



The Home Care, Hospice and Palliative Care Advisory Council
Regular Meeting
Wednesday, August 17, 2016 at 10:30 a.m.

Meeting Location: OSDH, 1000 NE 10th Street, Room 314, Oklahoma City, OK 73117-1299

MEETING MINUTES

Approved November 16, 2016, as amended

The Home Care, Hospice and Palliative Care Advisory Council regular meeting notice was posted on the OSDH website located at <http://mfs.health.ok.gov> as well as the Secretary of State's website located at www.sos.state.ok.us on December 2, 2015.

The agenda for this Regular Meeting was posted at the OSDH (Oklahoma State Department of Health) building's front entrance on Friday, August 15, 2016.

1. Call to Order

Rayetta Dominguez, Acting Chair, called the meeting to order at approximately 10:34 a.m.

2. Roll Call

Devyn Tillman called roll.

The following members were present: Gregory Bridges, Gregory Brooks, Rayetta Dominguez, Michelle Fox, Jan Slater and Karen Vahlberg. A quorum is present.

The following member was absent: David Gibson and Greg McCortney.

Identified OSDH staff members present were: Dr. LaTrina Frazier, Administrative Programs Manager-Home Services Division; Lee Martin-Director of Medical Facilities Service; Roderick Taft-Home Services Division; Courtney Finney-Home Services Division; Devyn Tillman-Medical Facilities Service; Tanya Cates – HAI Prevention Coordinator; Doris Carder-Nurse Aide Registry; Jason Noreen-Nurse Aide Registry and Espa Bowen, Administrative Programs Manager of the Home Care Administrator Program.

Identified guests present were: Teresita Tayengco-Materelli Home Health; Annette Mays-Oklahoma Association of Home Care.

3. Approval of the February 17, 2016 and the May 13, 2016 regular meeting minutes

Acting Chairperson, Rayetta Dominguez advised the council there was a scrivener's error on the agenda and that the February 17, 2016 minutes should have been the November 12, 2015 meeting minutes (The February 17, 2016 meeting was cancelled due to a lack of quorum.) Therefore, the Council will only be voting on the May 13, 2016 regular meeting minutes.

Jan Slater made a motion to approve the May 13, 2016 regular meeting minutes as written. Michelle Fox seconded the motion. The motion carried as follows:

<i>Aye: 6</i>	<i>Abstain: 0</i>	<i>Nay: 0</i>	<i>Absent: 2</i>
<i>Gregory Bridges</i>	<i>Aye</i>	<i>Michelle Fox</i>	<i>Aye</i>
<i>Gregory Brooks</i>	<i>Aye</i>	<i>Greg McCortney</i>	<i>Absent</i>
<i>Rayetta Dominguez</i>	<i>Aye</i>	<i>Jan Slater</i>	<i>Aye</i>
<i>David Gibson</i>	<i>Absent</i>	<i>Karen Vahlberg</i>	<i>Aye</i>

4. **Reports – Health Department Programs:**

- **Nurse Aide Registry and Certification** – Doris Carder, Administrative Assistant presented the Nurse Aide Registry quarterly report in Vicky Kirtleys' absence. A copy of this report is attached for your information.
- **Home Care Agency Administrator Certification** –Española Bowen, Administrative Programs Manager presented the Home Care Administrator Registry quarterly report. A copy of this report is attached for your information.
- **Home Services Division-** Dr. LaTrina Frazier, Administrative Programs Manager presented the Home Services Division statistical reports which list the top ten (10) federal deficiencies; as well as the top ten (10) State licensure Deficiencies cited by the Home Services Division between January 2016 and July 2016. Included in these reports are the top five (5) state licensure deficiencies cited for Companion Sitter Services. Copies of both reports are attached for your information.

There was a brief discussion regarding the QAPI citations (CFR 418.58) and what issues the Department is identifying. Dr. Frazier replied they are finding that often, there are no performance improvement projects to go with the data the agencies are collecting. Also, they may have a QI position filled; however, no one is aware of what this position's function is.

There was a brief discussion regarding the Medical Director citation (CFR 418.102) and what the Department is identifying most frequently. Dr. Frazier reported the Department is finding that often times it is that the *required* six (6) month visits are not being conducted.

A copy of the Home Services Division's survey activity report is attached below for your information.

5. **Discussion Topics:**

- **Supportive Home Assistant**
Dr. Frazier reported she (and others) met with the Oklahoma Career Technology Centers in Stillwater, Oklahoma recently. They have developed testing criteria, a skills checklist as well as a study guide for the Supportive Home Assistants. The information will be posted on the Career Tech's webpage no later than September 1, 2016. Dr. Frazier added that the Department will need to provide some education regarding the supportive home assistants as these assistants may not be used in the Companion Sitter setting.
- **OKPOLST (Oklahoma Physician Orders for Life-Sustaining Treatment)**
Council Member, Jan Slater, provided a draft form developed by the POLST Task Force which was developed from a statute that has been signed into law and will become effective on August 26, 2016. The Oklahoma Attorney General's office has been tasked with developing a final version of the form she provided today. The final draft may or may not look like the one she has shown us today. However, it's will content will be very similar.

The purpose of this document is to ensure that an order given in one health setting follows the patient to any other health setting they are in. It is intended to be only for those patients who have a life limiting illness and will ensure that the patient's wishes are honored and followed, no matter whatever type of care setting they end up in. It is designed to be filled out by the patient and their physician. The paper the final draft will be printed on will be bright pink or yellow.

Ms. Slater further stated that this form is voluntary. It is the opinion of the POLST task force that this is an excellent tool for ensuring the patients advanced directive is followed and that the patient's wishes are being followed.

Ms. Slater inquired about getting the council to give its recommendation for use of this form. It was explained that the council cannot make a recommendation since this form is not something mandated from Chapter 662, and is therefore not enforceable.

The POLST website should be updated with the final version of this form in the very near future.

6. Meeting Dates for CY 2016

- Wednesday, November 16, 2016 @ 10:30 a.m. in Room 314

7. Public Comment

Lee Martin stated he wanted to make the Council members aware of Enrolled HB 2742, The Oklahoma Emergency Response Systems Development Act. This bill was signed by the Governor of the State of Oklahoma on May 5, 2016. It will become effective November 1, 2016.

There was a comment that the word HIPAA was misspelled on the POLST form as HIPPA.

8. Adjourn

The meeting adjourned at approximately 11:13 a.m.

Approved by:



Date:

11-28-16



Nurse Aide Registry
Oklahoma State
Department of Health



Nurse Aide Registry Statistics

Prepared for

Home Care & Hospice Advisory Council

August 17, 2016

**Vicki Kirtley, Administrative Program Manager
Nurse Aide Registry**

**For questions regarding:
Nurse Aide Registry, call (405) 271-4085**



Home Care and Hospice Advisory Council

August 17, 2016

Nurse Aide Certifications as of August 12, 2016

Types of Certifications	Certifications that are not Expired	Certifications Eligible for Renewal	Total Certifications
Home Health	13,877	42,884	56,761
Long Term Care	37,934	94,057	131,991

310:677-9-2(b) Deemed to meet state certification requirements

(b) An individual who is listed in the Nurse Aide Registry as a Long Term Care aide may be employed by a home care agency upon successful completion of a Department approved home care skills examination and at least sixteen (16) hours of orientation specific to the employer's population. The individual will be placed on the Registry as being certified as a Home Health Aide after successfully passing the examination.

Initial Home Health Nurse Aide Certifications Added - FY2016

Added Per Quarter	Home Health Aide By Reciprocity	Deemed to Home Health	Total Certifications & Registrations
1 st	39	496	535
2 nd	25	519	544
3 rd	25	466	491
4 th	30	922	952
Total	119	2,403	2,522

Substantiated Abuse by Home Health Aides – FY2016

Added Per Quarter	Physical	Sexual	Verbal	Mistreatment	Neglect	Misappropriation of Property	Total
1 st	0	0	0	0	0	0	0
2 nd	0	0	0	0	0	1	1
3 rd	0	0	0	0	0	3	3
4 th	0	0	0	0	0	0	0
Total	0	0	0	0	0	4	4

Substantiated Abuse for certifications– FY2016

Added Per Quarter	Physical	Sexual	Verbal	Mistreatment	Neglect	Misappropriation of Property	Total
1 st	3	0	0	0	4	4	11
2 nd	1	0	0	0	1	4	6
3 rd	3	1	0	0	8	20	32
4 th	6	0	0	1	5	12	24
Totals	13	1	0	1	18	40	73



Protective
Health Services

Oklahoma State
Department of Health

**Home Care Administrator Registry
Statistics**

Prepared for

**Home Care and Hospice Advisory Council
Wednesday, August 17, 2016
Española Bowen, MCJA, M.Ed.
Administrative Program Manager**

**For questions regarding:
Home Care Administrator Registry, call (405) 271-6868 Ext.
57273**

**Home Care Administrator Registry
Statistics**

**Active Certifications on the Home Care Administrator Registry
As of August 12, 2016**

Active Provisional Certifications (6 months)	Active Initial Certifications (1st year)	Active Renewed Certifications	Total Active Certifications
11	33	574	604

Calendar Year 2016

Month	Provisional Certification	Initial Cert. Deeming	Initial Cert. Preparedness Program	Tested for the OHCAPA	Passed	Failed	Renewals Issued
January	0	5	5	6	4	2	6
February	3	0	0	5	4	1	0
March	1	3	6	5	3	2	2
April	3	2	3	6	4	2	5
May	0	2	4	11	11	0	60
June	3	5	4	14	14	0	208
July	4	10	2	6	5	1	189
August							
September							
October							
November							
December							
TOTAL							

Calendar Year 2015

Month	Provisional Certification	Initial Cert. Deeming	Initial Cert. Preparedness Program	Tested for the OHCAPA	Passed	Failed	Renewals Issued
January	1	2	3	11	11	0	2
February	0	2	2	7	7	0	1
March	2	0	1	16	16	0	2
April	2	3	4	6	6	0	6
May	1	6	11	13	13	0	49
June	2	2	3	11	9	2	99
July	2	9	2	8	8	0	361
August	1	4	2	6	6	0	137
September	0	3	3	3	3	0	26
October	4	1	0	4	4	0	15
November	2	3	3	2	2	0	23
December	1	4	5	20	18	2	35
TOTAL	18	39	39	107	103	4	754

**Home Care Administrator Registry
Statistics**

**Active Certifications on the Home Care Administrator Registry
As of December 31, 2015**

Active Provisional Certifications (6 months)	Active Initial Certifications (1 st year)	Active Renewed Certifications	Total Active Certifications
26	84	612	745

Calendar Year 2014

Month	Provisional Certification	Initial Cert. Deeming	Initial Cert. Preparedness Program	Tested for the OHCAPA	Passed	Failed	Renewals Issued
January	4	2	2	8	8	0	1

February	1	5	4	6	5	1	1
March	3	1	2	10	10	0	0
April	0	10	1	11	11	0	3
May	0	0	3	14	14	0	19
June	4	2	4	13	13	0	108
July	6	6	2	11	11	0	262
August	1	6	3	4	4	0	143
September	1	3	1	6	6	0	53
October	2	7	3	10	10	0	10
November	3	3	4	5	5	0	8
December	1	3	7	12	12	0	4
Total	26	48	36	110	109	1	612

**Home Care Administrator Registry
Statistics**

**Active Certifications on the Home Care Administrator Registry
As of December 31, 2013**

Active Provisional Certifications (6 months)	Active Initial Certifications (1st year)	Active Renewed Certifications	Total Active Certifications
18	16	800	834

Calendar Year 2013

Month	Provisional Certifications	Initial Cert. Deeming	Initial Cert. Preparedness Program	Tested for the OHCAPA	Passed	Failed	Renewals Issued
January	7	4	3	11	11	0	4
February	1	2	3	11	11	0	9
March	3	4	1	6	6	0	2
April	2	6	3	11	11	0	27

May	2	4	3	12	12	0	16
June	2	7	1	6	6	0	69
July	1	4	2	6	6	0	345
August	2	10	4	9	9	0	129
September	4	4	1	3	3	0	53
October	1	3	0	6	6	0	5
November	2	2	2	1	1	0	4
December	2	2	2	8	8	0	1
Total	29	52	25	90	90	0	664

Active Certifications on the Home Care Administrator Registry
As of December 31, 2012

Active Provisional Certifications (6 months)	Active Initial Certifications (1st year)	Active Renewed Certifications	Total Active Certifications
14	68	694	776

Calendar Year 2012

Month	Provisional Certifications	Initial Cert. Deeming	Initial Cert. Preparedness Program	Tested for the OHCAPA	Passed	Failed	Renewals Issued
January	1	1	3	0	0	0	1
February	2	1	6	6	6	0	1
March	4	4	6	7	7	0	1
April	4	0	0	6	6	0	33
May	3	0	2	11	11	0	16
June	1	3	3	7	7	0	68
July	5	2	8	14	14	0	376
August	1	5	1	11	11	0	163

September	8	6	1	1	1	0	24
October	4	4	1	4	4	0	9
November	7	2	2	7	7	0	2
December	0	3	4	16	16	0	0
Totals	40	31	37	69	69	0	694



Oklahoma State Department of Health
Creating a State of Health

Home Services Division
August 17, 2016

Top 10 Federal Deficiencies (January 2016-July 2016)

Home Health	Hospice
1. 484.12 Compliance w/ Federal, State, Local laws	1. 418.54 Initial and Comprehensive Assess
2. 484.14 Organization, Services & Admin	2. 414.56 IDG, Care planning & coordination
3. 484.20 Reporting OASIS Information	3. 418.76 Hospice Aide & Homemaker
4. 484.16 Group of Professional Personnel	4. 418.100 Organizational Environment
5. 484.38 Qualifying to Furnish outpatient PT/SPS	5. 418.102 Medical Director
6. 484.36 Home Health Aide Services	6. 418.58 QAPI
7. 484.18 Accept. Plan of Care & Medical Supervision	7. 418.78 Volunteers
8. 484.30 Skilled Nursing Services	8. 418.104 Clinical Records
9. 484.10 Patient rights	9. 418.64 Core Services
10. 484.52 Evaluation Of Agency Program	10. 418.60 Infection Control

Terry L Cline, PhD
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Oklahoma State Department of Health
Creating a State of Health

Home Care	Hospice
310:662-2-1 Licensure	310:662-3-5 Clinical Records
310:662-5-3 Skilled Nursing	310:661-5-1.3 Initial & Comp. Assess
310:662-3-3.1 Fed., State, & Local Laws	310:661-5-2 Plan of Care
310:662-3-4 Personnel Policies	310:661-5-3 Quality Assurance
310:662-3-5 Clinical Records	310:661-5-2.2 Core Services

Top 5 State Licensure Deficiencies (January 2016-July 2016)

Companion Sitter Services	
310:662-8-7	Supervision
310:662-8-5	Criminal Background checks
310:662-8-6(d)	Ownership of a licensed agency
310:662-8-4	Base of Operation
310:662-8-3(b)(3)	Licensure Issuance/Renewal

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