

**Developmentally Disabled Facility Advisory Board Meeting
August 10, 2016 • 10 a.m.**

APPROVED MINUTES

Members Present: Michael Bibo, Lois Sheaffer-Kramer, Deborah Kennedy, Dr. Geunyeong Pyo, Susan Fonfa, Greg Shaver, James Mike Francis; Tracy Aldridge (Proxy, Molly Chapman), Nancy Andrade

Members Not Present: Kevin Switzer,

IDPH Representatives: Sean Dailey, Connie Jensen, George Logan, Darlene Harney, Henry Kowalenko, and Elaine Huddleston

Guests: Bill Bell, Josh Evans, and Marie Rucker

1. Acting Chair Connie Jensen called the meeting to order and introductions were made.
2. The Board approved meeting minutes of May 11, 2016.
3. Membership Update – two (2) vacancies
 - a. One (1) General Public voting member
 - b. One (1) Resident Advisory Council voting member
4. Old Business
 1. Status of LTC Facility Incident Report Form(s)
 - a. Report has been finalized
 - b. Working with IT to place form on IDPH website
 - c. Expanded information as requested by the Board to include
 - i. Additional information broken down by different regions
 - ii. Total number of Incidents for the Calendar year.
 - iii. Number and percentages were broken down by
 - a. Deficiencies cited
 - b. No Deficiencies cited
 - c. Different regions
 - d. Board questioned how information will be communicated to facilities
 - e. Board was asked for suggestions
 - i. Some suggestions were given:
 - a. Siren Alert to the public and facilities
 - b. Associations to members
 - c. Survey process
 - d. Word by mouth
 - e. Providers and Associations
 - f. Board agreed to some of the suggestions given
 2. Complaint Data Updates
 - a. Copy of Annual Report on Complaint's for Calendar year 2015 was given to the Board
 - b. Department apologized for the delayed response due to some minor difficulties
 - c. Placed on IDPH Website
 - d. Report has been expanded to include more information as requested by the Board
 - i. Complaint information broken down by different regions
 - ii. Breakdown of anonymous and non-anonymous complaints
 - iii. Breakdown of complaint's that were substantiated or un-substantiated
 - iv. Total number of substantiated and un-substantiated complaint's
 3. Update on 210 ILCS 47/3-206.04
 - a. Previous Chair, Jacqueline Manker had met with other Agencies on this topic.
 - b. DFS has its own background check waiver process for employees
 - c. This is a more informal process and not under the Code.
 - d. ID/DD Community Care Act requires three Agencies to allow for waiver program
 - i. DHS
 - ii. IDPH
 - iii. DFS
 - e. Department does not know particular's for these Agencies

- i. DHS waiver system is not clearly known
 - ii. DCFS maintains its own waiver system/registry; does not apply to this setting
 - iii. PH Dose has a waiver system/registry
 - f. More details and clarification is needed on this topic.
 - 4. Update on Revisions to Part 350, general – Sean Dailey
 - a. Sean Dailey presented the proposed changes for the Board to review and discuss internally
 - b. Board members were asked for other questions and concerns
 - c. Mike Bibo asked for review and comments by areas between State and Federal Regulations.
 - 5. Draft amendments to 77 IAC 350, Physical Restraints – Sean Dailey
 - a. A Copy of the Draft Proposed Amendment section on physical restraints was handed out to Members for review:
 - i. Nonemergency use of Physical Restraints.
 - ii. Emergency use of Physical Restraints
 - b. Several Board members presented their detailed comments to this section for review by the Board:
 - i. Mike Bibo
 - ii. Greg Shaver
 - iii. Lois Sheaffer-Kramer
 - c. Board members expressed their questions, concerns and recommendations to proposed changes to sections 350.1082 and 350.1084 on physical restraints.
 - i. Board members agreed to adopt changes to be consistent with Federal Regulations
 - ii. Debra Kennedy will discuss further with Mike Bibo and present to the Board for review at next meeting.
 - iii. A motion was made to approve general changes
 - iv. Pending minor changes on restraints to be addressed at the next meeting.
5. New Business
- a. Center for Clinical Standards and Quality/Survey & Certification Group
 - i. Fire Safety Requirements for Certain Health Care Facilities S&C Memo 16-22-LSC
 - 1. Henry Kowalenko presented information for notification of updated rules and codes for informational purposes.
 - 2. Adoption of the 2012 LSC and the 2012 HCFC Code effective date is July 5, 2016 with some significant changes.
 - 3. Whenever a survey process identifies deficiencies that are found under the 2000 edition but not a deficiency under the 2012 edition, the deficiency will not be written or cited.
 - 4. Surveyors will continue to use the current process, tags, and forms until November 1, 2016.
 - b. Rulemaking - (77 IAC 350) 350.340; 350.2810; 350.2820
 - i. Changes to Propose Amendments 6-01-16 (77 IAC 350) Sections 350.2610; 350.2620; 350.2910 and 350.2920 were discussed
 - ii. Deletions of language are stricken out, Additions are underlined, and italicized words are statutory language and cannot be changed.
 - iii. Correct and reference the correct 2012 NFPA Code
 - iv. Page 21 - reference the revised name of the Illinois Rules for Roman numeral number xiii and note revised name throughout the code.
 - v. Page 23 – Section 300.2810
 - a. Letter b - insert a specific threshold amount so that before commencing of construction, a plan review of drawings and specifications that have an estimated cost greater than \$100,000 the facility shall submit to the Department for review and approval .
 - b. Letter c – add statement to include a fast track approval method as an expedited method and reference the correct section (Sec. 3-202.5 (i)) of the Act.
 - c. Letter d – clarification of this section to include a more detailed plan review order for submission and approval or disapproval of drawings and specification to the Department for review.
 - d. Letter e – Last sentence to expand definition into two sections.
 - e. Letter f – reference correct section of the act.
 - vi. Page 25-29 – Section 300.2820 Codes and Standards – corrections that reference non state regulations and insert year proposed.
 - vii. Sean Dailey commented will bring forward comments, suggestions, and bring Rules in line with the Federal regulations.
 - c. DD Facility Advisory Board-ID/DD Community Care Act [210 ILCS 47/]
 - i. Board members were given a hand out that listed the major points of roles, duties, responsibilities, and authority of the DD Facilities Advisory Board Members that is noted thru out the Nursing Home Care Act for informational purposes.
 - 1. Reminding existing Board members, new members, and guests of their actions, responsibilities, and focus as a Board.

2. Reminder that there are specific areas that pertain to the DD Board and to make sure to review occasionally.
- d. Informed Consent Documents
- i. Board members were given a draft copy of two different types of "Informed Consent" forms for use of physical and psychotropic medication restraints for review and discussion.
 1. Informed Consent for Use of Physical Restraints
 2. Informed Consent for Psychotropic Medications
 - ii. Board Members discussed and commented on their concerns and questions to these two forms.
 1. Informed Consent for Use of Physical Restraints form
 - a. Same consent form will be used for emergency/non-emergency restraints
 - i. Used during a crisis
 - ii. Presented to Individual or guardian to sign
 - iii. Meeting the proposed regulations/rule/guidelines on the use of Consent forms.
 - iv. Time period for use of physical restraint
 2. Informed Consent for Psychotropic Medications form
 - a. Question and concern was brought up about listing each psychotropic medication
 - i. Include each medication taking and its side effects
 - ii. Staff might attach pharmacy form, transcript from Pharmacy, and side effects listed in lieu of completing the form.
 - iii. Effectiveness of the form could be affected by its length and lack of being user friendly
 - iv. Quality of discussion with individual or guardian, and if understood after reviewed.
 - v. Increase in paperwork for staff to complete
 3. Board members agreed to table and bring back to the Board for further discussion and review of forms to match the rules.

6. Meeting:

- 1) Next Board meeting is November 9, 2016 at 10 a.m.
- 2) Agenda items to Connie Jensen, connie.jensen@illinois.gov by October 12, 2016
- 3) Confirm attendance (or designate proxy) via email to Elaine Huddleston, elaine.huddleston@illinois.gov, by October 26, 2016.
- 4) Agenda will be sent to the committee 2 weeks prior to the meeting date.

Meeting adjourned