



**Division of Developmental Disabilities (DDD)  
District East Independent Oversight Committee (IOC)  
Public Meeting Minutes Summary  
Wednesday, Aug 11<sup>th</sup>, 2021 – 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 Suzanne Hessman. The date was Aug 11<sup>th</sup>, 2021 at 5:03 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 Google Meets: **Sarah McGovern, Susan Kingsbury (by Phone), Suzanne Hessman, Kin Counts, Tonia Schultz, Elizabeth Bird,**
- Absent: **Amanda Godek**
- Public in Attendance: **None**
- Arizona Department of Administration (ADOA): **Larry Allen**
- Healthcare Plan Liaison (UHCCP): **Laurie Ganzermiller, Karen Kramer**
- DDD staff: **Jeffrey Yamamoto-DDD IOC Liaison, Megan Taylor-District Program Manager for District East, (DPM), Whitney Burdett – DDD District East Program Review Committee Chair (PRC)**
- **The Committee, DDD and UHCCP Employees** introduced themselves.

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**Call to Public**

**Suzanne Hessman:** Called for public to announce themselves. There were no public on the call.

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**DDD Staff Updates**

**Jeffrey Yamamoto** gave a summary of the DDD updates from the COVID-19 webpage from 8/10/2021. This information is what Leah Gibbs would typically update to the IOC.

- 45,726 members being served by DDD
  - 40,662 members are living in their own home/family home
  - 5,064 members are living in licensed facilities
- 2,987 members tested positive for COVID-19
  - 1,846 residing in their own/family home
  - 1,141 residing in licensed facilities
- 75 Member deaths attributed to COVID-19 (31 lived in a family/own home & 44 lived in licensed facilities),
- Tracking weekly counts



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- Currently there are 50% of the available members who can receive the vaccine has been vaccinated.

**Megan Taylor** (District Program Manager for District East, DPM) updated the committee. She informed the IOC that in District East there are currently 9271 members are in ALTCs, 956 are targeted, and 992 are DDD only (case management only) for a total of 11219 being supported by DDD. There are 69 vacancies in DE support coordination and supervisors yet to be filled.

**Suzanne Hessman** asked about the criteria for each level of service (ALTC, Targeted and DDD only.) She also asked for DDD network to find out about wages for direct care workers (DCW) and if that is a problem for agencies to hire.

**Megan Taylor** responded that she was unsure but would find out and forward the criteria for each level of service to Jeffrey Yamamoto to distribute to the whole IOC. She would also ask Network about the DCW wages.

**Whitney Burdett** (PRC chair) updated the IOC. She did not have any updates for the IOC and asked for questions. There were none.

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**ADOA Update**

**Larry Allen:** Updated the committee that the Annual Report is due by the end of the month.

**Suzanne Hessman** acknowledged that she understood.

**Jeffrey Yamamoto** asked if the reports, after they are reviewed by DDD, should be sent in mass or individually. Larry replied that he did not care.

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**Health Plans Updates**

**United Healthcare Community Plan (UHCCP) Laurie Ganzermiller and Karen Kramer** were present. Laurie informed the Committee that she did not have any updates for the IOC. She asked for question but there were none.

**Mercy Care liaison** was not present for the call. It was brought o the attention of the committee by Kin that Mercy Care has another meeting exactly at the same time and dates as the District East IOC and probably will not be attending any DE meetings.



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**Discussions of assignments in IRs**

**Suzanne Hessman** asked the IOC if the assignments were satisfactory for all. Everyone in attendance said it was working for them. The “Neglect” type has been being backlogged. This is Tonia’s assignment. Suzanne asked if these could be distributed among the members to catch the IOC up. Sarah McGovern said she would send the new assignments for the backlog out the next day

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**DDD IOC Liaison Updates**

**Jeffrey Yamamoto** informed the IOC that weekly IRs are being downloaded and that the redaction team has caught up all July IRs.

**Suzanne Hessman** asked **Tonia Schultz** if the continuation of signing off on annual sedation allowances approval per member at ATPC (Arizona Training Program at Coolidge) could be switched to a one-time document signing or 5-year sign and yearly review. Tonia replied she would send Suzanne the direct policy to her. There doesn’t seem to be anything on the annual timing of the signing off of sedation for DDD members, that she read that night.

**Action Items:** Follow up. Sarah McGovern will send out a assignment sheet for the backlog of neglect. Megan Taylor will send out the criteria for the 3 levels of service for DDD members.

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**Discussion of Membership for the IOC**

**Suzanne Hessman** asked what efforts have been done for recruitment.

**Jeffrey Yamamoto** said Octavia Lamb (other DDD IOC liaison) has been making recruiting efforts. With the new Delta variant spike, it is difficult to have any traction for volunteerism.

**Suzanne Hessman** asked if the same was true for support coordinators is it as difficult to hire due to low wages.

**Megan Taylor** and **Jeffrey Yamamoto** responded that it is, but the vendors will be getting an increase in payments through the new budget and hopefully they will use it in their hiring practices.

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

**Suzanne Hessman** asked the only categories they wish to review are the **CLOSED** Emergency Measures, Death, Neglect, Physical Abuse, Human Rights and Other Abuse.

**CLOSED Categories:**

**Death- Suzanne**

**Other Abuse- Sarah**



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**Emergency Measures- Amanda      Physical Abuse- Susan**

**Human Rights- Kin                      Neglect- Tonia**

For July IRs, the Committee members have been loaded in the shared drive **620** incident reports. This included **45** open and **575** closed reports. ATPC had **55** totals with **21** open and **34** closed.

<b>Type</b>	<b>Open</b>	<b>Closed</b>
Accidental Injury	<b>1</b>	<b>107</b>
Consumer Missing	<b>0</b>	<b>9</b>
Deaths	<b>1</b>	<b>3</b>
Emergency Measures	<b>0</b>	<b>8</b>
Human Rights	<b>3</b>	<b>5</b>
Legal	<b>1</b>	<b>6</b>
Medication Errors	<b>3</b>	<b>26</b>
Neglect	<b>13</b>	<b>35</b>
Other Abuse	<b>2</b>	<b>3</b>
Other Behavior	<b>1</b>	<b>246</b>
Other Hospitalization, Unknown injury	<b>15</b>	<b>114</b>
Physical Abuse	<b>4</b>	<b>12</b>
Property Damage	<b>0</b>	<b>0</b>
Suicide	<b>1</b>	<b>1</b>
<b>TOTALS</b>	<b>45</b>	<b>575</b>

**The desired IRs will be divided among the members. Sarah McGovern will send out a assignment sheet for the backlog of “neglect”.**

Number of Questions for QIM: members of the committee will comment on incident reports directly and the liaison will send to QIM.

Number of Behavior Plans turned in by IOC Members: 0

The Program Review Committee (PRC) is being attended to by Susan Kingsbury and Kin Counts.

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**Adjournment**

**Suzanne Hessman** adjourned the meeting at 5:44 pm. The next District East IOC meeting will be held on Wednesday Sept 8<sup>th</sup>, 2021 at 5:00 pm. Will be virtual meeting should COVID-19 concerns still be in effect.