

Old Business:

A. LHRC Follow-up (deferred from September 13, 2011 LHRC meeting) RE: Submission of Corrections to Human Rights Policies and Procedures / Patient Handbook – J & G House of Beginnings, LLC

Mr. Curseen reported that several corrections were requested in July. These included the Table of Contents, page numbers have to match, reporting requirements, deletions regarding restraints, and others. He has still not received it. Extended deadlines are provided to providers so the issues do not have to carry forward from one meeting to the next. Ms. Wadiak asked committee to cite this provider for non-compliance with LHRC regulations. Barry Vasser made motion to cite J&G House of Beginnings, LLC for a violation of 12VAC35-115-250, specifically section A-7, Jennifer Huffman seconded and it passed unanimously.

B. LHRC Follow-up RE: Missing / Incomplete Quarterly Reports for Periods of April 13 – June 28, 2011

Mr. Curseen reported that out of the seven (7) providers shown below, he has received the corrected reports from only one, Restoring Youth Alternatives. The remaining providers were cited for a violation of 12VAC35-115-250, specifically section A-7, per a motion by Barry Vasser, seconded by Jennifer Huffman, which passed unanimously. Ms. Wadiak indicated that the Office of licensing will determine citation process.

1. Achieving Family Services – missing report – cited.
2. Commonwealth Clinical and Consulting Services – incomplete report – cited.
3. Families In Care Intervention Services – incomplete report – cited.
4. J & G House of Beginnings, LLC – missing report – cited.
5. Jackson-Field –submitted on incorrect form – cited.
6. Restoring Youth Alternatives – correct report received.
7. Saving Lost Souls – incomplete – cited.

New Business:

- I. Presentation from Independent Capacity System, new provider in Chesterfield, by Pascal Thebaud. The program will be residential for individuals with a diagnosis of ID. There will be cameras in public areas to monitor behaviors and follow up with positive behavior supports. Cameras will be in a locked closet – management can access via web site. This practice will help from reporting perspective. Facility has a generator to avoid power outages. No more than 5 residents, age 18 and up. Admission criteria of ID, could be dual diagnosis, 18+, meeting requirements of ID Waiver. Behavior intervention policy: no restraints, training in house on proper techniques. Mr. Curseen requested that Mr. Thebaud submit a written policy on the use of the cameras as explained. Qualifications of staff: HS diploma, 3-4 years in the field, FA, CPR, Med Mgt, Human Rights, etc., training for which is all done in house. Mr. Curseen indicated they did provide their policies and procedures and they are in substantial compliance with regulations. There is a garden for sensory garden – therapeutic support all happens in the home. There may be an outside Behavior Consultant. Funding is ID Waiver.

Jennifer Huffman made a motion to accept Independent Capacities Systems, seconded by Barry Vasser, and passed unanimously. They will go into Group A.

II. Metropolitan LHRC Meeting Dates and Reporting Requirements Revision (10 21-11):

Mr. Curseen reviewed the October 21 memo to providers regarding revised meeting dates. He instructed providers to get their reports to Mr. Goodwyn in time for the quarterly meetings, or be prepared to bring them in person to the meeting.

III. LHRC Provider Attendance Requirement:

Dawn Wadiak, Chair, read the notice dated 11/8/11 that was available as a handout at the meeting (LHRC Provider Expectations Concerning Attendance Requirements). Each provider should designate a back-up in case the primary has an emergency and is unable to attend.

IV. LHRC Requests for Review of Documentation:

Dawn Wadiak, Chair, indicated that 5-10 days are provided for this purpose. The committee will adhere to this schedule. If revised documents are not submitted for review within that timeframe, there will be citations following the same procedure as used previously today.

V. Quarterly Report for Period June 29, 2011 – September 30, 2011

GROUP A

1. A Fresh Approach Youth Services – report received.
2. Achieving Family Services – **report is noted as missing.**
3. All Family Matters, Inc. – Report received. Page 3 of report regarding allegations of abuse and neglect requires a more specific answer. The answer provided is not sufficient. They need to provide information on their ongoing procedures to address this issue.
4. Committed Counseling Program – Report received.
5. Commonwealth Clinical and Consulting Services – Report received.
6. District 19 CSB – Report has been received and reviewed.
7. Families In Care Intervention Services – **Report is missing.**
8. Family AriZen – Report received.
9. First Home Care – Report received. Needs to list actions provider has taken under 12VAC35-115-250(A) related to support of LHRC in recruitment. Their answer does not address their actions to satisfy this requirement. Need to look at it again and provide revisions.
10. J & G House of Beginnings, LLC – **Report is missing.**

GROUP B

11. Jackson-Field – Report received.
12. M.I.N.K.S. Youth & Family Services – Report received and reviewed. Clarification requested on issue of report. Client had made a statement that he wanted to jump into traffic. Reported to family – mother refused to have the client tested – CPS called as a precaution – mother withheld medication apparently in hopes of provoking an incident to get benefits – CPS agreed the mother had the right to withhold medications. Child was discharged from program after assurance of other supports. Discharge summary details this information. Mr. Curseen requested that the report indicate how allegations are identified, reported and addressed as a policy and procedure for all clients, not just this specific client.
13. Omega II Therapeutic Afterschool, Inc. – Need to list actions to meet requirements of 12VAC35-115-250(A) regarding what provider is doing as a procedure. Need to address the regarding recruitment. Support of LHRC and recruitment of members needs to be addressed in each report – may be repetitive from one report to another and that is OK.
14. Restoring Youth Alternatives – report received for previous reporting period. **The current report is still missing.** Motion for citation for non compliance 12VAC35-115-250(specifically A,7) was made by Barry Vasser, seconded by Jennifer Huffman, and passed unanimously.
15. Saving Lost Souls, Inc. – report received.
16. Stepping Stones Towards the Future, LLC – Report received. Note that it is Quarter 3.
17. The Center for Counseling and Community Affairs – report received.
18. The Choice Group – Report received.
19. Virginia Home for Boys and Girls Intensive In-Home – report received.
20. Wise Enterprises – report received.
21. Youth Builders, LLC – report received.

Motion for citation of a violation of 12VAC35-115-250 (specifically A,7) for the following providers* was made by Jennifer Huffman, seconded by Barry Vasser, and passed unanimously:

1. Achieving Family Services
2. Families in Care Intervention Services
3. J&G House of Beginnings

(*Restoring Youth Alternatives had received this citation as a separate motion during the reporting process.)

Jennifer Huffman made a motion that the following providers must make the required changes and submit a revised report to Mr. Curseen by November 23rd, Barry Vasser seconded and it passed unanimously:

1. All Family Matters
2. First Home Care
3. M.I.N.K.S.
4. Omega 2
5. Stepping Stones Towards the Future

VI. Human Rights Report:

- 1) Training RE: Quarterly and Annual Report Forms & Usage
Mr. Curseen indicated that quarterly reports have gotten much better. Data is being reported accurately. There is still confusion on questions #1 and #4 on quarterly report form. This is required information. The answer cannot be “NA” or “Nothing to report.” These questions on the report were reviewed again regarding providers’ actions to identify/recognize, document and report. What mechanism is being used? How do staff members know? Do they know what to do? 4) What actions are taken regarding support of LHRC and recruitment, proactive attempts to solicit code-mandated positions on committee?
- 2) Process for Adding a New Location of a Licensed Service in the Same Region
Office of Licensing and the Office of Human Rights put out a joint communication regarding this issue. Example: a residential services company wants to expand existing service. They should notify chair and copy the Human Rights Advocate – will be added to agenda and can present request for approval for expansion. The Advocate notifies the office of licensing. To expand into a new service, the company needs to go through compliance verification. Complete the form and sent it to the state Human Rights Director and revise policies and procedures accordingly. Once approved, the company will be notified and the Advocate copied. The company is then added to the agenda for discussion and vote on affiliation.
- 3) Mr. Curseen reviewed the trainings that are being offered – see handouts:
 - * Nuts & Bolts Topics for Administrators of Group Homes and Residential Services, November 8th but will be offered again, Fidura & Associates
 - * Audit Training from a Provider’s Perspective, November 16th, Fidura & Associates
 - * Mental Health Community Services Medicaid Audit Issues, November 29th, Fidura & Associates
 - * Understanding Licensing Requirements, December 1 or 6, Fidura & Associates
 - * Investigator Training, December 8, Fidura & Associates
 - * Behavior Management for Management, December 14th, Fidura & Associates
- 4) Human Writes – SHRC Newsletter
Providers can download from department’s web site.
- 5) Provider’s Signed Cooperative Agreements
Mr. Curseen will bring signed cooperative agreements to the next meetings for A and B.

VII. Secretary’s Report:

Jennifer Huffman reviewed attendees. All Group B providers present.

VIII. Next Meetings:

Group A – January 10, 2012

Group B – March 13, 2012

IX. Adjournment at 2:30PM