Oklahoma State
Department of Health

LONG-TERM CARE FACILITY ADVISORY BOARD
Regular Meeting
October 14, 2009 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

Wendell Short, Chair, called the meeting to order at 1:35 p.m. Wednesday, October 14, 2009. The 2009 Long-Term Care (LTC) Facility Advisory Board meeting notices were filed and posted with the Secretary of State and Oklahoma State Department of Health (OSDH) website on October 10, 2008. The October 14, 2009 meeting agenda was posted October 06, 2009 on the OSDH website and at OSDH building's front entrance on October 14, 2009.

2) Roll Call

Gayle Freeman called roll with the following members present: Wendell Short, Chair; Kay Parsons, Vice Chair; Margaret Wallace, Secretary-Treasurer; Jane Carlson; Theo Crawley; H.F. Timmons; Jane Mershon; Esther Houser; Cassell Lawson; Dr. Peter Winn; and Dr. Jean Root.

The following members were absent: Dewey Sherbon; JoAnne Sellars; Chris Kincaid; Ginny Bond; and Clara Haas.

A quorum was not met. While discussion was in progress regarding the continuance or the rescheduling of the meeting, members arrived; therefore enough members were available to compose a quorum.

The following members arrived during the course of the meeting: Donna Bowers, Dawn Ann Mendenhall, Diane Hambric and Mich Magness

Currently, there are seven vacancies on the Board.

Identified OSDH staff present were: Henry F. Hartsell Jr., PHS; Dorya Huser, LTC; Jim Buck, LTC; Lisa McAlister, NAR; Donna Shumar, NAR; Darlene Simmons, HRDS; James Joslin, HRDS; Mary Womack, OSDH; Leslie Elliott, Caring Hearts; Kathryn Waller, OSDH; and Gayle Freeman, LTC.

Identified guests present were: Mary Brinkley, OKAHSA; Rebecca Moore, OAHCP; Jackye Ward, Okla.

Board of Nursing; Janine Handler, ORALA; Laureen Shelton; Joyce Clark, Achievis; Marilyn Kipps; Janice Burleson; Wayne Wood, Wood Manor; Annette Prince, FMC; Harry Tolliver, Wood Manor; Janice Shively, Wood Manor; Greg Frogge, McAfee & Taft; and Crystal Mappes, OAHCP; Shelba Murray, Francis Tuttle Technology.

A quorum was reached. Introduction of LTC Facility Advisory Board members and attendees commenced.

3) Review and Action to Approve/Amend the April 8, 2009 Regular Meeting Minutes.

Approval/Amendment of minutes for April 8, 2009 regular meeting. A quorum was not met at the July 8, 2009 meeting, therefore the minutes for the April 8, 2009 meeting were brought forward to the October 14, 2009 meeting. **Agenda Item #***3*

Vote 1

After brief discussion, Jane Mershon made a motion to approve the April 8, 2009 regular meeting minutes. Seconded by: Cassell Lawson. Motion: carried.

Aye: 14 ***Abstain: 0*** ***Nay: 0*** ***Absent: 5***

Ginny Bond	❑Aye ☐ Abstain ☐ Nay	Vacant-Pharmacist	☐Aye ☐ Abstain ☐ Nay
Donna Bowers	☑Aye ☐ Abstain ☐ Nay	Vacant	☐Aye ☐ Abstain ☐ Nay
Vacant	☐Aye ☐ Abstain ☐ Nay	Dawn Mendenhall (Exp)	☑Aye ☐ Abstain ☐ Nay
Jane Carlson	☑Aye ☐ Abstain ☐ Nay	Jane Mershon (Exp)	☑Aye ☐ Abstain ☐ Nay
Vacant (Exp)	☐Aye ☐ Abstain ☐ Nay	Kay Parsons	☑Aye ☐ Abstain ☐ Nay
Vacant-NH Adm	☐Aye ☐ Abstain ☐ Nay	Dr. Jean Root	☑Aye ☐ Abstain ☐ Nay
Theo Crawley (Exp)	☑Aye ☐ Abstain ☐ Nay	JoAnne Sellars	☐Aye ☐ Abstain ☐ Nay
Vacant	☐Aye ☐ Abstain ☐ Nay	Dewey Sherbon	☐Aye ☐Abstain ☐ Nay
Clara Haas	☐Aye ☐ Abstain ☐ Nay	Wendell Short	☑Aye ☐ Abstain ☐ Nay
Diane Hambric (Exp)	☑Aye ☐ Abstain ☐ Nay	H.F. Timmons	☑Aye ☐ Abstain ☐ Nay
Esther Houser	☑Aye ☐Abstain ☐ Nay	Margaret Wallace (exp)	☑Aye ☐ Abstain ☐ Nay
Chris Kincaid (Exp)	☐Aye ☐ Abstain ☐ Nay	Dr. Peter Winn	☑Aye ☐ Abstain ☐ Nay
Cassell Lawson	☑Aye ☐ Abstain ☐ Nay		*Arrived after the vote
Mich Magness*	☐Aye ☐Abstain ☐ Nay		Shading = Absent

4) Ad Hoc Rules and Regulations Committee Report

James Joslin filled in for Dewey Sherbon; Mr. Sherbon was originally scheduled to speak. Mr. Joslin thanked those who participated in the ad hoc committee for rule review. The ad hoc committee met several times during 2009 and reviewed financial data during the six months they met, regarding survey process, financing of surveys etc. Mr. Joslin provided several handouts, including a power point, "Financial Status Summary". The committee looked at how the department might streamline and implement in rule or statue the changes to assist the Department financially and to potentially assist the industry. Mr. Joslin said that the committee had a few proposals in terms of rules. A discussion about the finances for the programs in long term care, inspection and licensure of nursing homes, assisted living

centers, residential care homes and adult day care centers was reviewed. The first part of Mr. Joslin's presentation covered the financial status of long term care at OSDH. Causes of deficits, fee change history, fees changed for inflation, allocation of state licensure & inspection costs to facility type, nursing and specialized facilities, continuum of care and assisted living, residential care, adult day care, FY 2010 general revenue allocations to PHS, proportion of PHS general state revenues allocated to long term care, general revenue allocated to long term care and other PHS services, general revenue allocated to long term care by facility types, protective health services general revenue adjusted for inflation 2005-2010, new services since FY 08, examples of efficiencies achieved, planned efficiencies, inspection mandates and requirements were items presented and explained by Mr. Joslin. The handout, "Proposal for Consideration of the Broad Review Ad Hoc Committee to the Long Term Care Advisory Board", was the next item covered by Mr. Joslin. The proposals represented in the handout were brought forward for the Boards' consideration. Mr. Joslin reviewed and answered questions concerning the proposed amendments to Chapters 675 and 677. The proposals were brought forth by the Association of Health Care Providers, and included changes to: Medication services, 310:675-9-9.1 (10); Nursing Service change regarding the Director of Nursing, Nursing Service change regarding the certified medication aide, Nursing Service change regarding inservice, 310:675-13-5 (c), (f), and (i); General requirements, 310:677-13-1; Deemed to meet state certification requirements, 310:677-13-2; Competency and practice standards, 310:677-13-6; and Certification and recertification, 310:677-13-8.

.Agenda Item #*4*
Vote 2

Motion: I move that we take the proposed amendments to chapter 675 and 677 to the State Board of Health.

Motion Made by: Dawn Ann Mendenhall **Seconded:** Cassell Lawson Motion Carried: Yes_____
Aye: 14 Abstain: 0 Nay: 0 Absent: 5_____

Ginny Bond	❑Aye ☐ Abstain ☐ Nay	Vacant-Pharmacist	☐Aye ☐ Abstain ☐ Nay
Donna Bowers	☑Aye ☐ Abstain ☐ Nay	Vacant	☐Aye ☐ Abstain ☐ Nay
Vacant	☐Aye ☐ Abstain ☐ Nay	Dawn Mendenhall (Exp)	☑Aye ☐ Abstain ☐ Nay
Jane Carlson	☑Aye ☐ Abstain ☐ Nay	Jane Mershon (Exp)	☑Aye ☐ Abstain ☐ Nay
Vacant (Exp)	☐Aye ☐ Abstain ☐ Nay	Kay Parsons	☑Aye ☐ Abstain ☐ Nay
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Theo Crawley (Exp)	☑Aye ☐ Abstain ☐ Nay	JoAnne Sellars	☐Aye ☐ Abstain ☐ Nay
Vacant	☐Aye ☐ Abstain ☐ Nay	Dewey Sherbon	☐Aye ☐Abstain ☐ Nay
Clara Haas	☐Aye ☐ Abstain ☐ Nay	Wendell Short	☑Aye ☐ Abstain ☐ Nay
Diane Hambric (Exp)	☑Aye ☐ Abstain ☐ Nay	H.F. Timmons	☑Aye ☐ Abstain ☐ Nay
Esther Houser	☑Aye ☐Abstain ☐ Nay	Margaret Wallace (exp)	☑Aye ☐ Abstain ☐ Nay
Chris Kincaid (Exp)	☐Aye ☐ Abstain ☐ Nay	Dr. Peter Winn	☑Aye ☐ Abstain ☐ Nay
Cassell Lawson	☑Aye ☐ Abstain ☐ Nay		*Arrived after the vote
Mich Magness*	☐Aye ☐Abstain ☐ Nay		Shading = Absent

Wendell thanked the members of the Rule Review Ad Hoc committee for their hard work. The ad hoc committee was suspended effective October 14, 2009.

5) Nomination and Election of 2010 Officers

The nominating committee for the 2010 Long Term Care Facility Advisory Board Officers were Kay Parsons, Cassell Lawson and Esther Houser. The committee recommended the 2009 officers continue in the same positions for the year 2010. By unanimous consent, the committee chooses to re-elect the existing officers: Wendell Short, Chair; Kay Parsons, Vice-Chair and Margaret Wallace, Secretary. Kay Parsons made the recommendation from the nominating committee and Esther Houser seconded the motion.

Agenda Item #5
Vote # 3

Motion: Nomination of the 2010 Officers **Chair:** Wendell Short **Vice–Chair**: Kay Parsons **Secretary:** Margaret Wallace.

Motion Made by: Kay Parsons Seconded: Esther Houser Motions Carried: Yes
Aye: 14 Abstain: 0 Nay: 0 Absent: 5

Ginny Bond	❑Aye ☐ Abstain ☐ Nay	Vacant-Pharmacist	☐Aye ☐ Abstain ☐ Nay
Donna Bowers	☑Aye ☐ Abstain ☐ Nay	Vacant	☐Aye ☐ Abstain ☐ Nay
Vacant	☐Aye ☐ Abstain ☐ Nay	Dawn Mendenhall (Exp)	☑Aye ☐ Abstain ☐ Nay
Jane Carlson	☑Aye ☐ Abstain ☐ Nay	Jane Mershon (Exp)	☑Aye ☐ Abstain ☐ Nay
Vacant (Exp)	☐Aye ☐ Abstain ☐ Nay	Kay Parsons	☑Aye ☐ Abstain ☐ Nay
Vacant-NH Adm	☐Aye ☐ Abstain ☐ Nay	Dr. Jean Root	☑Aye ☐ Abstain ☐ Nay
Theo Crawley (Exp)	☑Aye ☐ Abstain ☐ Nay	JoAnne Sellars	☐Aye ☐ Abstain ☐ Nay
Vacant	☐Aye ☐ Abstain ☐ Nay	Dewey Sherbon	☐Aye ☐Abstain ☐ Nay
Clara Haas	☐Aye ☐ Abstain ☐ Nay	Wendell Short	☑Aye ☐ Abstain ☐ Nay
Diane Hambric (Exp)	☑Aye ☐ Abstain ☐ Nay	H.F. Timmons	☑Aye ☐ Abstain ☐ Nay
Esther Houser	☑Aye ☐Abstain ☐ Nay	Margaret Wallace (exp)	☑Aye ☐ Abstain ☐ Nay
Chris Kincaid (Exp)	☐Aye ☐ Abstain ☐ Nay	Dr. Peter Winn	☑Aye ☐ Abstain ☐ Nay
Cassell Lawson	☑Aye ☐ Abstain ☐ Nay		*Arrived after the vote
Mich Magness*	☐Aye ☐Abstain ☐ Nay		Shading = Absent

6) Nursing Facility Transfer Forms/End of Life Task Force Recommendations

Annette Prince brought to the Board for review a patient transfer form for nursing facilities and hospital emergency departments. The form was one of the recommendations of the Attorney General's task force to improve end of life care. There have been a number of studies on this issue and there have been some piloting projects throughout the state. Until the form is required by the Board of Health it will not be effectual. Ms. Prince urged the Board to recommend this form. Dr. Winn and Dr. Root suggested the Medical Directors Best Practice sub-committee would be an excellent venue to review the transfer form and the Physicians Order for Life Sustaining Treatment (POLST) form.

7) Specialized Facilities or Units for Residents with Alzheimer's Disease or Related Dementias

Esther Houser presented information and explained the handout provided on Specialized facilities or Units for residents with Alzheimer's disease or related dementias was drafted in November 1992, but was not adopted. It was the recommendation of Ms. Houser to form an Ad Hoc committee to look at the original draft. An Ad Hoc Committee was formed to look at Specialized Facilities for Alzheimer's and Related Dementias. The following are members of the committee: Kay Parson, Chair; Margaret Wallace; Theo Crawley; Esther Houser; Dr. Winn; Mich Magness; Mary Brinkley; Cassell Lawson; Wendell Short; Rebecca Moore; Janine Handler; Diane Hambric and Janice Shively.

Esther Houser provided a copy of the Ombudsman bi-annual report.

8) Announcement of the 2010 Regular Meeting Schedule

Wendell Short announced the 2010 regular meetings of the Long Term Care Facility Advisory Board would be as follows: January 13, 2010; April 14, 2010; July 14, 2010 and October 13, 2010.

9) Update from Long Term Care

Dorya Huser and James Buck gave an update concerning the most recent events pertaining to Long Term Care. Mr. Buck presented information regarding Immediate Jeopardy (IJs), the scope and severity grid information on the top twenty five deficiencies, CNA II career ladder and the implantation of the IDR panel as a permanent part of the IDR process.

10) New Business

Not reasonably anticipated 24 hours in advance of meeting.

11) Public Comment

Public comment was made throughout the meeting.

12) Adjournment

The meeting adjourned at 4:36 p.m.

The next regular Long Term Care Facility Advisory Board Meeting is scheduled for January 13, 2010. At 1:30 p.m. in room 1102 of the Oklahoma State Department of Health

Oklahoma State
Department of Health

LONG-TERM CARE FACILITY ADVISORY BOARD
Regular Meeting
January 13, 2010 at 1:30 p.m. in Room 1102

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

Draft Minutes
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1) Call to Order

Wendell Short, Chair, called the meeting to order at 1:45 p.m., Wednesday, January 13, 2010. The 2010 Long-Term Care (LTC) Facility Advisory Board meeting notices were filed and posted with the Secretary of State and Oklahoma State Department of Health (OSDH) website on October 10, 2009. The January 13, 2010 meeting agenda was posted January 6, 2010 on the OSDH's website and at the OSDH building's front entrance on January 13, 2010.

2) Roll Call

Carla Cook called roll with the following members present: Wendell Short, Chair; Kay Parsons, Vice Chair; Margaret Wallace, Secretary-Treasurer; Jane Carlson; Theo Crawley; Esther Houser; Cassell Lawson; Diane Hambric; Mich Magness; Dawn Mendenhall; Dewey Sherbon; and Dr. Peter Winn.

The following members were absent: JoAnne Sellars; Chris Kincaid; Ginny Bond; Gayla Campbell; Jane Mershon; H.F. Timmons; and Clara Haas.

Currently, there are seven (7) vacancies on the Board.

A quorum was not reached. Introduction of LTC Facility Advisory Board members and attendees commenced.

Identified OSDH staff present were: James Buck, LTC; James Joslin, HRDS; Dr. Tim Cathy, OSDH; Mary Womack, OSDH; Mary Fleming, LTC; Lisa McAlister, NAR; Sue Davis, LTC; Karen Gray, LTC; Pam Hall, LTC; Michelle Raney, LTC; Paula Terrel, LTC; Patty Scott, LTC; Terri Doughtie, HRDS; and Leslie Roberts, HRDS.

Identified guests present were: Rebecca Moore, OAHCP; Mary Brinkley, OKAHSA; Marietta Lynch, OAHCP; Oralene Sherbon; Shelba Murray, Francis Tuttle Technology; Patricia Shidler, Areawide Aging Agency; Penny Ridenour, OKALA; Nathan Purifoy, BVC; Sara Gaither, Gold Medallion; Sherryl White, Brookdale Senior Living; Renee Hoback, Brookdale Senior Living; Brian Wolff, ORALA; Marilyn Kipps; Mary Richards, Scroggins & Cross; Joyce Clark, Achievis Sr. Living; Jackye Ward, OBN; Ann Osborne, Francis Tuttle.

Wendell Short welcomed all and thanked them for taking the time to attend the meeting.

3) Review and Action to Approve/Amend the October 14, 2009 Regular Meeting Minutes

A quorum was not reached therefore a vote was not taken on the October 14, 2009 minutes. The approval of the minutes will be addressed at the April 14, 2010 meeting. A change to the draft minutes was requested by Shelba Murray, who asked that her name be removed from the identified staff paragraph and replaced under the identified guest paragraph. Oralene Sherbon asked that her name be struck from the identified guest paragraph due to the fact that she was not present at the last meeting. Carla Cook advised she would make the change.

4) Alzheimer's Ad Hoc Committee Report

Kay Parsons informed the LTC Facility Board as well as other parties that the Alzheimer's Ad Hoc Committee was formed in the prior board meeting on October 14, 2009. Ms. Parsons also informed the LTC Facility Advisory Board that the first scheduled committee meeting would be on January 25, 2009. Wendell Short, Chair, clarified to the Board that the committee was charged to review the definition of a specialized unit, the training and staffing requirements for this type of unit, and what, if any, type of special regulations that should be in place. Esther Houser further suggested that the Oklahoma Department of Health (ODH) Form 613 be reviewed for any needed changes. Ms. Houser also asked that there be further review of the proposed rules from 1992 that were presented at the last board meeting. Ms. Parsons identified those individuals who had volunteered to be on the committee: Margaret Wallace, Theo Crawley, Esther Houser, Dr. Peter Winn, Mich Magness, Mary Brinkley, Cassell Lawson, Wendell Short, Becky Moore, Janine Handler, Diane Hambric, and Janice Shively.

5) Emergency Rule Proposal OAC 310:675-5-21.4 – Nurse Call System

Jim Buck, Long Term Care Assistant Chief, discussed the proposed rule as it relates to the Nurse Call System. Mr. Buck stated that several new technologies have been demonstrated at trade shows that would hopefully help foster culture change within long term care facilities. Mr. Buck also stated that these new technologies may help provide for a more home-like environment for the residents of facilities. A handout was provided identifying the proposed rule amendment to OAC 310:675-5-21.4. The proposed language was recited and subsequent discussion commenced.

6) Chapter 675 Waiver

Jim Buck presented proposed new rule language to Chapter 675, Nursing and Specialized Facilities, relating to waiver requirements as directed by House Bill 1510. Discussions on the proposed amendment lead to recommendations to include language regarding existing hardwired systems.

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7) Proposed Rule Changes

Jim Buck discussed proposed rule changes to Chapter 663, Continuum of Care and Assisted Living; Chapter 675, Nursing and Specialized Facilities; and Chapter 680, Residential Care Homes.

- The proposed rule changes to Chapter 663 address abuse, neglect and the misappropriation of resident's property by requiring written policy statements to include investigation protocol and actions to be taken when incidents of abuse, neglect and misappropriation of resident's property occur and the amendment further addresses training criteria and timeframes for staff. Handouts were provided. Mr. Buck reviewed the information within the handouts and fielded questions and recommendations as requested. Recommendations were made by the board to address numerous language changes within the proposed rule change.
- The proposed rule changes to Chapter 675 address in-service training intervals for direct care staff in the areas of pain screening, management and assessment; amends the requirement for Intermediate Care Facilities for the Mentally Retarded (ICF/MR) to use a minimum data set (MDS) form for resident assessments. Handouts were provided. Mr. Buck reviewed the information within the handouts and fielded questions and recommendations as requested.
- The proposed rule changes to Chapter 680 address a requirement for licensed facilities to comply with the definition of "Residential Care"; reference to OAC 310:257 (food service establishment rules) as it pertains to the storage, preparation and serving of food; clarifies the term "critical" incidents as it relates to incidents reportable to the Department. Handouts were provided. Mr. Buck reviewed the information within the handouts and fielded questions as requested.

The LTC Facility Advisory was unable to take any action for approval due to no quorum.

8) Long Term Care Involuntary Transfer and Discharge Notice

Jim Buck introduced and discussed the Long Term Care Involuntary Transfer and Discharge Form. Handouts were provided that included the proposed form and also the references that were used in the creation of the form. Mr. Buck fielded questions and concerns involving the form and subsequent references. Due to time constraints Mr. Buck asked that the Board compile their concerns and suggestions and provide them to the department for further review.

9) Hospice Services

Dorya Huser, Long Term Care Chief, discussed Hospice Services in long term care facilities as it relates to resident rights in the choice of a hospice provider. There was discussion relating to the number of choices that facilities should be required to provide to residents. Comments were received from the Board members and general public for consideration. Wendell Short made a notice to extend discussion on the topic into the next scheduled Board meeting on April 14, 2010.

10) Immediate Jeopardy Report

Mary Fleming, Long Term Care Services Director of Survey, introduced and discussed the Immediate Jeopardy Report. Handouts were made available to the public as well as LTC Facility Advisory Board members. Ms. Fleming explained the definition of the term "Immediate Jeopardy" as well as what constitutes an "Immediate Jeopardy". Ms. Fleming explained the processes in which an "Immediate Jeopardy" is determined and the penalties that are assessed to facilities. Ms. Fleming fielded questions from the Board and the public as they pertained to the report.

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11) Update From Long Term Care

Dorya Huser provided an update from Long Term Care. Ms. Huser stated that the Informal Dispute Resolution (IDR) Panel has been put in place. Ms. Huser also stated that there has been a very enthusiastic response from individuals to serve as panel members. Panel members have been through a training exercise on the IDR process.

12) New Business

Marietta Lynch discussed rules that were to go before the Board of Pharmacy. These rules will be an agenda item at the next Board meeting. Dr. Peter Winn stated that Best Practices Medical Director Sub Committee met on November 19th, 2009, and provided a short synopsis of issues that were discussed.

13) Public Comment

Public comment was made throughout the meeting.

14) Adjournment

The meeting adjourned.

The next regular Long Term Care Facility Advisory Board Meeting is scheduled for April 14th, 2010. At 1:30 p.m. in room 1102 of the Oklahoma State Department of Health.

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Oklahoma State
Department of Health

LONG-TERM CARE FACILITY ADVISORY BOARD
Regular Meeting
April 14, 2010 at 1:30 p.m. in Room 1102

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

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1) Call to Order

Wendell Short, Chair, called the meeting to order at 1:35 p.m., Wednesday, April 14, 2010. The 2010 Long-Term Care (LTC) Facility Advisory Board meeting notices were filed and posted with the Secretary of State and Oklahoma State Department of Health (OSDH) website on October 10, 2009. The April 14, 2010 meeting agenda was posted April 9, 2010 on the OSDH's website and at the OSDH building's front entrance on April 13, 2010.

2) Roll Call

Jacob Booth called roll with the following members present: Wendell Short, Chair; Kay Parsons, Vice Chair; Donna Bowers; Jane Carlson; Theo Crawley; Diane Hambric; Esther Houser; Cassell Lawson; Joanne Sellars; Dewey Sherbon; H.F. Timmons; and Dr. Peter Winn.

The following members were absent: Chris Kincaid; Mich Magness; Dawn Mendenhall; Jane Mershon; Margaret Wallace, Secretary-Treasurer.

Currently, there are ten (10) vacancies on the Board.

A quorum was not reached. Introduction of LTC Facility Advisory Board members and attendees commenced.

Identified OSDH staff present were: Dorya Huser, LTC; James Buck, LTC; Dr. Tim Cathy, OSDH; Mary Womack, OSDH; Mary Fleming, LTC; Lisa McAlister, NAR; Sue Davis, LTC; Karen Gray, LTC; Patty Scott, LTC; Donna Gregg, NAR.

Identified guests present were: Mary Brinkley, OKAHSA; Oralene Sherbon; Shelba Murray, Francis Tuttle Technology; Patricia Shidler, Areawide Aging Agency; Nathan Purifoy, BVC; Sara Gaither, Gold Medallion; Sherryl White, Brookdale Senior Living; Renee Hoback, Brookdale Senior Living; Brian

Wolff, ORALA; Marilyn Kipps, General Public; Mary Richards, Scroggins & Cross; Joyce Clark, Achievis Sr. Living; Jackye Ward, OBN; Ann Osborne, Francis Tuttle.

Wendell Short welcomed all and thanked them for taking the time to attend the meeting.

3) Review and Action to Approve/Amend the October 14, 2009 Regular Meeting Minutes & Review of the January 13, 2010 Informational Meeting Minutes

A quorum was not reached therefore a vote was not taken on the October 14, 2009 minutes and there was a review of the January 13, 2010 informational minutes. The approval of the minutes will be addressed at the July 14, 2010 meeting.

4) Hospice Services

Tom Welin provided a report to the LTC Facility Advisory Board on his recent meeting with the Hospice Board. Several topics were discussed at the Hospice Board meeting that included disclosure of services available, continuance of services currently instated, and coordination of care. Brief discussion about the topics that were introduced by Mr. Welin commenced.

5) Alzheimer's Ad Hoc Committee Report

Kay Parsons informed the LTC Facility Advisory Board, as well as other parties, that the Alzheimer's Ad Hoc Committee would reconvene on May 12th, 2010 at 1:00 p.m. for continued review and discussion of OSDH Form 613, Alzheimer's Disease or Related Disorders Special Care Disclosure Form.

6) Proposed Rule Changes

Jim Buck, LTC, discussed proposed changes to rule sections in Chapter 675, Nursing and Specialized Facilities.

- The proposed rule changes address notification system for residents to directly contact nursing staff; amends the requirement for facilities to submit policies and procedures for safe and appropriate storage and application of powdered over-the-counter medication to the Department of Health for approval prior to implementation; authorizing the Commissioner of Health to waive provisions of the Nursing Home Care Act and this Chapter, affecting facilities twelve (12) beds or less, to foster the development of resident autonomy, individualization, and culture change. Handouts were provided. Mr. Buck reviewed the information provided in the handouts and fielded questions and recommendations as requested.

The LTC Facility Advisory Board was unable to take any action for approval due to no quorum.

7) Update from LTCFAB Best Practices Medical Directors Subcommittee

Dr. Peter Winn and his guest, Dr. Robert Salinas, provided an update on the universal transfer form and use of the POLST for the State of Oklahoma. Dr. Salinas cited both Oklahoma Senate Bill 1357 and the Medicare Transitional Care Act in his discussion about the universal transfer form. The Senate bill requires a universal transfer form to be created by the Oklahoma State Department of Health. Dr. Salinas provided a handout and fielded questions and recommendations from the Long Term Care Facility Advisory Board. Dr. Salinas discussed use of the POLST (Physician's Orders for Life Sustaining Treatment) for the State of Oklahoma. Dr. Salinas noted that there are several POLST programs that have

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been implemented across the nation. Dr. Salinas made a special note that the program that was implemented in California took between two to three years to develop and implement. Dr. Salinas fielded questions from the LTC Facility Advisory Board members and the general public.

8) Update From Long Term Care

Dorya Huser provided updates from Long Term Care that included information on upcoming Provider Trainings with subsequent dates, times, and locations of the trainings; survey activity for Assisted Living, Residential Care, and Adult Day Cares; and the progress of providing accessibility to surveys online. Ms. Huser further stated that the Department was still in the process of uploading surveys and that the completion of the project will be completed in the near future.

Jim Buck provided an update on the Insider Chat (Long Term Care Newsletter). Mr. Buck stated that we had successfully completed the first edition of the newsletter and that the Department had begun to send out the newsletter to providers around the state.

9) New Business

Jackye Ward, with the Oklahoma Board of Nursing, brought forth and discussed a proposed continuing competence model for review by the LTC Facility Advisory Board. Ms. Ward stated that the Board of Nursing is currently moving forward with developing a continuing competence model for all active licensed nurses around the State of Oklahoma. Ms. Ward provided a handout to the LTC Facility Advisory Board members and the general public that provided an in-depth review of the proposed model and also a link to a survey that has been set up on the Board of Nursing's website for feedback. Ms. Ward made note of all recommendations made by the LTC Facility Advisory Board and the general public and fielded questions as requested.

Joanne Sellars provided a handout from the State Fire Marshal's office. The handout was a press release discussing the budget shortfall and the coming changes that are being implemented due to the current budget shortfall. Ms. Sellars fielded questions and concerns related to the press release.

10) Public Comment

Public comment was made throughout the meeting.

11) Adjournment

The meeting adjourned.

The next regular Long Term Care Facility Advisory Board Meeting is scheduled for July 14th, 2010. At 1:30 p.m. in room 1102 of the Oklahoma State Department of Health.

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Oklahoma State
Department of Health

LONG-TERM CARE FACILITY ADVISORY BOARD
Regular Meeting
July 14, 2010 at 1:30 p.m. in Room 1102

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

Draft Minutes
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1) Call to Order

Wendell Short, Chair, called the meeting to order at 1:40 p.m., Wednesday, July 14, 2010. The 2010 Long-Term Care (LTC) Facility Advisory Board meeting notices were filed and posted with the Secretary of State and Oklahoma State Department of Health (OSDH) website on October 10, 2009. The July 14, 2010 meeting agenda was posted July 9, 2010 on the OSDH's website and at the OSDH building's front entrance on July 13, 2010.

2) Roll Call

Jacob Booth called roll with the following members present: Wendell Short, Chair; Kay Parsons, Vice Chair; Margaret Wallace, Secretary-Treasurer; Donna Bowers; Jane Carlson; Theo Crawley; Diane Hambric; Esther Houser; Cassell Lawson; Mich Magness; Dawn Mendenhall; H.F. Timmons; and Dr. Peter Winn.

The following members were absent: Chris Kincaid; Joanne Sellars; Jane Mershon; Dewey Sherbon.

Currently, there are ten (10) vacancies on the Board.

A quorum was not reached. Introduction of LTC Facility Advisory Board members and attendees commenced.

Identified OSDH staff present were: James Buck, LTC; Mary Womack, OSDH; Mary Fleming, LTC; Lisa McAlister, NAR; Karen Gray, LTC; Patty Scott, LTC; Vicki Kirtley, NAR; James Joslin, HRDS; .

Identified guests present were: Mary Brinkley, OKAHSA; Shelba Murray, Francis Tuttle Technology; Pattie Dominiak, Good Neighbor Care; Lisa McNair, Good Neighbor Care; Jonna Hick, Good Neighbor Care; Jamie Pulver, Good Neighbor Care; Rebecca Moore, OAHCP; Marietta Lynch, OAHCP; Penny Ridenour, OKALA; Andrea Pogue, Career Tech; Jacie Bell, Homestead of Owasso; Marilyn Kipps, General Public; Joyce Clark, Achievis Sr. Living; Jackye Ward, OBN.

Wendell Short welcomed all and thanked them for taking the time to attend the meeting.

3) Review and Action to Approve/Amend the October 14, 2009 Regular Meeting Minutes & Review of the January 13, 2010 and April 14, 2010 Informational Meeting Minutes

A quorum was not reached therefore a vote was not taken on the October 14, 2009 minutes and there was a review of the January 13, 2010 and April 14, 2010 informational minutes. The approval of the minutes will be addressed at the October 14, 2010 meeting.

4) Update from LTCFAB Best Practices Medical Directors Subcommittee

Dr. Peter Winn provided an update from the most recent LTCFAB Best Practices Medical Directors Subcommittee. Dr. Winn also provided the board with a handout. The handout was a draft copy of the upcoming DSC/DQI Quality Collaborative meeting at the Centers for Medicare and Medicaid Dallas Regional Office on August 3-4, 2010. Discussion commenced and Dr. Winn answered questions.

5) Alzheimer's Ad Hoc Committee Report

Kay Parsons informed the LTC Facility Advisory Board that the Alzheimer's Ad Hoc Committee recently met on May 12th, 2010 at 1:00 p.m. for continued review and discussion of ODH Form 613, Alzheimer's Disease or Related Disorders Special Care Disclosure Form. Ms. Parsons provided the LTC Facility Advisory Board with an update on the actions taken by the Alzheimer's Ad Hoc Committee. Ms. Parsons informed the LTC Facility Advisory Board that the committee came to a consensus on amendments ODH Form 613 and that the committee had completed its task and would not longer need to meet.. Ms. Parsons and other committee members fielded questions and recommendations related to the form. Wendell Short, Chairman of the LTC Facility Advisory Board, asked James Joslin, Health Resource Development Service Chief, to review the committee's recommendations and report back to the Board at the October meeting.

6) Proposed Rule Changes

Jim Buck, LTC, discussed proposed changes to rule sections in Chapter 675, Nursing and Specialized Facilities.

- The proposed rule changes amend the requirement for facilities to submit policies and procedures for safe and appropriate storage and application of powdered over-the-counter medication to the Department of Health for approval prior to implementation; amends the requirement for medication storage areas to be in a location that is convenient to the nursing station; amends the requirement for medication areas to have a work counter; amends the procedures and terms for destruction of medication prescribed to residents who have died and medications which have been discontinued; and amends the requirement that a facility shall have a contract or letter of agreement with a licensed pharmacist or a hospital pharmacy to serve as the emergency pharmacist and that the licensed pharmacist shall practice in a licensed pharmacy within a ten (10) mile radius of the facility. Mr. Buck reviewed the handouts and fielded questions and recommendations as requested.

The LTC Facility Advisory Board was unable to take any action for approval due to no quorum.

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7) Update From Long Term Care

Jim Buck provided updates from Long Term Care that included information on upcoming Provider Trainings with subsequent dates, times, and locations of the trainings; temperature awareness in LTC facilities; the new CNA III Career Ladder program; and the Insider Chat (Long Term Care Newsletter). Mr. Buck further stated that the Department was in close contact with LTC facilities concerning above average temperatures due to hot summer weather. Mr. Buck provided an update on electronic records and further stated that the surveys on the web project had been launched. Mr. Buck informed the Board that the project was a success and had been received warmly by the public. Mr. Buck stated that we had recently completed the second year of the CNA II Career Ladder and would be introducing the new CNA III Career Ladder program in the fall. Mr. Buck also stated that we had successfully completed the second edition of the newsletter and that the Department had begun to send out the second edition of the newsletter to providers around the state Mr. Buck further stated that the Department of Health had received excellent reviews of the newsletter at the most recent provider training on June 29 and June 30.

8) New Business

James Joslin, Service Chief for the Health Resource Development Services division of OSDH gave a presentation on the Background Check Program that is mandated in the Affordable Care Act that was recently signed into law by the President of the United States. Mr. Joslin stated that the OSDH was interested in applying for the program and that there was application due date of August 9, 2010. Mr. Joslin further stated that every state that was selected would receive up to three million dollars a year to support the operation of the program and that the program would allow for a broader spectrum in background checks. Mr. Joslin then informed the board the only drawback for providers would be that the checks would cost somewhere between seventy to ninety dollars. Mr. Joslin made note of all recommendations made by the LTC Facility Advisory Board and the general public and fielded questions as requested.

Lisa McAlister, Director of the Nurse Aide Registry for the OSDH provided a handout from the Nurse Aide Registry. The handout was a synopsis of the initial nurse aide certifications for the past two fiscal years and the first three quarters of FY2010. Ms. McAlister fielded questions and concerns related to the handout.

Wendell Short, Chairman for the LTC Facility Advisory Board, made a request to the LTC Facility Advisory Board to form a nomination committee for new officers. The LTC Facility Advisory Board formed a committee that included Kay Parsons, Chair of the committee, Esther Houser, Cassell Lawson, and Diane Hambric. The committee agreed to convene and present nominations for new officers at the next LTC Facility Advisory Board meeting on October 13, 2010.

9) Public Comment

Public comment was made throughout the meeting.

10) Adjournment

The meeting adjourned.

The next regular Long Term Care Facility Advisory Board Meeting is scheduled for October 13th, 2010 at 1:30 p.m. in room 1102 of the Oklahoma State Department of Health.

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Oklahoma State
Department of Health

LONG-TERM CARE FACILITY ADVISORY BOARD
Regular Meeting
October 13, 2010 at 1:30 p.m. in Room 1102

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

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1) Call to Order

Wendell Short, Chair, called the meeting to order at 1:34 p.m., Wednesday, October 13, 2010. The 2010 Long-Term Care (LTC) Facility Advisory Board meeting notices were filed and posted with the Secretary of State and Oklahoma State Department of Health (OSDH) website on October 10, 2009. The July 14, 2010 meeting agenda was posted July 9, 2010 on the OSDH's website and at the OSDH building's front entrance on July 13, 2010.

2) Roll Call

Jacob Booth called roll with the following members present: Wendell Short, Chair; Kay Parsons, Vice Chair; Jane Carlson; Theo Crawley; Diane Hambric; Esther Houser; Cassell Lawson; H.F. Timmons; and Dr. Peter Winn.

The following members were absent: Margaret Wallace, Secretary-Treasurer; Donna Bowers; Chris Kincaid; Joanne Sellars; Jane Mershon; Dewey Sherbon; Mich Magness; and Dawn Mendenhall.

Currently, there are ten (10) vacancies on the LTC Facility Advisory Board.

A quorum was not reached. Introduction of LTC Facility Advisory Board members and attendees commenced.

Identified OSDH staff present was: Dorya Huser, LTC; James Buck, LTC; James Joslin, Health Resource Development Service (HRDS), Mike Cook, LTC, Mary Womack, OSDH; Mary Fleming, LTC; Lisa McAlister, Nurse Aide Registry (NAR); Patty Scott, LTC.

Identified guests present were: Mary Brinkley, Oklahoma Association of Homes and Services for the Aging (OKAHSA); Ann Osborne, Francis Tuttle Technology; Shelba Murray, Francis Tuttle Technology; Lisa Croston, Oklahoma State University Wellness Center; Rebecca Moore, Oklahoma Association of Health Care Providers (OAHCP); Penny Ridenour, Oklahoma Assisted Living Association (OKALA);

Marilyn Kipps, General Public; Joyce Clark, Achievis Sr. Living; Jackye Ward, Oklahoma Board of Nursing (OBN); Erin Boeckman, eCapitol.

Wendell Short welcomed all and thanked them for taking the time to attend the meeting.

3) Review and Action to Approve/Amend the October 14, 2009 Regular Meeting Minutes & Review of the January 13, 2010 and April 14, 2010, and July 14, 2010 Informational Meeting Minutes

A quorum was not reached; therefore, a vote was not able to be taken on the October 14, 2009 minutes. Due to a quorum not being reached, the LTC Facility Advisory Board reviewed the January 13, 2010, April 14, 2010, and July 14, 2010 informational minutes. The approval of the October 14, 2009 minutes will be addressed at the January 12, 2011 meeting.

4) Announcement of the 2011 Regular Meeting Schedule

Wendell Short announced the 2011 Regular Meeting schedule. Mr. Short informed the LTC Facility Advisory Board that the Regular Meetings would be held in Room 1102 at the OSDH at 1:30 P.M. and that the dates selected for the Regular Meetings would be January 12, 2011, April 13, 2011, July 13, 2011, and October 12, 2011.

5) Update from LTCFAB Best Practices Medical Directors Subcommittee

Dr. Peter Winn provided an update from the recent Centers for Medicare/Medicaid Services (CMS) Regional meeting in Dallas that occurred on August 3-4, 2010. Dr. Winn provided a handout from the American Medical Directors Association (AMDA) that provided a synopsis of the CMS Region VI Quality Collaborative on Transitions of Care. Dr. Winn reviewed the handout and fielded questions and comments as requested.

6) Officer Nomination Committee

Kay Parsons provided the LTC Facility Advisory Board with an update of the actions taken by the officer nomination committee. Ms. Parson advised the LTC Facility Advisory Board that she had contacted via email and telephone, the members of the nominating committee regarding the nominations for the 2010 election of Long Term Care Facility Advisory Board officers. The nominating committee members were Kay Parsons, Diane Hambric, Esther Houser, and Cassell Lawson. The committee presented a slate of new officers: Donna Bowers, Secretary-Treasurer, Dewey Sherbon, Vice-Chair and Kay Parsons as Chair. The LTC Facility Advisory Board was unable to take any action for approval due to no quorum and decided to forward further discussion onto the January 12, 2011 LTC Facility Advisory Board meeting agenda.

7) Oklahoma National Background Check Grant Proposal Update

James Joslin, Service Chief for the Health Resource Development Services (HRDS) division of OSDH gave a presentation on the Background Check Program mandated in the Affordable Care Act, recently signed into law by the President of the United States. Mr. Joslin stated that the OSDH had submitted an application which is still under review. Mr. Joslin further stated that seventeen (17) states had applied and that only five (5) states had received grants. Mr. Joslin then provided the LTC Facility Advisory Board with a more in depth explanation of the financial and duty requirements of the OSDH for the grant through the use of a handout. In addition to providing a more in depth explanation of the financial and duty requirements of the grant, the handout also provided a schematic of the process the background

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check will follow prior to the grant implementation and after implementation of the grant. Mr. Joslin made note of all recommendations made by the LTC Facility Advisory Board and the general public and fielded questions as requested.

8) Update from Long Term Care

Dorya Huser, Service Chief for the Long Term Care Services Division provided an update on the recent passage of the Affordable Care Act. Ms. Huser stated that there are a number of changes that will go into effect with the passage of the act and that they will take time to implement.

Jim Buck, Assistant Chief for the Long Term Care Services Division provided an update on the status of rule amendments to Chapter 675, Nursing and Specialized Facilities. Mr. Buck stated that the rule amendments had made their way to the Office of General Counsel at the OSDH for review and they were on track to be reviewed by Senior Leadership who will then send them on for review and approval by the Board of Health.

9) Public Comment

Public comment was made throughout the meeting.

10) Adjournment

The meeting adjourned.

The next regular Long Term Care Facility Advisory Board Meeting is scheduled for January 12, 2011 at 1:30 p.m. in room 1102 of the Oklahoma State Department of Health.

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