



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

Call to Order

Meeting called to order by Committee Vice Chair, **Keith Jansen**. The date is October 3, 2022, at 1:08 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.

Welcome and Introductions

Attendance Virtually:

- **Keith Jansen**
- **Mario Gutierrez**
- **Octavia Lamb**
- **Sharon Moyer**

Absent:

- **Genevieve Valenzuela**

Public in Attendance:

- **None**

Health Plan Liaisons:

- **Vera Kramarchuk** (Mercy Care) (by phone)
- **Dawn McReynolds** (UnitedHealthcare)

ADOA:

- **Larry Allen - absent**

AHCCCS Liaison: **Fredreaka Graham**

DDD:

- **Joan McQuade** (Office of Individual and Family Affairs Project Manager)
- **Joseph Tracewell- Joe** (District South Quality Improvement Manager)
- **Andrew Miller** (District South Quality Improvement Supervisor)
- **Joseph Jensen- JJ** (District South Quality Improvement Supervisor)
- **Jennifer McAvoy** (District South PRC Chairperson)
- **Jeffrey Yamamoto** (DDD IOC Liaison)
- **Michelle Rademacher** (DDD IOC Liaison)



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Call to Public

There was no public present in the meeting.

DDD Staff Updates

Joe Tracewell, Joseph Jensen, and Andrew Miller stated they are working on getting caught up on the IOC's questions.

Joan McQuade did not provide an update.

Jennifer McAvoy shared some positive news about being able to recruit new PRC committee members who have positive experience and backgrounds.

Jeffrey Yamamoto had no update.

Update from Arizona Department of Administration

Larry Allen was not present for the meeting. **Michelle Rademacher** provided Larry's update as follows:

- The annual report is due 11/1/22. I'll be sending out the email addresses and cover letter to all the chairs.
 - IOC Website is still a work in progress, improvements have been made but still working with the developers on better functionality.
 - I will be setting up an Open Meeting Law training in the near future that will be open to all IOC members.
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Update from Integrated Health Plans

Vera Kramarchuk (Mercy Care Ombudsman) had no update.

Dawn McReynolds (UnitedHealthcare) reported that providers in the South are beginning to have more members coming in and relying on services, more providers with staffing issues, and a mixture of telehealth and in-service services being provided.



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AHCCCS Liaison Update

Fredreaka Graham had no updates.

Update from DDD IOC Liaisons

Michelle Rademacher provided an update as follows:

The DDD Office of Individual and Family Affairs (OIFA) continues to host town hall meetings for members, families and providers. The next town hall meeting will be held on DDD Thursday, October 6, 2022 6:00pm to 8:00pm. November's Town Hall is scheduled for Thursday, November 3, 2022 6:00 - 8:00 pm. The schedule and agenda can be found at <https://des.az.gov/services/disabilities/developmental-disabilities/town-hall-meetings>.

Policies and Rules for Public Comment: Division Policies & Rules | Arizona Department of Economic Security - Relating to House Bill 2113 - This law adds Down Syndrome as a qualifying diagnosis for DDD eligibility. The Division posted Eligibility Policy Manual Chapter 201 Applicants with Down Syndrome (Trisomy 21) on Friday, September 23, 2022 for public comment. Comments are being accepted through October 24, 2022. Division staff are currently updating documents, web pages and other information to include Down Syndrome. These materials will be available by late October 2022.

The DDD IOC meeting access information is uploaded monthly to the ADOA website <https://ioc.az.gov/meetings/ddd-independent-oversight-committees> . In the beginning of the month, the meeting information is updated, including the links and the agenda is accessible.

The DDD Liaisons added a folder to your IOC shared drive. The resources folder contains digital copies of DDD Volunteer pamphlets. We can also provide you with paper copies through the mail. **Mario Gutierrez** commented that he would like some paper copies for an upcoming job fair. **Keith Jansen** stated he handed out postcards during a job fair. **Michelle Rademacher** stated she would coordinate with Mario outside of the meeting to ensure the correction mailing address is on file.

Discussion, Review, and Possible Action on Committee Membership

Keith Jansen did provide an update on the IOC Statewide Chairs Meeting which is October 19 from 10am - 12pm. Keith stated that he will not be available to attend this meeting. **Mario Gutierrez** stated that he will be able to attend the meeting. **Michelle Rademacher** will send Mario the meeting invitation.



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

Keith Jansen informed the committee every IR received up to this date in the shared drive has been reviewed, commented on and moved to archive. The team is keeping up with the inflow of IRs.

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

For all of **August** IRs, the Committee members have been given **778** for August incident reports in the Shared Drive. This included **40** open and **738** for closed reports.

Type	Open	Closed
Accidental Injury	0	119
Consumer missing	1	20
Deaths	2	11
Emergency Measures	1	1
Human Rights	6	15
Legal	0	10
Medication Errors	8	87
Neglect	10	42
Other Abuse	2	15
Other-Behavior	2	242
Other -Injury unknown	5	156
Physical Abuse	3	13
Property Damage	0	6
Suicide	0	1
TOTALS	40	738

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 is on November 14, 2022 at 1pm.

Keith Jansen adjourned the meeting at 1:25 pm on October 3, 2022.