

NEWPORT NEWS REGIONAL LOCAL HUMAN RIGHTS COMMITTEE (LHRC)

December 9, 2008

MINUTES

PRESENT:	
Joyce O'Brien	LHRC Member, Chairperson
Louise Beveridge	LHRC Member, Vice Chairperson
Deborah Elliott	LHRC Member
Gianna Mitchell	Office of Human Rights
Carey Chappell	Keystone Newport News
Chris Ruble	Keystone Newport News
Jill Adrian	Keystone Newport News
Kerry Dryden	Chessen and Associates
Heather Fisher	Family Solutions
Gregory Smith	Residential Living Options
Barbara Ferrell	Residential Living Options
Michael Bains	Brighter Futures
Patricia Bills	Alexander House
Allon Wright	Families In New Directions
Rachel Hyson	Family First of Virginia Beach/Lydia's House
Brian Post	Family First of Virginia Beach/Lydia's House

ABSENT:	
Dr. Rosanne Walters	LHRC Member, Secretary

I. CALL TO ORDER

The meeting was called to order by Joyce O'Brien, Chairperson at 7:45 p.m.

II. REVIEW OF THE MINUTES

The minutes for the October 1, 2008 meeting were reviewed. A motion was made by Ms. Beveridge to approve the minutes with the correction on page 4 of 5 in the Public Comments section. Motion was seconded by Ms. Elliott. Vote was taken, all in favor.

III. OLD BUSINESS

A. Topic: **Keystone Newport News status on renewal of Structured Living Protocol variance**

Discussion: Keystone Newport News asked for approval of their Structured Living Protocol Variance application October 24th, from the State Human Rights Committee during its meeting held at Eastern State.

Action: The State Human Rights Committee granted Keystone Newport News a 1 year approval for their Structured Living Protocol Variance request. Keystone Newport News is required to provide a 6-month status letter to the State Human Rights Committee and Mr. Daye, Office of Human Rights (OHR) in by March 24, 2009.

B. Topic: Residential Living Options is requesting renewal of temporary affiliation for Respite Care

Discussion: Respite Care currently falls under Resident Living Options approved policies and procedures for their group home. Temporary affiliation was granted at the October 1, 2008 meeting. Residential Living Options is requesting renewal of temporary affiliation due to their pending License.

Action: Resident Living Options requests renewal of temporary affiliation for the addition of Respite Care under their current policies and procedures. A motion was made by Ms. Elliott to renew temporary affiliation for Respite Care. Motion was seconded by Ms. Beveridge. Vote was taken, all in favor.

C. Topic: Family First of Virginia Beach/Lydia's House is requesting cancellation of their temporary affiliations for Day Treatment and In Home Care Programs

Discussion (Day Treatment Program): The location of the school would be in Chesapeake. The Day Treatment Program would have up to 24 school age children with a 1 to 8 staff ratio. The staff would be supervised by a licensed professional. The children would not have to attend the school in order to attend the afternoon Day Treatment Program.

Action: Family First of Virginia Beach/Lydia's House requesting cancellation of their temporary affiliation for Day Treatment Program. No motion needed to be taken, because temporary affiliation (90-Days) has expired.

Discussion (In Home Care): The service would provide behavioral services to clients within their homes. Able to serve 20 clients (ages 4-18) male and female. Counselors will spend up to 10 hours per week with a client. The counselors would also be available for crisis calls and case management as needed.

Action: Family First of Virginia Beach/Lydia's House is requesting cancellation of their temporary affiliation for In Home Care. No motion needed to be taken, because temporary affiliation (90-Days) has expired.

D. Topic: Family First of Virginia Beach/Lydia's House is requesting renewal of temporary affiliation of Girls Group Home

Discussion: Family First of Virginia Beach/Lydia's House requested an additional location for girls ages 12-17 with moderate to serve emotional behavioral problems. Temporary affiliation was granted at the October 1, 2008 meeting. Family First of Virginia Beach/Lydia's House is requesting renewal of temporary affiliation due to pending licensure walk through.

Action: Family First of Virginia Beach/Lydia's House requests renewal of temporary affiliation for new location (girls group home). A motion was made by Ms. Beveridge to renew temporary affiliation for new location. Motion was seconded by Ms. Elliott. Vote was taken, all in favor.

IV. NEW BUSINESS

- A. **Topic: Family First of Virginia Beach/Lydia's House is requesting the approval of "No Cameras" statement added to existing program rules.**

Discussion: Family First of Virginia Beach/Lydia's House requests approval of "No Camera" statement added to their existing program rules. The revised program rules (with the addition of the "No Cameras" statement) will be sent out to existing residents legal guardians and provided during admission. Revised Program Rules provided to LHRC Board Members for their review during the meeting.

Action: Motion was made by Ms. Elliott to accept the "No Camera's" statement that will be added into existing program rules. Motion was seconded by Ms. Beveridge. Vote was taken, all in favor.

Note: Ms. Mitchell, OHR made the suggestion to all Providers to modify their program rules to reflect no cameras or cell phone w/cameras on the unit(s) if not already stated, because this is a risk to the Providers. If changes need to be made to existing policy and procedures they need to be submitted to the OHR for review and approval and then submitted to LHRC for approval.

V. STANDING REPORTS

Topic: **General Information**

Discussion: Affiliates were asked to bring any issues that include resident information to be heard in the closed session.

Action: Reports were received from all affiliate programs in attendance. A summary is attached.

VI. PUBLIC COMMENT

The following comments were made by the Office of Human Rights:

- Advertisement for Voluntary "Consumer" LHRC Board Member:
 - Per Ms. Mitchell, OHR a volunteer "Consumer" officer needs to be elected to the LHRC board. As required by Virginia Code 37.2-204, one third of the LHRC members shall be consumers or family members of consumers, with at least two consumers who are currently receiving services, or have within five (5) years of initial appointment, received services.
 - It was decided by the affiliates to create an advertisement in the Daily Press looking for a Consumer officer to be part of our Newport News Regional Local Human Rights Board and to be published after the New Year. The affiliates also agreed to split the cost of the advertisement. Ms. Adrian will create the advertisement and e-mail it to all the affiliates and LHRC Board members for their approval prior to the end of December 2008.
- Annual Restraint Seclusion Log:
 - Providers need to send their annual restraint seclusion log to the Office of Quality Management by January 15, 2009. If a Provider does not have seclusions or restraints they need to submit their log with zeros. Ms. Mitchell, OHR handed out a template of the report. Annual restraint seclusion log can be submitted the following ways:
 - Office of Quality Management
Attn: Carolyn Lankford
P.O. Box 1797, Richmond, VA 23218
 - E-mail: carolyn.lankford@co.dmhmrsas.virginia.gov

- Fax: 804-786-8623 / Attn: Carolyn Lankford
- Ms. Carolyn Lankford's office number is 804-371-5047, if you have any questions on the report.
- Agenda items for upcoming LHRC meetings need to be submitted to Ms. Adrian at jill.adrian@adrianinc.com 15 day prior to meeting date.
- Ms. Mitchell, OHR handed out two reports: Community Abuse Allegation/Neglect Report and Community Complaint Report. The reports are used by OHR to track what the Provider's actions were on a complaint. As a reminder OHR does not make the Findings, it is the responsibility of the Provider to make the Finding. The responsibility of OHR is to make sure the Providers follow the steps outlined in the Human Rights regulations.
- Office of Human Rights will be setting up their 2009 schedule for on-site visits to the Providers.
- If a Provider has a visit from Child Protective Services, Adult Protective Services, or any regulatory body that visit needs to be reported to the OHR.
- Abuse allegations are due to the OHR 10 working days from incident. By the end of the 6th day exceptions to this timeframe may be requested and approved by the OHR if submitted prior via written letter to the OHR, Reginald Daye, Regional Advocate. If the investigation is late and no letter was submitted a citation(s) may be received.
- Any addition of services to a Providers program needs to be submitted in writing to OHR so a determination can be made if the additional services fall under already approved policies and procedures. This needs to take place prior to approval from the LHRC. If the new services do not fall under existing policies and procedures a request letter needs to be submitted to the OHR along with the updated policies and procedures.
- Ms. Mitchell, OHR stated that the new computer web based reporting system will be reviewed in house February, provider testing in March, and hopefully live April '09. These are tentative times.

VII. MEETING SCHEDULE 2009: March 10 / June 9 / September 8 / December 8

VIII. CLOSED SESSION

Motion: Executive Session, pursuant to VA Code 2.2-3711-A (4), for the protection of the privacy of individuals in personal matters not related to public business, namely to review patient information from Alexander House, Residential Living Options, Family First of Virginia Beach/Lydia's House, Family Solutions, and Keystone Newport News pursuant to the regulations.

Ms. O'Brien made a motion to go into closed session at 8:30 p.m. to discuss issues evident in report from Alexander House, Residential Living Options, Family First of Virginia Beach/Lydia's House, Family Solutions, and Keystone Newport News. The motion was seconded by Dr. Walters and unanimously approved.

IX. RECONVENED IN OPEN SESSION

Motion: Upon reconvening in Open Session at 10:25 p.m., each member of the LHRC certified to the best of their knowledge, that only public business matters lawfully exempt from statutory open meeting requirements and only private business matters identified in the motion to convene the Executive Session were discussed in accordance to the VA Code 2.2-3711-A (4).

X. LOCAL HUMAN RIGHTS COMMITTEE RECOMMENDATIONS

Alexander House:

- No recommendations.

Family First of Virginia Beach/Lydia's House:

- Develop a more detailed action plan and then convert the plan to policy.
- Educate staff.
- Develop and implement an Operations Manual that is available to staff. Include in the manual, who is responsible for monitoring, implementing, time frame for review and internal recommendation.
- Develop and implement a policy for cross-training of staff.
- Utilize a Quality Assurance staff position.

Residential Living Options:

- Re-do the informed consent for the client discussed, fax to Ms. Mitchell, OHR for her approval and then to the LHRC Chair for her signature.

Family Solutions:

- Install a bell or alarm on the door through which residents left the home.

Keystone Newport News:

- Related to restraint measures, be proactive and look at language that is used with residents.
- Provide boundary training for staff.

XI. NEXT SCHEDULED MEETING

The next regular LHRC meeting is scheduled for Tuesday, March 10, 2009 at 6:00 p.m. at Keystone Newport News.

XII. ADJOURNMENT

Ms. O'Brien adjourned the meeting at 10:30 p.m.

RESPECTFULLY SUBMITTED:

Joyce O'Brien, Chairperson

JO/ja