

**Developmentally Disable Facility Advisory Board Meeting
August 9, 2017 • 10 a.m.**

APPROVED MINUTES

Call to Order and Introductions

Chair, Connie Jensen called the meeting to order and introductions were made.

Members Present: Michael Bibo, Lois Sheaffer-Kramer, Dr. Geunyeong Pyo, Deborah Kennedy, Anne Fitz, Jeff Stauter, and Susan Fonfa

Members Not Present: Dale Simpson and Nancy Andrade

IDPH Representatives: Connie Jensen, George Logan, Darlene Harney Daniel Levad, Henry Kowalenko, Sherry Barr, Christopher Marbaniang

Guests: Bill Bell, Marie Rucker; Sarah Myerscough-Mueller, Joshua Evans, and Fabricio Balcazar

Approve meeting minutes of August 10, 2016, November 9, 2016, February 8, 2017, and May 16, 2017

The Board was not able to vote on the August 10, 2016, November 9, 2016, February 8, 2017, and May 16, 2017 minutes due to lack of a quorum; will bring back to the November 8, 2017 meeting for review and to vote on.

Membership Update

1. Membership update - five (5) voting vacancies

One (1) Physician voting member

One (1) Provider Association voting member

One (1) General Public voting member

One (1) Resident Advisory Council voting member

One (1) Advocacy or Legal Assistance voting member

2. Expired terms – one (1) voting vacancy

a. One Board member term expired.

Reappointment application has been received by the Department; application is in review/approval process, and pending final approval from Governmental Affairs/Director's Office

Connie Jensen covered this section on Membership vacancy updates for this Board;

1. There has been a change in staff in Governmental Affairs and with the Governor's Office which is affecting up the final approval process.
2. Members were reminded to contact the Department with any names and contact information of possible candidates to help fill the vacant positions listed on the Agenda and Board membership list.
3. Once pending appointment application are approved, the Board will have a quorum; will be able to vote on legal items and minutes.
4. Board members expressed a few questions and concerns;
 - a. Mike Bibo inquired about the status of pending reappointment/appointment applications;
 - b. Board was informed that several appointment applications have been received and are pending review/approval process, and
 - c. One reappointment application has been received for expired Board member term; pending review/approval by Governmental Affairs/Director's Office.

II. Old Business

1. Rulemaking – (77 IAC 350 SSNs, 77 IAC 390 SSNs, 77 IAC 395 Ratios)
 - a. George Logan commented on the status of the rulemaking on Section 350, 390, and 395
 1. A quorum was not established at this time;
 2. Board would not be able to vote on the proposed changes to the rules, and
 3. Will need to bring back to the next meeting to vote on
 - b. Board members shared their questions and concerns to these proposed changes
 1. Mike Bibo commented on changes to Section 350 and 390 ;
 - a. Remove the requirement for SSN of person(s) with financial interest in the operation and ownership of a facility, and
 - b. Changes to rules to not affect the ownership of the facility.
 2. No rules have been developed for the Administrative Form; recommend removal of SSN from this form, and
 3. Questioned status on the informed consent material
 - c. Connie Jensen remarked Department is working on the Administrative form, and there is no movement on the Consent Form; will make sure to bring this back under Old Business
 - d. Board expressed no other comments

III. New Business

1. Annual Report 2017
 - a. Connie Jensen presented this topic to the Board on the IDPH Annual Report 2017
 - b. This report is available electronically; a hardcopy of this report was provided to members for their review
 - c. Mike Bibo referred members to the section on IID complaints chart on page 55
 1. Table listed does not list complete information on complaints investigated compared to the IID Complaint Chart that the Department provides to the Board;
 2. IDPH Annual Report included a breakdown of the following information
 - a. Number/percentage of complaints that were anonymous and non-anonymous

- b. Number/percentage of complaints that were substantiated and unsubstantiated;
 - c. Total number/percentage of complaints that were substantiated/unsubstantiated;
 - d. Report did not include information broken down by regions, and
 - e. Information presented includes data from this year and last year's complaints
 - d. Bill bell commented there was an error on page 37
 - 1. Missing dollar (\$) figure amount for LTC
 - e. Connie Jensen commented will investigate and correct the error to this section of the report
 - f. No other comments were shared by the Board.
- 2. Emergency Preparedness
 - a. Connie Jensen commented there was no new information to present to the Board
 - b. Will bring back to the Board at a later meeting
 - c. New Rules effective November 15, 2016
 - 1. Implementation of the new requirements need to be in compliance for survey by Mid November, 2017
 - 2. Interpretive guidelines and survey procedures will be handed out when made available
 - 3. No specific answer received from CMS on
 - a. Development of one or two documents for different tags
 - b. Nothing received on fines
 - 4. There will be at least 44 different tags that apply to 17 provider types
 - 5. Moving on to new survey process-phase two
 - 6. No delay on emergency side
 - d. No other comments were shared by the Board
- 3. Complaint Information
 - a. Connie Jensen presented this report to the Board
 - b. Copy of the Annual Report on Complaint's for Calendar Year 2016 was given to the Board
 - 1. Report included breakdown of the following information:
 - 1. Anonymous and non-anonymous complaints
 - 2. Substantiated or un-substantiated complaints
 - 3. Total number of substantiated or un-substantiated complaints
 - 4. Complaint information broken down by Regions
 - 5. Report limited to complaints to IID facilities
 - c. Board questioned how the complaint information was filed/reported and processed within the Department
 - 1. Susan Fonfa had several questions on the complaint process
 - 1. Define the type of complaints included in the report;
 - 2. Complaints filed by individual, staff member, or by anybody, and
 - 3. Does the Department investigate these complaints
 - d. Complaints are received and taken anonymously
 - 1. No given name or identity is taken from caller
 - e. Complaint(s) can be filed by an individual/ICF-IID staff person/provider as opposed to anybody
 - 1. Complaint identity is kept anonymous
 - 2. No identifying information is given or taken; keeps complaint anonymous
 - f. Complaints(s) received by either
 - 1. Phone call;
 - 2. Email, or
 - 3. Written letter

- g. Department obligated by law to investigate complaint(s)
 - 1. Complaint(s) received goes through an approval process;
 - 2. Complaint(s) are triaged by the Department;
 - 3. Forward to appropriate region(s) for investigation, and
 - 4. Complaint process takes a period of time to completely handle
 - i. 24-hours
 - ii. 7 days
 - iii. 30 days
- f. Complaints reported by facility is not included in the Complaint Intake Data report
 - 1. Self-reported Data is not included in this report
 - 2. This type of data is separated out and included in Yearly Annual Report as number of incidents-self reported
 - 1. Example –page 46 of Yearly Annual Report includes the breakdown of the number of self-reported incident(s) reported by Region and Provider Type

IV. Other

- 1. Elaine Huddleston reported that the 2017 Governor’s Ethics Training Program for Board Members have been sent out to members
 - a. Training needs to be completed by October 19, 2017;
 - b. Members need to submit the completed training participation form after reading the training program by October 17, 2017;
 - c. Forward completed participation form to Elaine Huddleston for further handling of document to appropriate section, and
 - d. Board Members were instructed to contact the Department with any further questions on this matter.
- 2. Board members shared a few questions and concerns
 - a. Lois Sheaffer commented Ethics training requested with received reappoint letter.
 - b. Ethics training should be accounted for as long as taken in 2017 year.
 - c. Need to submit a copy of the acknowledgment participation form for Department records
- 3. No other new business was discussed, and the meeting was adjourned.

V. Meeting:

- 1) Next Board Meeting is November 8, 2017 at 10:00 am
- 2) Agenda items to Connie Jensen, connie.jenson@illinois.gov by October 11, 2017.
- 3) Confirm attendance (or designated proxy) via email to Jason Grigsby, jason.grigsby@illinois.gov or Elaine Huddleston, elaine.huddleston@illinois.gov by October 25, 2017.
- 4) Agenda items will be sent to the Board two (2) weeks prior to the meeting date.

Videoconference locations
 122 S. Michigan Ave., Room 711, Chicago
 525 W. Jefferson St., 4th floor, Springfield