



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

Quality Improvement Committee (QIC) Meeting Minutes

Tuesday, March 6, 2018

In Attendance

Jared Morris, Deputy Director, QAPMA, DDS
Winslow Woodland, Deputy Director, DDA, DDS
Matt Mason, Director, GUCCHD
Daveena White, PCT Project Manager, DDS
Nanya Chiejine, Asst. Director, Georgetown DDAHI
Titilayo Ilori, RN, Health & Wellness, DDA
Jacqueline Smith, PCT, DDS
Marc Clarke, Mortality Review Coordinator, QAPMA, DDS
Corey Neils, Program Specialist, PM, DDA

Handouts from the Meeting

- ❖ Agenda
- ❖ QIC FY17 Annual Report

Review of December 5, 2018, Minutes

- ❖ No substantive changes made to the minutes.

Review and acceptance of QIC FY17 Annual Report

- ❖ The committee reviewed and discussed the FY17 QIC Annual Report. The committee identified minor edits to the report but overall agreed to accept the report. A revised version of the QIC FY17 Annual Report will be distributed at the next meeting.

Discussion on MRC Recommendation to the QIC re End of Life Planning

- ❖ Marc Clark, Mortality Review Coordinator, QAPMA presented the Mortality Review Committee recommendation regarding numerous Columbus Organization mortality investigations findings that there was either no or incomplete end of life planning, or that some of the information regarding end of life planning being difficult to find in the person's record. The MRC requests that QIC examine the current process and procedure for end of life planning and develop recommendations toward establishing a standard to clearly and comprehensively (as possible) ensure that end of life planning has been completed and includes all necessary facets of such planning (long-term care, decision making).





- ❖ Winslow Woodland, Deputy Director of DDA, commented that the new ISP format has a specific section for the End of Life Plan and all related information which will eliminate not being able to find all components of the plan. The committee further discussed ways of ensuring that an end of life plan is completed that included the possibility of a reminder system that will alert SC that the plan has not yet been uploaded to MCIS. Other options included modifying SC Notes so that items are marked End of Life Planning related. Winslow noted that one ongoing obstacle to completing a plan is that of people and their family members not being comfortable talking about death and final wishes which results in delaying or avoiding the end of life planning. Jared notes that DDS Legal has developed End of Life Planning for court-appointed guardians which help understand the rights and responsibilities of guardians in planning. Winslow will follow-up at the next meeting.

Overview of IRC CORE subcommittee analysis

- ❖ Corey Neils, Program Specialist, PMU presented some overview information regarding the activities of the IRC CORE subcommittee. Corey reminded the committee that the IRC CORE is not the daily morning IRC which reviews and accepts (or rejects) incidents that have been submitted from providers. The IRC also assigns an IMEU investigator to all Serious Reportable Incidents (SRI's). The IRC CORE is a subcommittee of the IRC that reviews and analyzes incident data to identify trends and make recommendations to address any identified trends. Corey presented information that illustrated the types and numbers of incidents accepted by IRC/IMEU for FY16, FY17, and FY18 to date showing the relevant changes over the years. The committee asked for an analysis of unplanned hospitalizations that had a substantiated outcome for the next meeting.

Person-Centered Training Update

- ❖ Daveena White, Project Manager, PCT and Jacqueline Smith, PCT Mentor, shared the activities of DDS' Person-Centered Training initiative, as well as, the organization's endeavors to create a Person-Centered Organization. The trainers continue to provide training for providers which have been well-received. The two-day training is offered each month to providers and DDS staff. Additionally, DDS units are receiving specialized training in using PCT tools such as Donuts and Rainbow charts to create a more comprehensive and person-centered approach to the unit's work and its contribution to DDS' mission.

Announcements and Other Updates

Annual Person Centered Trainers Day, March 27 at DDS from noon to 4 pm will celebrate all PCT Trainers with over 100 provider agencies, as well as, other DC government agencies participating.

Next Meeting: Tuesday, April 3, 2018, at DDS.

