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## **APPROVED MEETING MINUTES**

### **Home Health, Home Services and Home Nursing Advisory Board Meeting**

**January 9, 2019 - 10:30 a.m. – 12:30 p.m.**

**Video conference locations:**

**525 W. Jefferson, 4<sup>th</sup> Floor, Springfield**

**122 S. Michigan Ave, 7<sup>th</sup> Floor, Room 711, Chicago**

**#22 Kettle Drive, Edwardsville**

**2309 W. Main St., Marion**

**Bellwood Location not available**

### **Call to Order**

**Members Present:** Chair, Teresa Garcia-Fitzgerald, Sheila McMackin, Michael Melinger, Jack Kreger, Linnea Windel, Aishling Dalton Kelly, Rowena Oliva, Jeffrey Workman, Tina Moore and Shawna O'Dell

**Members Absent:** Pamela Duffy and Cathleen Carlson

**Department Staff:** Siji Varghese, Karen Senger, Elaine Huddleston, Jack Fleearty and Kendra Fabish

**Guests:** Amanda Shoemaker, Liz Vogt and Sara Ratcliffe,

### **Introduction of Committee Members and Guests**

Teresa Garcia-Fitzgerald, chair called the meeting to order at 10 35 am with an introduction of Board members and guests. A quorum was established at this time.

### **Approval of Draft Minutes for October 11, 2018 Board Meeting**

The Draft minutes of the October 11, 2018 meeting was presented to the Board for their review and comments. A motion was made to approve the minutes, 2<sup>nd</sup> and unanimously approved as presented.

### **OLD BUSINESS**

#### **Regulations Update**

Karen Senger covered the status of the following Regulations updates to the Board:

- 1) **Alzheimer's Disease and Related Dementias Services Code** – regulations were published for first comment period; 45-day comment period closed December 17<sup>th</sup> and 2<sup>nd</sup> notice will be sent to JCAR for review and approval.

- 2) **Health Care Worker Background Check Code 955** - rules are at 2<sup>nd</sup> comment and notice will be presented to JCAR at their January 15<sup>th</sup> meeting.
- 3) **Home Health, Home Services and Home Nursing Code 245** – rules were voted on last fall, 2018 and pending filing for 1<sup>st</sup> notice; will email the Board when comes out for public comment.

No further comments or questions were made.

## **NEW BUSINESS**

### **Home Health Agency Pre-claim Choice**

Karen Senger presented this topic to the Board. Board members were given a handout on Review Choice Demonstration for Home Health Services that presented Medicare options for Pre-claim Choice review. If anyone had any questions or concerns to this process to reach out to Palmetto GBA or by email at [hhrcd@cmshhs.gov](mailto:hhrcd@cmshhs.gov).

Sara Ratcliffe of IL Home Care Council commented that the Pre-Claim Choice review period has not started yet as there was a delay with Palmetto, and do not know currently when this will be opened up to providers.

Karen Senger commented Palmetto will reach out to providers by USPS, and facilities will receive a letter when eligible to move on to use the Pre-claim Choice service. The provider will then be able to choose from which category they are eligible for.

No further comments or questions were made.

### **Home Health Agency Initial Application Report**

Karen Senger presented this information to the Board that covered the status of Home Health Agency Initial applications for 2018, number of HHA licensed only and licensed/certified by each quarter as of January 1, 2018. There has been a decreased in the number of Initial applications over the years with an increase in number of Change of Ownership (CHOW) applications from 2010 to 2018 for the Board to review.

There has been four (4) Home Health Agency Initial application for 2018 due mostly because of the Moratoria with 33 Agency CHOW applications, which identify the biggest factor. There has been a decrease in the Home Health Agency industry due to a lot of closures, licenses waiting for Medicare Certification and Medicare Certification not being able to maintain licensure due to lack of business or clients.

A brief discussion was made on the number of agencies that have decreased from ten (10) years ago back in 2008, when the numbers would have been up in the 600+. The industry was over saturated with Medicare Certified Agencies, and how the industry is more legitimized now.

No further comments were made to this report.

### **Home Services, Home Nursing, Home Services Placement and Home Nursing Placement Applications Received and Licensed Report**

Karen Senger presented this information to the Board that covered the status of Home Services/Home Nursing/Placement (HS/HN/HSP/HNP) Initial applications, number of licensed applications by each quarter ranging from the 2015 through December 28, 2018 for Board review. This section is becoming a growing program with a high volume of Home Services applications. The number of providers between 2017 and 2018 has declined some and Home Nursing has stayed the same with Home Services Placement not seeing a large growth in that area.

The application to licensure process is challenging from the initial application phase to being ready for survey. Applicants seem to not provide a notice when ready for survey, or they decide to not go through the application process. Karen Senger commented that the survey process has changed over the years due to new surveyors and increased experience in implementing the program and survey process.

Section Supervisor, Jack Fleeharty gave a brief report on the status of HS/HN application on that there was 18 initial applications awaiting for their letter of readiness (LOR), 7 applications in queue ready for survey and 5-6 pending review.

Karen Senger commented that the goal for the next Board meeting will be to present at least a six (6) month analysis status report for Home Service for review. The Department is seeing an increase in background checks as this being a common area of documented violations.

Board Members commented that the Department could make this a mandatory training on the HCWR training site as a mandatory training for Supervisors to complete as a requirement when beginning initial application for licensure. Karen Senger commented that this will need to be mandated in the Rules and that a flat fine is charged to all provider types that do not complete a Worker Background History check.

Karen Senger commented will try and look at the last several years on how many violations have been written and number of fines have charged for this violation and bring back to the next Board meeting.

No comments were made to this report.

### **OASIS Training Updates**

Siji Varghese commented on the new version of OASIS D that will be implemented January 31, 2019, will be covered in the October training. There will be a Question & Answer session planned for the new training to be held in March, 2019. Future trainings will be posted on the IDPH Calendar and Website that will cover the latest updates in OASIS. This latest OASIS Training is scheduled for October 23 – 24<sup>th</sup> at 160 N. LaSalle Room 500 in Chicago.

The training information and announcement will be posted on the IDPH Calendar of Events and the IDPH-HHA Website with more details. Siji Varghese reminded the Board that space is limited and registration is required. The public is encouraged to contact Carol Phillips of the Department to register for this training. Space is limited to two persons per facility and Board members were encouraged to spread the word and to contact Siji for any further questions.

No further comments were made to this report.

### **Board Membership Updates**

Karen Senger presented this information on the status of membership(s) and vacancies on the Board.

1. Membership vacancies – three (3) vacancies:
  - a. One (1) General Public/Consumer Advocate vacated by Lori Hendren (Resigned 10/18/2017); pending appointment/approval of nominee from the Director's Office.
  - b. One (1) Licensed Physician position vacant since 2014; nominee none
  - c. One (1) General Public/Consumer/Family Member Home Service vacated by Michele Running (Term expired 1/6/2018); nominee none

2. New Memberships – none at this time

Karen Senger asked Board members to submit any recommendations to the Department for nominations to help with reaching a full Board membership to meet a quorum in order to conduct meetings.

3. Reappointments for 2019 – four (4) terms expires in August of 2019

Chair, Teresa Fitzgerald asked if there were any members that were approaching their three (3) year term membership. Karen Senger commented that Board memberships are three (3) year terms with no more than three (3) consecutive years served. She will check with the Boards bylaws to verify the exact number of terms a Board membership can serve. Several Board members positions were changed at the last time their membership came up for reappointment to better meet the criteria of the positions they represented; therefore, their membership term started over.

### **Travel Voucher**

Board Members were provided a blank travel voucher-mileage expense form (effective: 01/2019). Board members were reminded to complete the current mileage reimbursement form as the mileage rate has changed to \$0.58 cents per miles effective January 2019. Board Members were instructed to submit their completed travel expense forms to IDPH, staff employee Elaine Huddleston for processing. In addition, for new members completing a travel expense form for the first time will need to complete a W-9 form per request from the Comptroller's Office to enter their information in the data system.

### **2019 HHA Board Meeting Schedule**

Members were given a copy of the meeting schedule for 2019. The Department is currently working on scheduling these dates, times, and meeting locations for next year. There is at least five (5) meeting locations for members to choose from to attend these meetings. The Department will work on putting these meeting dates and times out on the Outlook Calendar for 2019, and members were asked to mark their calendars accordingly and plan to attend.

### **2020 Future HHA Board Meeting Schedule**

Members were given a copy of the tentative meeting schedule for 2020 for Board Review. The Department is currently working on scheduling these dates, times, and meeting locations for next year (2020). There is at least five (5) meeting locations for members to choose from to attend these meeting members were asked to mark their calendars accordingly and plan to attend.

### **Other Discussion**

Members were asked if there were any other Agenda Items for discussion.

Board member Sheila McMackin commented that the Board had previously started a conversation about defining Home Nursing. There is a lot of confusing definition on Home Nursing License and the revised Nursing Practice Act will impact the Home Nursing License market. A question was raised by the Board that they will need outside assistance to look at other organizations and how they are handling this topic and to address the basic definition, redefine or change definition of Home Nursing.

Chair, Theresa Fitzgerald recommend forming a Task Force group to assist with this project. Karen Senger commented that can address this topic at the April meeting to formulate a Sub Group to work along with outside members on concerns and goals of this group. Members were asked to bring questions and concerns for discussion to the next meeting.

Jack Fleearty requested that at the next meeting to go over the IDFR – Nursing Rules. Karen Senger commented that IDPR working on changes to the Nurse Practice Act and working on other Rule changes for 1<sup>st</sup> notice for public comment.

**Next meeting dates:**

- a. April 10, 2019 • 10:30 am (122 S. Michigan Avenue, 7<sup>th</sup> Floor, Room 711 in Chicago, 525 W. Jefferson Street, 4<sup>th</sup> Floor in Springfield, #22 Kettle River Drive, Edwardsville, and 2309 W. Main Street in Marion). The Bellwood location is not available for this meeting.
- b. July 10, 2019 • 10:30 a.m. (122 S. Michigan Avenue, 7<sup>th</sup> Floor, Room 711 in Chicago, 525 W. Jefferson Street, 4<sup>th</sup> Floor in Springfield, #22 Kettle River Drive, Edwardsville, and 2309 W. Main Street in Marion and 4212 St. Charles Road, Bellwood)

**Meeting adjourned at 11:36 p.m.**