

**TIDEWATER REGIONAL
LOCAL HUMAN RIGHTS COMMITTEE
October 21, 2014
MINUTES**

Members Present

Janet Martin, LHRC Chairperson
Juliet Sawi, LHRC Committee Member
Rosalyn Wiggins, LHRC Committee Member

Others Present

Brigitte McAlister, Day Treatment Supervisor – Oyster Point Academy
Carolyn Barnes, Assistant Director – First Home Care
Dana Gillentine, Risk Manager – Kempsville Center for Behavioral Health
Fran Neaves, Risk Manager – Virginia Beach Psychiatric Center
Heather Fisher, QMS Director/Risk Manager – First Home Care
Jacqueline Abbott, Risk Manager – Harbor Point Behavioral Health Center
Jamee Reese, First Home Care Director
Janet Martin, LHRC Chairperson
Juliet Sawi, LHRC Member
Marie Henrich, Office Manager – Harbor Point Behavioral Health Center
Marquis Norton, TDT Supervisor – First Home Care
Michella Harris, RN, Nurse Manager – Harbor Point Behavioral Health Center
Reginald Daye, Regional Advocate – DBHDS
Rosalyn Wiggins, LHRC Member

I. CALL TO ORDER

The Local Human Rights Call Meeting was called to order as a two-member subcommittee at 8:30 a.m. by Janet Martin. Upon Juliet Sawi's arrival at 9:00 a.m. the meeting was then called to order as a full committee.

II. REVIEW OF MINUTES

The minutes from July 29, 2014 were reviewed and Ms. Wiggins made a motion to approve the minutes. Ms. Martin seconded the motion. The motion was approved.

III. PUBLIC COMMENTS

There were no public comments.

IV. UNFINISHED BUSINESS

A. Ms. Martin informed the committee that there is still one vacancy to this committee that needs to be filled.

V. NEW BUSINESS

A. Affiliation Request for Outpatient ABA Program – First Home Care – The policies for this program were submitted to Reginald Daye. Carolyn Barnes provided a program description to the committee; services would be provided to age 3-18 in-home utilizing applied behavioral analysis. This program is currently serving 36 patients and 12 are on a wait list. Heather Fisher informed the committee that outpatient policies have been developed.

Motion: Rosalyn Wiggins made a motion to approve FHC's request for affiliation.

Second: Ms. Sawi seconded the motion. The motion was approved.

- B. Vital Signs Skill Sheet – Kempsville Center for Behavioral Health – Dana Gillentine provided the committee with a copy of the form used by Mental Health Technicians and nurses when interpreting vital signs. This was requested at the last meeting. Janet Martin voiced continued concern with MHT’s interpreting vital signs stating these interpretations should be done by a licensed individual. Dana Gillentine stated this form was approved by licensing.

- C. Personal Allowance Policy – Harbor Point Behavioral Health Center – Jackie Abbott presented this policy per the committee’s request. Janet Martin questioned where the resident funds originated (they funds come from the accounting department). Per Jackie Abbott all residents receive one dollar per day; funds include any money earned from the work program or received by parents/guardians. Jackie Abbott explained to the committee that the work program at Harbor Point BHC is licensed through the Department of Education. Reginald Daye asked Jackie Abbott to include all of the revisions in the policies so as to not create confusion. Reginald Daye informed Jackie Abbott that a restitution policy would need to be created; if a resident destroys property he/she must agree to sign a restitution form agreeing to have the funds removed from their account to pay for the damages. Reginald Daye stated that the residents must be informed that they do not have to agree to sign but it must be presented to them. **Reginald Daye informed Jackie Abbott that the restitution policy must come to this committee for review and approval.** Janet Martin stated that the restitution policy must be clear and indicate if points will be removed, who assesses the value of the property damage and how one would equate the value of what is currently in the resident’s account. Reginald Daye supported approval of the Personal Allowance Policy with the removal of #10.

Motion: Rosalyn Wiggins made the motion to approve the Personal Allowance Policy for Harbor Point BHC with the removal of #10.

Second: Juliet Sawi seconded the motion. The motion was approved.

- D. Medication Error Update – Harbor Point Behavioral Health Center – Jackie Abbott presented the updates to the committee. Page six of the policy now notes a disciplinary component. Janet Martin had several questions regarding the updates and requested that this topic be tabled to the next committee meeting (due to Mary Epp’s absence). Janet Martin would like the Director of Nursing (Mary Epps) to be in attendance. Mr. Daye stated that this policy does not require approval by this committee. Harbor Point BHC can implement the policy.

VI. STANDING REPORTS

- A. General Information – None

- B. Quarterly Reports/Annual Reports/Reports on Structured Living

OVERVIEW OF ALLEGATIONS REPORT-THIRD QUARTER 2014			
LOCATION	JULY	AUGUST	SEPTEMBER
FHC-Oyster Point Academy			
FHC-Day Support			
FHC-Mental Health Skill building			
Kempsville CBH	9	13	19
Harbor Point BHC	29	25	28

VBPC	4	3	4
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SECLUSION & RESTRAINT REPORTS (S=Seclusion) (MR=Mechanical) (PR=Physical) (CR=Chemical)			
LOCATION	JULY	AUGUST	SEPTEMBER
FHC-Oyster Point Academy			
Kempsville CBH	23=PR	28=PR 1=S	47=PR 2=S
Harbor Point BHC	183=PR 1=S	120=PR 1=S	160=PR 0=S
VBPC	2=S 1=MR 1=PR	1=S 1=MR	0=S 5=MR 1=PR

VBPC – ADC (80) – There were no violations, LHRC Hearing, or corrective action plan during the 3rd quarter. Requirements for reporting allegations of patient abuse and/or neglect are reviewed in new employee orientation and during annual review. During the third quarter 2014 there have been no changes to the DBHDS licensing status. During the third quarter 2014 there have been no new or amended policies, procedures or program rules that could potentially impact the human rights of individuals receiving services through Virginia Beach Psychiatric Center including but not limited to, restrictions, restraints, seclusions and time-outs. VBPC has established a liaison, Fran Neaves, to attend the Tidewater Local Human Rights Committee and report on all hospital activity related to human rights. Fran Neaves monitors human rights compliance with the hospital and ensures the patients served are informed of and have access to information regarding their human rights. Recruitment of membership to the LHRC: The membership application and Reginald Daye’s contact information was distributed at the clinical forum held at Virginia Beach Psychiatric Center on September 11, 2014.

Kempsville CBH –ADC (July – 51; August – 56; September – 61) – There were no violations this quarter. Staff are trained on policies and procedures involving reporting of allegations of harm, abuse, or neglect during New Employee Orientation, annually, and any other time deemed necessary. Staff are required to report all allegations of harm, abuse, or neglect immediately and also complete an incident report regarding the allegation. All allegations are then reported to Human Rights, Licensing, Child Protective Services, and the individual’s authorized representative by the Risk Manager within 24 hours of the initial report. An internal investigation is immediately conducted by the Risk Manager involving collection of statements, review of video footage and review of employee files. The staff member allegedly involved is suspended pending the outcome of the investigation. A final report is submitted to the Office of Human Rights within 10 working days stating the outcome of the investigation and all actions taken as a result of the outcome.

On June 26, 2014 Kempsville CBH received approval from the Office of Human Rights to begin the process to seek affiliation of for the Partial Hospitalization Program through the LHRC. On July 29, 2014 the LHRC reviewed and approved all policies and procedures for the Partial Hospitalization Program. On July 8, 2014 the Service Modification Request was sent to the Office of Licensing and Licensing gave final approval for opening of the program on October 6, 2014. All policies and procedures for the Partial Hospitalization Program were reviewed and approved by LHRC on July 29, 2014.

Recruitment efforts include announcement to all professionals who participated in the seminar held at Kempsville CBH.

There was no use of Structures Living Protocol this quarter; no use of Unit Restriction during this quarter.

First Home Care – ADC (Day Support – 43, Behavior Therapy – 30, Day Treatment – 53, Mental Health Skill Building – 27 and Intensive In-Home – 50) – Day Treatment employees have received their annual inservice review on Human Rights regulations and on-going for other programs. All individuals in the programs offered received annual notification of their rights.

First Home care has submitted an application to DBHDS to add outpatient ABA services to our 231 Hatton Street location in Portsmouth. Our Summer Day Treatment Program at Brighton Campus ended in August due to the end of the school year.

There have been a few changes to our outpatient policies based on seeking an additional service to our outpatient license. All policies sent to LHRC members.

C. Reports on Structured Living – SLP was not utilized this quarter at Harbor Point BHC and Kempsville CBH.

D. Regional Advocate Report – Reginald Daye announced upcoming due dates for quarterly/annual reports. Fourth quarter and annual reports from the providers will be due at the LHRC meeting to be held in January 2015. On January 15, 2015 the providers' annual seclusion and restraint reports will be due to the State Human Rights Committee (Marion Greenfield, Director, Clinical Quality and Risk Management). Reginald Daye informed the providers that they were currently utilizing the wrong reporting form. Heather Fisher from First Home Care agreed to send providers from Harbor Point BHC, Kempsville CBH and VBPC the correct form. Reginald Daye will present all variance updates at the State Human Rights Committee.

E. Allegation Reports - CLOSED SESSION:

Ms. Wiggins made a motion that the committee go into Executive Session, pursuant to Virginia code 2-2-3711A (4) for the protection of the privacy of individuals in personal matters not related to public business, namely to review patient information from Harbor Point Behavioral Health Center, Virginia Beach Psychiatric Center, First Home Care and Kempsville Center for Behavioral Health pursuant to the regulations.

Action: Second was made by Ms. Sawi. All members voted in favor of the motion.

Reconvene in Open Session: Upon reconvening in Open Session, Ms. Wiggins, Ms. Sawi, and Ms. Martin of the Tidewater Regional LHRC certified to the best of their knowledge that only public matters exempt from statutory open meeting requirements and only public business matters identified in the motion to convene the Executive Session, as referenced above, were discussed in accordance to Virginia Code 2-2-3711A (4).

This committee reviewed the following:

1. Harbor

VII. NEXT SCHEDULED MEETING

January 20, 2015

VIII. ADJOURNMENT

There being no further business to discuss, Ms. Wiggins made the motion to adjourn. Ms. Sawi seconded the motion. The motion was approved. The meeting was adjourned at 11:35 a.m.

RESPECTFULLY SUBMITTED:

Marie Henrich, Office Manager-Harbor Point BHC
Recording Secretary

Janet Martin, LHRC Chairperson