

**NOVA Regional LHRC
Mandatory Annual Meeting
Monday November 6, 2006 at 6:30pm
Location: Carlos O’Kelly’s**

Committee Members:	Status	Committee Members:	Status
Amy Ashley	present	Ann Pascoe	present
Mary Griffith	present	A. Michelle Petrini	present
W. Bruce Jennings	present	Suzanne Schuler	excused
Norma Lester	present	Human Rights Advocate	Status
Sue Lowry	present	Deb Lochart	present

General Attendance: Roma Farge, Christine Macke, Charlie Laslie, Rebecca Gaba, George Wheeler, Judith Wheeler, Drucilla Hellen, Deborah Roundtree, Mary Bell, Philip Brennan, Erin Whitson, Elise Madison, Anne Stockbridge, Robert Simon, Steve Crow, Sarah Briggs, Tony Randall, Marietta Warden, Nancy Price, Gladys Santiago, George Young, Connie Hartman, Stacy Racey, Susan Ray, Avis Burney, Millie Flores, Desi Farren, DeAnne Mullins, Jane Whitaker, Candy Penn and Christina Mullins.

Meet and Greet: LHRC committee members assisted participants with the following activities as they entered the meeting room; Affiliated Agency Sign-in; Receipt of Affiliation Agreement and Dues; Receipt of Affiliation Application/ Renewal Form; Distribution of Meeting Dates Schedule and Multi-language Human Rights pages; Refreshments/ Agency Networking

Annual Meeting: The Chair opened the meeting by introducing the NOVA Regional LHRC Members and Human Rights Advocate. In addition, the agency representatives present also introduced themselves. The Chair reviewed the affiliation requirements which includes Affiliation Agreement and new reports to be discussed later in the meeting, dues, meeting attendance, completion of Affiliation/ Renewal Application Form (programs reminded to make sure they have included a secondary contact name in addition to including the name of the Licensing Specialist as requested- if none indicated, the appropriate Licensing Specialist will be advised, so that they may contact the program; and Restrictive Behavior Plan info)

Restrictive Behavior Plans: The Chair advised participants that for the purposes of this LHRC a Restrictive Behavior Plan is one that utilizes Seclusion/ Restraint. Participants were asked what programs currently have restrictive behavior plans. Restrictive Behavior Plan Reporting procedures were reviewed. These include quarterly review by the LHRC. Participants were informed that they must **submit ALL reports by February 1st** and then the LHRC will contact each program for a scheduled meeting date for review

Semi Annual Report for use of Seclusion and Restraint: Providers were informed that a form is available at the state web site <http://www.dmhmrzas.virginia.gov/OHR-default.htm> aside from the blank copies provided at the beginning of the meeting. Programs will now be required to submit a semi annual report regarding the use of seclusion and restraint. If no seclusion nor restraint was utilized during the reporting period, a report must still be submitted indicating such information. The reports may be emailed to a special email account set up for reports or via USPS to the PO Box. The new email address is discussed below. The first seclusion restraint report should cover the reporting period October, November and December and be submitted by February 1st with subsequent report dates of January - June and July - December and submit no later than the 15th of the following month.

Quarterly Reports. The Chair advised participants that current monthly reports to the Human Rights Advocate are required. These reports should include information about the type of complaint- formal or informal, resolution level, and findings of each complaint. Guidance is provided in the blue book pg 39. The Chair further advised participants that a quarterly report must be submitted to the LHRC.

Therefore, programs may email to LHRC the three monthly reports to the LHRC email address below by the end of *March, June, September and December*- due no later than the 15th of the following month

NOVAregionalLHRC_QP@yahoo.com

Participants were reminded that this email address is different from the one in which the programs have used to correspond with the Chair. The new email address is set up solely to receive reports from the programs. Programs were reminded that they may send all reports via hard copy to the PO Box, if they desire.

New Project for this year. The chair informed all participants that all affiliated agencies must submit **ALL Human Rights forms** signed by client and information presented to clients (including the Rules of Conduct/ soon to be called Program Rules with the new regulations). The Chair further reported that Human Rights form guidance is provided in the Blue Book and at a minimum must include: the Regional Human Rights Advocates contact name and number (Deb Lochart, 703-323-2098 for all programs and Child programs may also include contact information for the child advocate), a brief description of the human rights advocate's role, how to file a complaint, explanation of client rights. The Chair reminded all participants that a multi language translation was available at the sign in table compliments of the CMHS. The Chair further elaborated that all forms must be corrected as necessary to be in compliance with the above instruction and submit via mail by February 1st to LHRC address:

NOVA Regional LHRC
PO Box 175
Merrifield, VA 22116-0175

Programs were informed that this gives them a substantial amount of time to make the necessary updates. Once the information is received, the LHRC will review the forms and contact any programs for which they have questions. This may result in a program(s) being invited to a meeting to review the respective forms. The Chair further discussed that other changes may be necessary once the new regulations become effective. All programs were invited to review the proposed regulations as they are available on the state web site. In addition, programs may make comments at the public hearing in NOVA to be held at the Pennino Building of the Fairfax County Government Complex on Thurs Nov 9th. Programs are also expected to update their human rights poster with the correct human rights advocate contact information. If programs need new human rights posters, they can email their request to the Chair, who will forward the request to the regional advocate.

Second New Project: Regional Transportation issues were discussed. Participants were reminded that they received forms at the entrance to the meeting related to transportation. These forms included the Logisticare/ DMAS complaint form that should be filled out whenever there is a complaint by a consumer. The report should be filed with both Logisticare and DMAS. In addition, contact information for all of the Logisticare vendors was provided. Further information may be distributed in the coming months to programs regarding transportation

Meeting schedule for next year. Participants were encouraged to take extra copies of the meeting calendar and the Chair requested that all programs post the meeting schedule in their respective programs. It was advised that the meeting schedule be posted near the human rights poster.

Committee Status: The Chair reminded participants on the on-going need for committee members. It is hoped that in the next several months a more uniformed process across the region may be put into place to recruitments to all of the area LHRCs.

Review by Regional Human Rights Advocate: Regional Advocate- Deb Lochart, introduced herself to the participants and again reviewed her contact information. The advocate discussed some of the important proposed changes in the new regulations which include peer on peer incidents and the need to

more thoroughly document these encounters and follow up.

Questions/ Comments: There was a brief question/ answer period. Programs were reminded to take a LHRC business card if they needed any of the contact information and were also reminded that while the LHRC does utilize email, written correspondence will remain the main form of communication. In addition, if a program has trouble reaching the LHRC, they may also utilize written communication via the PO Box.

Affiliation Agreement: The Chair informed the participants that a copy of the Affiliation Agreement will be mailed to each of the respective programs and a copy will also be sent to licensing.

Conclusion/ Departure: Programs were dismissed at 7:40p

Regular Meeting: The regular LHRC meeting was called to order. The Annual Meeting was reviewed and felt to be a very successful evening. All participants seemed to enjoy the new setting. Two programs were identified as being no-shows: Innovative Behavior Treatment Centers and St. Coletta of Greater Washington. The Chair will send the “no show” letter from last year with CC to licensing.

Review of Minutes: Minutes from the **June, September** and **October** meetings were reviewed and accepted with the noted minor changes.

Committee Membership: The membership roster was reviewed and recent changes were noted.

Advocate’s Report: No formal complaints to report.

Sub-Committee report: A final draft of the bylaws were reviewed by the committee. There was a lengthy discussion regarding the proposed changes to the number of meetings a member can miss. There were no concerns mentioned regarding the proposed changes. The committee voted and by a majority voted approved the proposed bylaws. Due to changes to the bylaws template offered by the SHRC, the bylaws must go before the SHRC for approval. The Chair will forward a final draft to the regional advocate for submission to the SHRC. The Committee will await approval.

Agenda items for December meeting. Two programs that were not able to attend during this past year will present at the December meeting. The February meeting will include sorting all of the reports with a February 1st deadline and deciding how to most efficiently review the reports.

New Regulations: The Committee discussed the proposed regulation changes and areas of concern that the LHRC will express at the public hearing on November 9. These areas include cross LHRC affiliation and definition of a restrictive behavior plan.

Adjourn: The meeting was adjourned at 8:45pm. The next meeting will be held on December 4, 2006 at NVTC Building One, Executive Conference Room at 6:30p.