drive has been reviewed, there is no backlog. He thanked the committee for their work in reviewing the IRs.

**Keith Jansen** is requesting Sharon review the legal IRs due to her expertise. Sharon stated she would be happy to do that.



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Committee members did not have questions regarding IRs when asked by Keith.

For all of **April** IRs, the Committee members have been given **571** for April incident reports in the Shared Drive. This included **25** open and **546** for closed reports.

<b>Type</b>	<b>Open</b>	<b>Closed</b>
Accidental Injury	<b>1</b>	<b>122</b>
Consumer missing	<b>0</b>	<b>17</b>
Deaths	<b>2</b>	<b>22</b>
Emergency Measures	<b>0</b>	<b>2</b>
Human Rights	<b>2</b>	<b>7</b>
Legal	<b>2</b>	<b>11</b>
Medication Errors	<b>4</b>	<b>47</b>
Neglect	<b>4</b>	<b>17</b>
Other Abuse	<b>3</b>	<b>15</b>
Other-Behavior	<b>0</b>	<b>162</b>
Other -Injury unknown	<b>2</b>	<b>114</b>
Physical Abuse	<b>5</b>	<b>10</b>
Property Damage	<b>0</b>	<b>0</b>
Suicide	<b>0</b>	<b>0</b>
<b>TOTALS</b>	<b>25</b>	<b>546</b>

The desired IRs will be divided by the chair and equally distributed amongst the members.

Number of Questions for QIM: members of the committee will send the incident reports questions to the DDD Liaisons **Jeffrey Yamamoto and Michelle Rademacher**.

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### **Adjournment**

The next regularly scheduled District South IOC meeting on August 8 is conflicting with Keith and Sharon's schedule. The committee discussed the August 8 meeting date to be changed.

- **Sharon Moyer Motioned** to move the August '22 meeting to August 16, 2022 at 1pm.
- **Octavia Lamb Seconded the Motion.**
- **All the members present** (see Welcome and Introductions for attending members) **voted "aye" and there were no "nay" votes**

The committee members unanimously voted the next District South IOC meeting will be held on August 16, 2022, at 1:00 pm.

**Keith Jansen** adjourned the meeting at 1:45pm on July 11, 2022