

Approved Meeting Minutes
Hospice and Palliative Care Advisory Board Meeting
August 10, 2017 - 10:30 a.m. – 12:30 p.m.
525 W. Jefferson, 4th Floor, Springfield
122 S. Michigan Ave, 7th Floor, Room 711, Chicago
4212 W. St. Charles Road, Bellwood

Members Present: Daniel Holste, David Lockhart, MD, Nancy Flowers, Ronda Dudley, Shelly Taylor, Marijo Letizia, Diane Bergan, Jennifer Reif, Aimee Isham, MD and Pamela Cramer

Members Absent: Ronette McCarthy

Department Staff and Guests: Karen Senger, Elaine Huddleston, Sean Dailey, Linda Breen, Lisa Griffith, Kendra Fabish, Kelly Fischer, Sarah Ross, Edward Pitts, Siji Varghese and Kelly Neuman

Call to Order

Meeting was called to order at 10:35 am. Committee members, Department staff, and guests were asked to introduce themselves. A quorum was not established at this time, and Board member Nancy Flowers notified the Department that she was stuck in traffic and was on her way. A second call to order was conducted later at 10:56 am, and a quorum was established at this time.

Meeting Minutes

The draft minutes of the May 11, 2017 meeting was reviewed and discussed by the Board. Board Member Ronda Dudley motioned to approve the minutes as presented, seconded by Daniel Holste and motion was unanimously carried to approve the minutes as presented.

OLD BUSINESS

Update to Proposed Training needs for Surveyors of LTC and Hospice Programs

Karen Senger and Ronda Dudley presented this topic at the LTC Supervisor Training Session conducted July 26, 2017. Board members were given a power point handout from this training Session that was presented by Timothy McCurry, MD, CMO with Rainbow Hospice and Gregory Dyke, RPh, President Clinical Consulting with One point Patient Care for informational purposes. The presentation was over the approach to the end of life management for patients and the appropriate usage of psychoactive agents for these patients.

Karen Senger commented she spoke with Connie Jensen, Division Chief Long-Term Care Field Operations ICF/IID Division on this topic about training for LTC Surveyors and Hospice Surveyors. Connie Jensen plans to take this information to share with LTC Regional Supervisors to help LTC surveyors understand the usage of psychoactive medication among LTC Patients elected in LTC Hospices.

Board members agreed that this information would be good to share with others. 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– One (1) voting member
 - a. One (1) current member was reappointed to the Board
 - i. Daniel Holste

Karen Senger reminded members to contact the Department of any possible nominees and their contact information for vacant position so the Department can reach out to them.

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 during the period of April 1 – July 31, 2017.

Karen Senger also gave a brief comparison of the number of standard tags that were cited during surveys conducted during the period of 2014 - July of 2017. This comparison allowed the Board to review a brief history of the types of allegations and number of tags cited during this period for informational purposes. This report also reflects an increase in the number and top ten (10) tags written. Future reports will try and bring more attention and focus on what types of allegations are being investigated and number of tags being cited during the survey process.

Board questioned the number of Hospice Residence that are licensed in the state of Illinois. Karen Senger informed the Board that the State of Illinois is allowed 15 Licensed Hospice Residence with two (2) in each county. There is eight (8) currently licensed Resident facilities with one (1) pending in the State of Illinois. It takes about three (3) years for a facility to complete the licensing process, and should contact the Department with any questions on becoming licensed as a Hospice Residence facility.

Karen Senger commented that some information was not captured for review due to the document should have been printed in landscape format. The Department will send a revised version of the document to Board members. No other comments were made.

Hospice and Palliative Care

Karen Senger presented this section to the Board on Palliative Care in Hospice within the States. New information was presented that referenced online information and resources about palliative care that is provided to Hospice residents in other states.

The Board was given a new hand out that mapped out some key points and examples of activities to help states expand access and guidance for Hospice or Palliative Care in their State.

Karen Senger commented that she was not able to reach out to the State of Massachusetts on the format of their document. Included on page two (2) of this document was a citation page that listed National Organizations and their resource links on this topic.

Karen Senger asked if the Board would be willing to work on gathering educational material from this list as a starting point for the Board to review. Board members agreed, and the list was divided among members to address one or two research citations listed on page 2 of the handout. Members were asked to research and follow up with the Board on these sections/sites as a basic starting point.

Karen commented will send out a revised list with assigned members names next to the different websites for further research to bring back at the next scheduled meeting for discussion.

CMS Emergency Preparedness COPs Hospice

Karen Senger and Siji Varghese presented this section on the Centers for Medicare & Medicaid Services (CMS) Emergency Preparedness COPs for Hospice. Members were given three (3) handouts in regards to Emergency Preparedness rules-specific to Hospice for informational purposes.

Board members were reminded that per S&C Memo 17-29, the final rule on EPR for Medicare and Medicaid was published on September 16, 2016, and becomes effective on November 15, 2016 with implementation on November 15, 2017.

Siji Varghese presented the how-to guide handout on understanding Appendix Z-Emergency Preparedness IGs. Siji Varghese also referenced the handout on EPR-Specific to Hospice on the tags that are specific to Hospice only and how to interpret the new E tags. The document, Understanding EP Appendix Z – how-to-guide breaks down the general requirements and regulatory language for some tags specific to the Hospice program only.

Karen Senger commented will work on preparing a memo to send to Agencies (Hospice/Home Health Agencies) as a reminder for preparation on the implementation of the new Emergency Preparedness Rule to share with providers.

Ethics Training for Board Members

Karen Senger reported that the 2017 Governor's Ethics Training Program for Board Members have been sent out to members. Training needs to be completed by October 19, 2017, and that members need to forward their completed participation form after they review the training material to IDPH staff Elaine Huddleston for further handling of document to appropriate section by October 17, 2017. Board Members were instructed to contact the Department with any further questions on this matter

Travel Mileage Reimbursement

Board Members were provided a blank travel voucher-mileage expense form (effective: 01/2016). Board members were reminded to submit any travel voucher-mileage expense forms to the Department. Members can contact IDPH staff Elaine Huddleston with any further questions or concerns with their travel expense forms.

Other Comments

Pamela Cramer presented this information to the Board on an issue brought to IL-HIPCO on EMS. Whenever a Hospice Patient dies in transit on their way to their home, EMS personnel want to comply with the Hospice Patient's wishes and complete the trip to the patient's home. The State Law requires that whenever a death occurs in a county that it needs to be reported to the local Coroner/ME. However, when a patient is being transported from an Inpatient Hospice to home (across counties) and dies on the way home, the EMS is then diverted to a local hospital and the Coroner/ME is then notified.

The Lincolnwood Fire Chief has commented that the Association of Coroner and Medical Examiners agrees that whenever a patient has a valid DNR/POLST form completed, and dies on the way home that the EMS personnel should be able to complete the trip to the patient's home and then notify the Police Department and the Coroner/ME. The Lincolnwood Fire Chief has reached out to the IL-HPCO POLST Committee asking for an opinion on how to proceed with this request. They would like to suggest to include an exemption in the law to include hospice patients with a valid DNR/POLST that die in route to their final destination, be allowed to continue to their end location before notifying the Coroner/ME of that county.

The Board agreed that the DNR/POLST is a legal document should be honored and not ignored.

Adopted Bylaws

Karen Senger gave the Board members a final copy of the Hospice Bylaws that was adopted February 9, 2015, and a current copy of the Boards Members contact information for informational purposes.

No other new business was discussed.

Meeting

1. Meeting Schedule for 2017

Karen Senger commented on the future meeting dates for 2017 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 2018

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. Further information will be made available when final confirmation of meeting locations.

Next Board Meeting:

1. November 9, 2017 • 10:30 a.m.(122 S. Michigan Avenue, 7th Floor, Room 711, Chicago, 525 W. Jefferson Street, 4th Floor, Springfield, and 4212 W. St. Charles Road, Bellwood.
2. February 8, 2018 • 10:30 a.m. (122 S. Michigan Avenue, 7th Floor, Room 711, Chicago, 525 W. Jefferson Street, 4th Floor, Springfield). **Pending Bellwood Location availability.**

Meeting Adjourned at 11:30 am