

**Quality Improvement Committee (QIC) Meeting Minutes**  
**Tuesday, April 7, 2014**

**In Attendance:**

Matt Rosen (Chair), Supervisory Quality Improvement Specialist, QMD/DDS  
Winslow Woodland, Director SPCD, DDS  
Alison Whyte, Program Development Specialist, SODA/DDS  
Nanya Chiejine, Program Specialist, QMD/DDS  
Shirley Quarles-Owens, Supervisor Community Health Nurse, DDS  
Lisa Alexander, George Washington University  
Joyce Maring, George Washington University  
Brenda Sheingold, George Washington University

**Handouts from the Meeting**

- Agenda
- Minutes from March 3, 2015
- Incident Management Quarterly Report FY15 Q1 Oct -Dec 2014 Draft
- CQI Report FY15 Q1 Oct -Dec 2014 Draft
- Fall risk screen & supplemental materials

**Review of March 3, 2015 Minutes**

- ❖ No substantive edits or additions were made to the minutes.

**Follow up on Preventing Falls Conversation**

- ❖ Joyce Maring presented on how the QIC Fall Prevention Task force will work to streamline the Fall Screening Tool to no more than two pages that any direct support professional can utilize. The task force will recommend the timing and frequency of completing the tool, persons responsible for completing the form, persons to whom this form should be used, the outcome of the tool i.e. how the results of this form will be applied to decision-making regarding the care of this person, develop a supplemental form that contains the definition of what constitutes a fall.

**Fatality Review Committee membership**

- ❖ Alison Whyte asked the group for recommendations to fill vacancies for public members on the committee. Clinicians are preferred.

**Incident Management Report & CQI Report**

- ❖ Matt Rosen asked the members if they had any recommendations for improving either the Quarterly Incident Management or Continuing Quality Improvement Reports. The committee made recommendations to break down the *Unplanned Emergency Hospitalizations* into entering diagnoses for improved tracking. Recommendations were also made to apply data beyond compliance-oriented goals to planning and goal-setting for quality of life issues. This issue will be revisited at a future meeting.

**Next Meeting: May 5, 2015**