

**Agenda for the 12:45 p.m., Wednesday, May 8, 2014
Special Meeting of the
Ad Hoc Committee on Standards, Practices and Procedures of the Oklahoma State
Department of Health Relating to Nurse Aides
of the
Long Term Care Facility Advisory Board
Posted at www.health.ok.gov
Oklahoma State Department of Health
1000 NE 10th Street – Room 314
Oklahoma City, OK 73117-1299**

***DRAFT AGENDA April 18, 2014
FINAL AGENDA POSTED 24 HOURS IN ADVANCE OF MEETING***

1. Informal Greeting 12:45 p.m.
2. Call to Order, Welcome and Introductions 1:00 p.m.
3. Establishment of Ground Rules for Ad Hoc Committee Discussions
 - a. Group discussion and establishment of consensus on guidelines to ensure full, fair and productive participation by meeting attendees
4. Review of Draft Committee Charter
 - a. Overview of contents and invitation for attendees to bring ideas for completion of the charter to the next Ad Hoc Committee meeting
 - b. Discussion of Ad Hoc Committee meeting dates for the remainder of 2014
5. Discussion of Current State of Nurse Aide Registrations, Investigations and Registry Notations
 - o Overview presentation of draft process map of nurse aide registrations, investigations and notations, prepared by the Oklahoma State Department of Health
 - o Ad Hoc Committee Discussion of process for nurse aide registrations, investigations and notations
 - Small breakout group brainstorming discussions on the current process, to gather ideas on these questions:
 - What tasks, responsibilities and decision points are missing from the draft process and need to be added in order to accurately reflect the current process?
 - What are the potential failure points of the current process?
 - Reports from the small breakout brainstorming groups and recording of their ideas
 - Ad Hoc Committee discussion of the ideas generated by the small groups, and large group discussion of steps that need to be added for accuracy, and identification of potential failure points in current process

6. Discussion of Data and Information Needs
 - Presentation of Data by State Health Department
 - Ad Hoc Committee brainstorming about other useful data or information that could be used to assess the effectiveness of the process for nurse aide investigations and registry notations
7. Discussion of Alternatives
 - a. Presentation by Oklahoma State Department of Health on Practices and Models from other jurisdictions relating to nurse aide registrations, investigations and registry notations
 - b. Ad Hoc Committee Discussion of Best Practices and Models, and discussion of opportunities for improvement in the State Health Department's current practices through adoption of alternative practices or models
8. Discussion of Barriers and Critical Questions
 - a. Group identification of problems that may need to be addressed for the Ad Hoc Committee to successfully complete its work
 - b. Group identification of critical questions to be addressed at future meeting
9. Discussion of Next Steps
 - a. Group discussion of information-gathering and other preparatory tasks to be completed for review by the Ad Hoc Committee at a future meeting
10. Establishment of Special Meeting Dates for the Ad Hoc Committee for 2014
11. Adjourn

**Proposal for Evaluation and Review of System of Standards, Practices and Procedures of the
Oklahoma State Department of Health Relating to Nurse Aides**

May 7, 2014

OVERVIEW
Sponsors: Oklahoma Long Term Care Facility Advisory Board, Oklahoma State Department of Health
Program: Oklahoma State Department of Health Programs: Long Term Care Service, Nurse Aide Registry, Office of General Counsel, Quality Improvement and Evaluation Service
Improvement Team: Ad Hoc Committee on Nurse Aide Registrations, Investigations and Registry Notations, Oklahoma State Department of Health
Project: Nurse Aide Registration, Investigation and Notation Improvements
Goal: Improve the services to and care and treatment of residents of long-term care facilities by ensuring that the system of standards administered and enforced by the Oklahoma State Department of Health is effective in fulfilling the following major protections for residents of long-term care facilities: <ul style="list-style-type: none">• Certification and registration of nurse aides;• Receipt and investigation of allegations of abuse, exploitation or neglect of a resident, or misappropriation of property, by nurse aides; and• Conduct of administrative hearings, issuance of final determinations, and placements of notations on the nurse aide registry.
Team Leader: Wendell Short Submitted By: Ad Hoc Committee

DRAFT "AIM" STATEMENT:

An opportunity exists to ensure that the system of standards administered and enforced by the Oklahoma State Department of Health relating to nurse aides under Title 63 O.S. Section 1-1951 are effective in improving the services to and care and treatment of residents of long-term care facilities. The project will move from the current state in which _____, to a state in which all of the following have been accomplished:

1. The right stakeholders, partners and collaborators have been engaged in the improvement process.
2. The current laws, standards, practices and procedures administered by the Oklahoma State Department of Health are consistent with current evidence-based models, promising practices, and newly emerging public health issues and information.
3. The Oklahoma State Department of Health has a standardized clear process for identifying and publicly reporting the most prevalent issues in non-compliance, complaints, and enforcement relating to nurse aides, and for identifying and reporting significant patterns or trends.
4. Emerging regulatory alternatives and regulatory sanctions have been considered.
5. Identified preventive measures are employed, recommended improvements in enforcement activities are pursued, and appropriate follow-up education is provided.

6. The benefits, costs and impacts of the current approach have been compared to the benefits, costs and impacts of recommended changes in the system of standards.

This effort should increase _____ (what) _____, by _____ (how much) _____, by _____ (when) _____. This process is important to work on immediately because nurse aides are a large occupational group numbering more than 70,000 individuals who are typically the principal caregivers in long term care facilities. The baseline is measured in the following metric:

_____.

SCHEDULE:

<u>Date</u>	<u>Activity</u>
5/7/2014	Meeting or teleconference: Introduce Charter, Review Current Process Map, Review Available Data, Review Best Practices and Models, and Establish Next Steps
6/??/2014	Meeting or teleconference: Complete Charter, Revisit Process Map, Develop Process Revisions
6/??/2014	Develop Plans for Pilot Test of Proposed Process Revisions
7/??/2014	Pilot Test of Process Revisions
7/??/2014	Meeting or teleconference: Review Lessons Learned from Pilot Test (2 hours)
8/??/2014	Meeting or teleconference: Develop Standards, Practices and Procedures Needed to Install New Process Effectively
8/??/2014	Meeting or teleconference: Review of Data to Assess Effectiveness of New Process
9/??/2014	Final Report Out

APPROACH:

This project follows a deliberate improvement process based on the Plan-Do-Check-Act model. This will be an ongoing effort to achieve measureable improvements in efficiency, effectiveness, performance, accountability and outcomes. This project seeks to contribute to equity and improvement in the health of the community.