



## **LONG-TERM CARE FACILITY ADVISORY BOARD**

### **Regular Meeting**

**April 13, 2011 at 1:30 p.m. in Room 1102**

Oklahoma State Department of Health, 1000 NE 10th Street, Oklahoma City, OK

### **Draft Minutes**

#### **1) Call to Order**

Kay Parson, Vice-Chair, called the meeting to order at 1:39 p.m. Wednesday, April 13, 2011. The 2011 Long Term Care Facility Advisory Board (LTCFAB) meeting notices were filed and posted with the Secretary of State and Oklahoma State Department of Health (OSDH) website on November 18, 2010. The April 13, 2011 meeting agenda was posted April 11, 2011 on the OSDH website and at the OSDH building's front entrance on April 12, 2011.

#### **2) Roll Call**

Jacob Booth called roll with the following members present: Kay Parsons, Vice Chair; Margaret Wallace, Secretary-Treasurer; Donna Bowers; Jane Carlson; Sharon Housh; Esther Houser; Angela York; Cassell Lawson; Mich Magness; Alan Mason; Bonita Cordray; Dustin Cox; Tammy Vaughn; Linda Brannon; Willie Cantwell; Dewey Sherbon; H.F. Timmons; Dr. Peter Winn; Renee Hoback, and Marla Heckman.

The following LTCFAB members were absent: Wendell Short, Chair; Theo Crawley; JoAnne Sellars; and Diana Sturdevant.

Currently, there are three vacancies on the LTCFAB which consist of one (1) Osteopathic General Practitioner/Geriatrician position, one (1) Residential Care Home Operator/Administrator position, and one (1) General Public Over Age of 65 position.

A quorum was met with twenty (20) LTCFAB members present. Introduction of LTCFAB members and attendees commenced.

Identified Department of Health staff present were: Dorya Huser, Long Term Care (LTC); Jim Buck, LTC; Mike Cook, LTC; Karen Gray, LTC; Debbie Zamarripa, LTC; Mary Fleming, LTC; Nathan Johns, LTC; Vicki Kirtley, Nurse Aide Registry (NAR); James Joslin, Health Resource Development Service (HRDS); John Judge, HRDS; Darlene Simmons, HRDS; Mary Womack, OSDH; and Sue Davis, LTC.

Meetings are posted at:

<http://www.health.ok.gov/calendar/mtngs/index.html>

<http://www.sos.state.ok.us/meetings/agencymeets.asp?intAgency=316>

Approved minutes are posted at <http://www.health.ok.gov/calendar/mtngs/ltcab.html>

Identified guests present were: Marilyn Kipps, General Public; Jackye Ward, Oklahoma Board of Nursing; Oralene Sherbon, General Public; Nancy Poteete, Oklahoma Residential Assisted Living Association (ORALA); Joyce Clark, Achievis Senior Living; Gus Pekara, Downtown Consortium; Lisa Croston, OSU Wellness Center; Greg Frogge, McAfee & Taft; Becky Moore, Oklahoma Association of Health Care Providers (OAHCP); Ann Osborne, Francis Tuttle; Shelba Murray Francis Tuttle; Denise Wilson ORALA, and Marietta Lynch, OAHCP.

**3) Review and Action to Approve/Amend the January, 2011 Regular Meeting Minutes**

**Agenda Item #3**

**Vote 1**

**Motion:** Approval of the January 12, 2011 Regular Meeting Minutes

Motion Made by: Dr. Peter Winn      Seconded: Kay Parsons      Motion Carried: Yes

Aye: 21    Abstain: 0    Nay: 0    Absent: 3

**Aye: 19      Abstain: 1      Nay: 0      Absent: 4**

Donna Bowers	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Kay Parsons	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Jane Carlson	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	JoAnne Sellars	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Theo Crawley	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Dewey Sherbon	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Sharon Housh	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Wendell Short	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Esther Houser	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	H.F. Timmons	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Angela York	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Margaret Wallace	<input type="checkbox"/> Aye <input checked="" type="checkbox"/> Abstain <input type="checkbox"/> Nay
Cassell Lawson	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Dr. Peter Winn	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Mich Magness	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Renee Hoback	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Alan Mason	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Diana Sturdevant	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Bonita Cordray	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Marla Heckman	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Dustin Cox	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Vacant – General Public	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Tammy Vaughn	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Vacant – RC Operator	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Linda Brannon	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Vacant – Osteopathic/GP	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Willie Cantwell	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay		Shading = Absent

**4) Protective Health Services Organizational Orientation**

James Joslin, Chief, Health Resources Development Services (HRDS) provided a brief overview of the organizational structure for the Oklahoma State Department of Health (OSDH), Protective Health Services (PHS), and HRDS. Mr. Joslin further provided a comprehensive breakdown of the many different departments within PHS and the numerous services provided to the citizens of Oklahoma. In addition, Mr. Joslin provided a list of the statutory advisory boards that provide advisory services to the departments within PHS. Mr. Joslin also provided a handout entitled “Protective Health Services Organizational Overview” to the LTCFAB members and fielded questions and comments as requested.

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**5) Honoring Service**

Kay Parsons, Vice-Chair presented a list of former LTCFAB members that are no longer with the Board and asked the Board to honor them for their previous service. Ms. Parsons further asked the board to consider a motion to present a letter of thanks to be sent to previous LTCFAB members. Cassell Lawson made the motion and Dewey Sherbon seconded that motion.

**Agenda Item #5  
 Vote # 3**

**Motion:** Draft Letters of Thanks to Former LTCFAB Members

Motion Made by: Cassell Lawson      Seconded: Dewey Sherbon      Motion Carried: Yes  
 Aye: 18      Abstain: 0      Nay: 0      Absent: 6

Donna Bowers	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Kay Parsons	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Jane Carlson	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	JoAnne Sellars	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Theo Crawley	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Dewey Sherbon	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input checked="" type="checkbox"/> Nay
Sharon Housh	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Wendell Short	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Esther Houser	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	H.F. Timmons	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Angela York	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Margaret Wallace	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Cassell Lawson	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Dr. Peter Winn	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Mich Magness	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Renee Hoback	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Alan Mason	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Diana Sturdevant	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Bonita Cordray	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Marla Heckman	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
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Tammy Vaughn	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Vacant – RC Operator	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Linda Brannon	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay	Vacant – Osteopathic/GP	<input type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay
Willie Cantwell	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Abstain <input type="checkbox"/> Nay		Shading = Absent

**6) Update from Long Term Care**

Jim Buck, Assistant Chief for the Long Term Care Services Division, provided an update on the rule changes for Chapter 675. Mr. Buck stated that the rule changes had moved forward in the rule making process and that they were approved by the Board of Health on March 8, 2011 and were heading to the Governor’s office for final approval. Mr. Buck further stated that the rule changes would become effective on June 25, 2011 pending review and signature by the Governor. Mr. Buck also provided quick updates about the recent “Fire Inspector I” training that he and his staff recently attended and the most recent edition of the “Insider Chat” newsletter. It was noted by Mr. Buck that he and all of his staff attained certification after passing the “Fire Inspector I” exam. Mr. Buck fielded questions and comments as requested.

**7) New Business**

*Not reasonably anticipated 24 hours in advance of meeting.*

**8) Public Comment**

Public comment was made throughout the meeting.

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**9) Adjournment**

*The meeting adjourned.*

*The next regular Long Term Care Facility Advisory Board Meeting is scheduled for July 13, 2011 at 1:30 p.m. in room 1102 of the Oklahoma State Department of Health.*

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**Oklahoma Long Term Care National Background Check Program**  
**Submitted by the Oklahoma State Department of Health**  
**Initial Announcement CFDA # 93.506**

**Abstract**

The Oklahoma Long Term Care National Background Check Program will create a centralized website/database where prospective employers (PEs) will find data from pertinent registries allowing them to do a preliminary determination of an applicant's eligibility prior to requesting fingerprinting (FP). Subsequently, PEs may electronically monitor and receive updates on the applicant's background check (BC) status and notifications of arrests via a rap-back system. The system will include the establishment of a distributed network of digital FP stations via a vendor capable of electronically submitting digital FP scans directly to the OSBI with the results of the BC electronically distributed back to the PE through the Department website.

The goals of the program include the following:

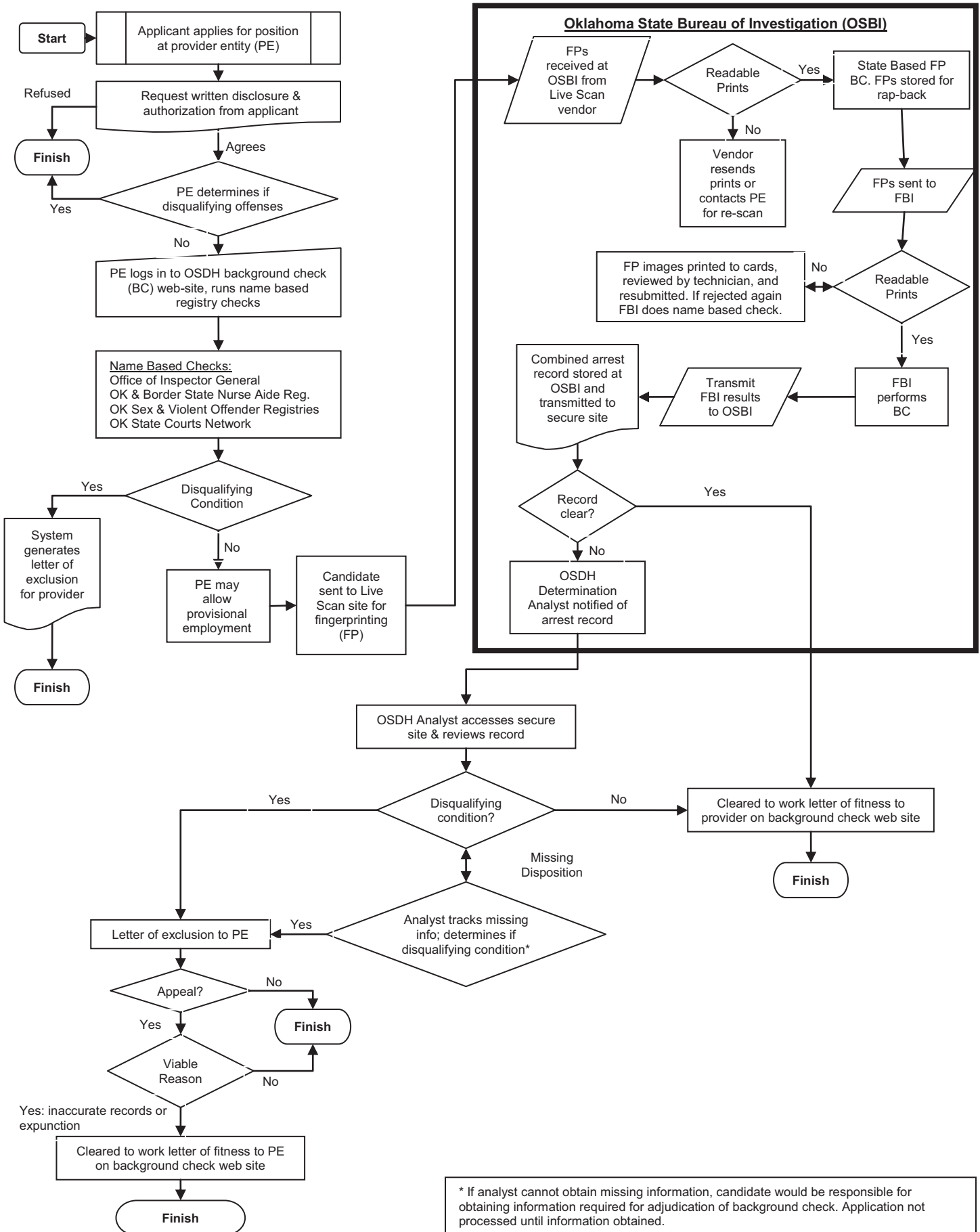
- creation of a Working Group coordinated across responsible state agencies to include providers, consumers, and advocates;
- legislation that enables PEs to perform and monitor BCs on all staff that will have direct access to people in long term care facilities;
- build and implement a system for digital processing of BCs;
- electronic FP capture and transmission;
- rap-back capability; and,
- evaluation of the system.

The Department will use grant funds for the following:

- meetings of stakeholders for the purposes of building consensus for necessary legislative amendments, long-term funding structures, and system design; and identifying legislative support;
- contracting with a vendor for the software and system design, implementation, and equipment, in support of a web based, FP reliant, BC system;
- contracting with a Live Scan vendor for the collection and distribution of digital FPs;
- Agency staffing for grant and program administration; and agency information technology support with software/system vendor;
- BC costs; and,
- provider training in system use.

The Oklahoma State Department of Health's application for the Oklahoma Long Term Care National Background Check Program requests \$2,573,591 in federal funds for the period of October 1, 2010, through September 30, 2012. State matching funds at 25% of the budgeted program costs have been identified in the amount of \$857,864. The combined budget for the project totals \$3,431,455.

# Oklahoma Long Term Care National Background Check Program CFDA # 93.506 Post-Grant Workflow Diagram



\* If analyst cannot obtain missing information, candidate would be responsible for obtaining information required for adjudication of background check. Application not processed until information obtained.