



**APPROVED MEETING MINUTES**  
**Hospice and Palliative Care Advisory Board Meeting**  
**February 8, 2018 - 10:30 a.m. – 12:30 p.m.**  
**Video conference locations:**  
**525 W. Jefferson, 4<sup>th</sup> Floor, Springfield**  
**122 S. Michigan Ave, 7<sup>th</sup> Floor, Room 711, Chicago**  
**Bellwood Location not available**

**Call to Order**

Members Present: David Lockhart, MD, Nancy Flowers, Ronda Dudley, Shelly Taylor, Marijo Letizia (teleconference), Aimee Isham, MD, Daniel Holste and Pamela Cramer

Members Absent: Jennifer Reif

Department Staff and Guests: Karen Senger, Elaine Huddleston, Kendra Fabish, Siji Varghese, Beena Varghese, Irene Kelly Fischer and Kelly Neuman

**Introduction of Committee Members and Guests**

**Call to Order**

Karen Senger called the meeting to order at 10:36 am with an introduction of Board members, Department Staff, and guests. A quorum was not established at this time with one Board Member, Marijo Letizia, attending by teleconference and could not be counted in the quorum. Board agreed to wait a few minutes for any late arrivals and contact of additional Board Member(s) in order to establish a quorum. A second call to order was conducted later at 10:57 am, and a physical quorum was established at this time with Board Member, Marijo Letizia attending by teleconference and counted in the quorum.

**Approval of Draft Minutes for August 10, 2017 and November 9, 2017 Committee Meetings**

The draft minutes of the August 10, 2017 and November 9, 2017 meetings minutes was reviewed and discussed by the Board. A motioned was made to approve the minutes and unofficial minutes from the November 9, 2017 meeting as presented, seconded and motion was unanimously carried to approve the minutes as presented.

**OLD BUSINESS**

**Hospice and Palliative Care**

Karen Senger presented this section to the Board about Hospice and Palliative Care in Hospice within other States for discussion. Members had been previously asked to research various

websites/citations that were listed on page 2 of a handout by other States and follow up with the Board on their findings for discussion. Not everyone was present at the last meeting to discuss or share their findings.

A few Board Members shared some of their findings that they found during their research:

1. Pamela Cramer did not find some of the website links helpful and did not have useful information to share; found Journey Care Website link more helpful for Hospice and Palliative Care
2. Nancy Flowers found some good information on several of the website links for Florida and California; would look through her notes to further share with the Board
3. Ronda Dudley read her findings from “Get Palliative Care”; definition was not long, simple and to the point.
4. Dr. David Lockhart shared that most physicians he is familiar with are untrained, semi-retired and employed part time; CEU training is usually based on medial training; physicians are Board Certified in a specialty.

Karen Senger would like to come up with more information to put together a spread sheet with a comparison of material gathered to develop educational material with links to share on the IDPH Website. Board Members Pamela Cramer and Dr. David Lockhart volunteered to work on developing a spread sheet with links and bring back to the next meeting to share with the Board.

Board Members agreed. No other comments were made.

## **NEW BUSINESS**

### **Board Membership Updates**

Karen Senger presented this section on Board Membership;

1. Membership vacancies – Three (3) voting vacancies:
  - a. One (1) position is pending nomination from the Director of DHS for replacement for former member Kim Pieczynski resigned effective 1/22/2016.
  - b. One (1) position for Member Hospice Programs that was recently vacated by newly appointee Diane Bergan eff 6/16/17; pending application from nominee for replacement.
  - c. One (1) position for member recommended by Advocates on behalf of Hospice Patients & Families that was vacated by former Board member Ronette McCarthy effective 5/30/17.
2. Membership Reappointment/Approval by the Director’s Office – none at this time.

Karen Senger reminded members to contact the Department with any possible names and contact information of nominees for vacant positions so the Department can reach out to them. Board Member Nancy Flowers commented she had a name of a possible candidate and will reach out to them and pass along their contact information to Karen Senger.

### **Hospice Medical Director**

Karen Senger presented this section to the Board shared with her via phone conversation with CMS Medicare that they have witnessed an increased issue with the Medical Director of a Hospice facility. Board members were given a copy of a follow-up email from CMS and a copy of the CMS Hospice Condition of Participation: Medical Director - L Tags.

CMS shared some concerns and recommendations in writing as a guidance that the Department can follow up on the issue with the Medical Director duties. These recommendations will be forth coming in an S&C Memo in the near future;

1. Definition of a hospice Medical Director (MD);
  - a. Each hospice has "A" Medical Director;
  - b. Assumes responsibility for the entire hospice Medical component, including all multi-locations;
  - c. Medical Director is permitted a "physician designee";
    - a. identified when the Medical Director is away;
    - b. Short-term temporary designee;
    - c. Filled by a physician member of the IDG
2. Surveyors need to ensure there is only one Medical Director;
  - a. Job description for the Medical Director differ from other physicians of the hospice;
  - b. Hospice Regulations support organization may have one physician member designee ;
  - c. Medical Director Designee is assigned to assume responsibilities and obligations of the Medical Director when not available, and
  - d. Medical Director Designee is in place during specific situations and not because of geographical concerns.
3. Medical Director involved in certification of terminal illness of patients;
  - a. May be done with another hospice physician member of the IDG;
  - b. May or may not participate in the IDG or multiples if necessary;
  - c. Each IDG is required to have a physician member as part of the team to provide coordination of care, and;
  - d. Job description indicates the Medical Director is provider supervision to the physician members of the IDG
    - a. Physician member may also conduct initial and recertification.

Siji Varghese expressed some areas of concerns noted by CMS Medicare that the surveyors are finding during their survey visits. There are multiple physicians that function under the same job description, covers same duties and patient load. Hospice facility has additional sites (IDG) and the definition of the physicians relatively have the same title/duties as the Medical Director. This causes a communication problem and with patient loads.

Karen Senger shared the problem seen is with the Medical Director and Associate Medical Director have the same job description and duties. The Medical Director is responsible for the entire program and assigns other physician designees. This problem is occurring in other states as well, and it is seen as an organizational design that the Medical Director and Associate Medical Director/Designee:

1. Distinguish same definition;
2. Physicians assuming same level of care;
3. Physicians have same job duties, and
4. The structure needs to be clarified; job duties and description.

Kendra Fabish questioned the role of the Medical Director and their responsibilities over the entire program and define the roles of the other assigned physicians of the facility. CMS Medicare seems to identify the role of the Medical Director one way, and the hospice facility define role of the assignment of other physicians another way.

Ronda Dudley commented that the facilities/agencies hire a large number of physicians in order to expand census and help maximize quality of care of patients.

Karen Senger commented brought this topic to the attention of the Board to make them aware of the problem. No other questions or comments were made by the Board.

### **Hospice Survey Stats**

Karen Senger presented this topic to the Board. A brief overview was given regarding the number of complaints and types of allegations for complaints investigated and comparison of Standard tags cited and the number and types of hospice agencies that are licensed for the period of August 1<sup>st</sup> – December 3, 2017.

A brief comparison and breakdown was given on the number of complaints received; types of allegations for complaints investigated, and the number of standard tags that were cited during surveys conducted during the period of 2014 - July of 2017. Effective November 15<sup>th</sup> 2017, the Department starting surveying tags for Emergency Preparedness. These tags are based on what needs to be done and not an issue with the Survey process.

Karen Senger commented that this review/comparison gives the Board a brief history of the types of allegations and number of tags cited during this period for informational purposes.

Board Members asked few questions to this report:

1. Meaning of the number of Medicare certified hospice facilities in bordering state;
  - a. Karen Senger explained these types of facilities are branch offices to a parent hospice facility that is licensed from boarding states.
2. Meaning of the number of Understanding Hospice services that is under type of allegation for complaints investigated;
  - a. Karen Senger explained that this type of allegation is starting to show a pattern on the need to educate what are benefits of hospice care. This allegation shows that patient's do not understand patient care.
3. Initial Licensure for Hospice Residence:
  - a. Karen commented that there is one Initial Licensure application request for a Hospice Residence up North in Rockford

No other comments were made to this report.

### **Travel Mileage Reimbursement**

Board Members were provided a blank travel voucher-mileage expense form (effective: 01/2018). Board members were reminded to complete the current mileage reimbursement form as the mileage rate has changed to 54.5 cents per miles effective January 2018. Board Members were instructed to submit their completed travel expense forms to IDPH staff Elaine Huddleston for processing and to contact her with any further questions or concerns with their travel expense forms.

### **Mandatory Advisory Board Members Training**

Karen Senger reported that there are now two mandatory trainings that Board Members will need to take this year; 2018 Governor's Ethics Training, and 2018 Sexual Harassment Training.

A review of a few highlights were as follows:

1. 2018 Sexual Harassment and 2018 Ethics Training is required in accordance with Senate Bill 402; required by all Employees, Boards, Councils, and Commissions.
2. Both trainings need to be completed by **May 1, 2018**;
3. Members need to submit the completed training participation forms after reading and reviewing the training packets by **April 16, 2018**;
4. Forward completed participation forms to Elaine Huddleston for further handling of documents to appropriate section, and
5. Board Members were instructed to contact the Department with any further questions on this matter.

### **Meeting**

#### **1. Meeting Schedule for 2018**

Karen Senger reviewed the future meeting dates for 2018 that have been established for informational purposes. Board member were reminded to mark their calendars and make note of the meeting times and locations as not all meetings will have the Bellwood location available.

#### **2. Tentative Meeting Schedule for 2019**

Member were given a copy of the tentative meeting schedule for 2019. The Department is currently working on scheduling these dates, times, and meeting locations for next year. Members were asked to mark their calendar accordingly and plan to attend.

### **Other Comments**

Karen Senger asked if any Board Members had any other comments or concerns they wanted to address to the Board.

Board Member, Pamela Cramer was following up on an issue that was brought to the IL-HIPCO on Ambulance/ EMS that was presented at a previous Board meeting. Karen Senger commented that she talked with IDPH-EMS Division and was informed this would take a legislative/statutory change since this is a State Law. The State Law requires that whenever a patient is being transported, and a death occurs, it needs to be reported to the local Corner/ME of that particular county as it is illegal for EMS to not stop while in transit when death occurs of a

patient. The DNR/POLST is a legal document and is a class felony/misdemeanor if the local Coroner/ME is not notified of a death in their county.

Karen Senger further commented she will reach out to the IDPH-EMS Division for further instruction on how to proceed with the next step in making this change to the law/statute. However, the previous contact person has now left the program, and she will need to find out who the new contact person and bring back to the Board. Karen Senger commented that she will also send a copy of this statute to Board Member, Pamela Cramer for her review.

Board Member, Daniel Holste questioned who is responsible to sign the death certificate; the Coroner or attending physician. Karen Senger said she will follow-up on this and bring back to the next Board meeting.

Board Member, Nancy Flowers was following up on the status of the LTC Federal Surveyors training on Dementia care for Nursing Home residence. Rainbow Journey Care was asked to share information and provide training on the LTC Federal Regulations and the language on caring for residence with dementia. Nancy Flowers will email this information to Karen Senger. Karen Senger responded she will forward this information to LTC and bring back to the Board at the next meeting.

No other business was discussed.

**Next Board Meeting:**

1. May 10, 2018 • 10:30 a.m.(122 S. Michigan Avenue, 7<sup>th</sup> Floor, Room 711, Chicago, 525 W. Jefferson Street, 4<sup>th</sup> Floor, Springfield). Bellwood Location is **not** available for this meeting.
2. August 9, 2018 • 10:30 a.m. (122 S. Michigan Avenue, 7<sup>th</sup> Floor, Room 711, Chicago, 525 W. Jefferson Street, 4<sup>th</sup> Floor, Springfield and 4212 St. Charles Road, Bellwood).

**Meeting Adjourned at 11:37 am**