



Developmental Disabilities Nurses of New Hampshire

www.dhhs.nh.gov/dcbcx/bds/nurses

DDNNH@dhhs.state.nh.us

MINUTES

January 21, 2020

- 1) Meeting was called to order with **31** members in attendance.
- 2) Review and approval of **November 2019** minutes accepted as written.
- 3) Officers Reports:
 - a) Treasurer's Report – checking account balance \$325.73 and savings account balance is \$4379.05 total of balances \$4704.80. There are currently **34** paid members.
 - b) Liaison Report- The DDNA is currently restructuring its organization. Due to this the conference on April 24-27 in Baltimore has only a small Agenda. You can register and Lisa Clark is keeping an eye out for information in case anyone wants to do the boot camp and get certified and when the information is available it will be sent out to the membership.
- 4) Business Discussion: By laws have been reformatted and we voted to accept the new format as contents had been approved previously. The Christmas party is going to be held maybe as luncheon and membership drive in May or perhaps July or August. We are looking for a place. We are also offering trainings that include CEU's to try and boost membership. Subjects for trainings were suggested such as caregiver burnout and women's health for IDD individuals.
- 5) HRST information: We now have access to the Frail toggle in HRST as well as the Service Coordinators. It is important to make sure that we communicate with them when we make changes. It was suggested monthly meeting with Service coordinators or one person that we can contact at each area agency. Also it is the nurses determination of frailty.
- 6) Tiffany Crowell and Sandy Hunt Q&A: Tiffany is contact point for issues with service coordinators if you are a contractor but if you are an employee with a vendor you should go to your own supervisor first. Dual Diagnosis individuals are a growing population and BDS is developing a partnership with the division of behavioral health. Practices at BDS are changing and more scrutiny is being given to budgetary oversight. So where you get funding for staff continuing education, CEU or membership costs will be different or even unavailable in some circumstances.

Following the meeting there was a CEU presentation by Dr. Jennifer McLaren on Dual Diagnosis—IDD and Mental Illness

Next Meeting will be February 18, 2020 at NH Hospital Association
125 Airport Rd Concord NH

Submitted by:
Kathleen Metzler, RN BSN
Secretary, DDNNH

1. DDNNH Meeting Minutes from 6/16/20:

- 1) Meeting was called to order with 34 members in attendance.
- 2) Review and approval of May 19, 2020 minutes as written were approved.
- 3) Officers Reports:
- 4) Treasurer's Report-There is currently \$ 295.75 in the Checking
\$4637.92 in the Savings
\$4933.67 in Total
There are currently 26 paid members (5 expire 6/30/20)
- 5) Melanie Camelo is the first recipient of the new DDNNH Scholarship Award. Melanie just finished her first year of nursing school at NHTI. She has 2 children with disabilities, is the co-chair of the Family Support Council at Community Bridges, a Girl Scout Leader, and Majority Member of the New Hampshire International Order for Girls. Melanie plans to use the scholarship money to pay for her Microbiology books, needed for the class she is taking this summer.
- 6) Tiffany Crowell confirmed the new He-M 1201 rules have been approved and adopted and are going into effect immediately. Tiffany will send out the new rules on 6/17/2020. The requirement for classroom hours did not change, it is still 8 hours. In future the HRS on-line medication class will be available to use as a re-cert class.
- 7) Peter Bacon and Lisa Hoekstra joined the meeting and discussed the following:
 - Q: How will reopening the state happen in our settings?**
This has to be evaluated on a Region by Region basis with input from each individual's team. At this point all BDS guidance is still in effect. BDS sent a survey to guardians, only 10-20% are ready to have their individuals go out for activities.
 - Q: Will on-site certifications resume?**
At this point the paper-work aspect will continue to be by electronic submission. There may be more documents that need to be submitted to provide information for a more complete review. The surveyors are discussing doing on-site walk thru that should only take 15 to 30 minutes, they will have the appropriate PPE and maintain social distancing.
 - Q: If it has not been possible to FaceTime someone who needs med pass observation -will one-month (or more) extension be granted?**
There is current BDS guidance that grants a one month extension. If med pass observations cannot be done using technology an in person visit can be done using the proper precautions. Observing a med pass through a window is acceptable.
 - Q Is there any leeway with QA's that require monthly reviews?**
If there is no day program (individuals have been staying home) then there is nothing to QA. Otherwise it may take some creative solutions to QA the med logs. Some NT's are having books dropped at their office, doing QA over phone, having logs scanned.
Annual Physicals that have been delayed due to COVID-19 will not be cited as deficiencies. The state is not requiring MD letters, etc. It would be good to

document on QA, or med visit form that the Annual Physical (or any appointment) was delayed and rescheduled due to COVID-19 restrictions.

Peter asked the NT's their input/understanding of QA's required for new location, same provider and same location, new provider. The rule for new location, same provider is 5 day visit, 30 day eval, 3 months of QAs. The rule for same location, new provider is a 5 day visit. The NT can use their own discretion to do more QAs. Lisa clarified the 3 months QAs start the month after the move. So if the move is in June, the first QA would be in July. [Section He-M 1201.09 - Quality Review (2) At least monthly for the first 3 months for newly eligible individuals beginning services or for individuals receiving services in a new setting;]

- 8) The group decided to meet via Zoom during the summer. The next meeting is the third Tuesday of the month, 7/21/20 9:30 AM to 11:00 AM.

Submitted by: Margaret (Peg) Cross RN MS
Easterseals NH



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MINUTES

7/21/20

- 1) Meeting was called to order with 35 members in attendance.
- 2) Review and approval of **June 2020** minutes as written with modifications discussed.
- 3) Officers Reports:
 - a) Treasurer's Report – Accepted as written. There are currently ? paid members.
- 4) Business Discussion
- 5) Covid 19 updates- from Tiffany: NH is doing well in comparison to other states, we have a higher contact tracing however for each confirmed case in the community there are 5-7 contacts. More mandatory mask wearing is being seen especially in stores. The length of time between testing and results is getting longer but that does not seem to be the reason numbers are down. In our world; 39 Individuals have contracted the virus and we've had 2 deaths. A question about "active positive vs non-symptomatic" Tiffany will check on this for next meeting. She also talked about our training sessions which were canceled d/t Covid, the presenter for Sexual Assault will hopefully be able to present after August meeting via Zoom. Women's Health presentation will be after Sept meeting 12-2 via Zoom. She says that BDS and HRST have been working to straighten out an ongoing issue with vendor agency nurses and AA nurses accessing clients to make edits. This is nearly ready to go. The current online med training class will be used as a recert program in the future. The staff who have taken this online class will need to do full med training by October either in person or via Zoom. Discussion about different agencies policies re: recertification, class vs in person trainings vs what agencies are willing to pay for vs test taking.

Questions sent in about Covid and 1201s;

- 6) 1] Will we have to backtrack and sign all med logs which were sent to us virtually? NO- if noted on Q/A these were "assessed virtually d/t Covid" "Covid related" or some other verbiage to this effect. According Peter B. nothing has changed with him/ surveyors.
2] Deficiencies related to Covid: Do we need to self-report and submit a plan of correction? NO- Peter has said they will not be citing any late Q/As, annual physicals etc. Tiffany will follow up with anyone who has been cited. **YOU MUST HAVE NOTED THIS IS COVID RELATED.**
- 7) 3] Furloughed staff and returning to work: will they need to be observed again, sent through training? General feeling is no but possibly training on cleaning, PPE, safety, covid related issues.
- 8) Kathy D discussed a program she took over which had multiple expired med certs and she did all observations via Zoom questioning if anything else should be done.
- 9) Sandy W- questions if anyone would be interested in starting a Nurse Trainer pool? For coverage, assistance with issues etc. HIPPA could be an issue. Wayne states that he has included on his releases/ consents "myself or my staff" which has gotten around any HIPPA problems.
- 10) Discussion about inaccuracies re: email lists. There are several different lists out there which have nurses who no longer practice, deceased, or not doing this type of nursing. Leslie volunteered to coordinate all the lists into one, she may be sending out test emails. If you know anyone who shouldn't be on the list please let her know so we can straighten it out.
- 11) Wayne and Tiffany will be holding Zoom trainings on new 1201 rules, new 1201 A forms what's changed. In the past med committee has been a bit punitive, they are changing their role and are trying to work more collaboratively with all agencies. They are looking at the whole program, offering assistance when needed, or suggestions on how

to improve programs, sharing what's good or bad about a program with others in order to improve all programs. Discussed turnaround time for med occurrences from vendor to AA.

Next month's agenda:

- 1] upcoming trainings: confirming August and Sept speakers will be doing presentations
- 2] Work on the FAQs- need to get these out ASAP since the new rules have been adopted. We would like to include more info on medical Marijuana and CBD products. Wayne K, Wayne W and Ellen M have a lot of info to share, currently there is not much guidance for these issues. Ideas on: who is prescribing or allowing? Restrictions based on the quality of the product. And FYI there is info on the DHHS website.
- 3] Sandy W and Kelly attended a workshop and would like to give a presentation about what they learned re: CBD
- 4] Telehealth; many of our individuals have been having virtual appts; how much can we/should we allow?
- 5] Annual physicals: Medicaid vs Medicare- doctor's office are pushing back on complete physicals and making everything "wellness visits" sometimes not even seeing the doctor. Need to review new rules to see if any changes regarding full PEs.

Next Meeting will be August 18,2020.

**Submitted by:
Jill Satterfield RN
Secretary, DDNNH**



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MINUTES

18 August 2020

- 1) Meeting was called to order with **40** individuals in attendance.
- 2) Review and approval of **July 2020** minutes as written with modifications discussed.
- 3) Officers Reports:
 - a) Treasurer's Report – Accepted as written. There are currently **29** paid members.
- 4) Tiffany:
 - a) Responded to question about whether we will be cited if a Nurse Trainer exercised the 30 day grace period. This has been asked to Peter Bacon previously, a request is being made for concrete guidance. Lisa states there have been some citations recently but the surveyors are recognizing Covid has continued to provide concerns with compliance. Lisa also spoke on appointments missed and scripts expiring. Advised to use self-reporting and notes from guardians and/or a Licensed Professional.
 - b) New BDS Secretary role explained
 - c) Upload of monthly meeting minutes concerns has been addressed and task will be completed
- 5) Lisa from the State surveyors spoke about updates:

This week starts expanding of reviews since the start of remote reviews began

The Surveyors have begun going into homes

Controlled logs will be reviewed as well as Self-medication assessments

New information was sent via email. Please let Tiffany know if you did not receive it
- 6) Covid 19 updates- from Tiffany: Screen share of results of Covid tests done (ATTACHED) Total # 39 (Information reflects data captured only for individuals we serve)
 - a) Sexual abuse seminar will be scheduled in October. We are hoping to have in person meeting for this and in addition will have Zoom available to those who can't so that they can view the live in person training.
 - b) September is woman's health Zoom presentation.
 - c) Looking for more ideas for November and December training, if you have suggestions please email Tiffany
- 7) Discussion of question:
 - a) On annual physical appointments and labs if an individual cannot tolerate a mask- (thinking outside the box) best results
 - b) Expiration is 60 days from Aug 1st for the online medication training temporary med certificates. A face to face class must be attended before the expiration date.
 - c) Date for expiration of med certificates will be 1 year from first temp class or (full 8 hour) reeducation- will be up to Nurse Trainer. It must coincide with an observation date.
- 9) Joyce Butterworth still providing training for new Nurse Trainers. BDS will change has proposed that we change the way the information/materials are given to new Nurse Trainers and current Nurse Trainers, request made

for DDNNH to purchase flash drives to provide these resources. The cost will be disclosed after research and then a vote will take place to approve a purchase or move forward with this idea

- a. Suggestion for forms and materials for NTs was to use google docs instead. Kelly will look into security
- b. Tabled discussion until we have more information

10) No word heard back from Area Agencies to request financial assistance for training Nurse Trainers

11) Based off of a question that came up in the 1201 forms training, when completing 1201 make sure you capture any reportable medication errors that are made by a nurse administering medications. Although it is rare that nurses are administering medications; there was not a clear direction on how to report them or if to report them to medication committee.

12) Medically Frail Individual Assessment request to streamline process; A sub-committee will be created to standardize this assessment- Discussion had with reading of definition – HRS does not recognize a specific set of rules/guidelines for determining frail health- it is individualized (nurse discretion)

13) New 1201 rule –Annual Scripts- Sub-committee to be created to address this

- a. The confusion around the change from 2 years to 1 year expiration was discussed, this is non-negotiable and will not be changed

14) Thank you card received from Melanie (recipient of scholarship) and read to group

15) Recorded version of the training done on new 1201 changes and training for new 1201a forms available for a short time.

16) Next agenda

- A) FAQ
- B) Spend down money
 - a. Webinars (Accredited)
 - b. Thumb drives
- C) Telehealth allowances with 1201
- D) Workshop sharing from Sandy CBD oil and Medical marijuana
- E) Medicare/Medicaid Wellness visits
- F) QA grace period clarification

Next Meeting will be September 15, 2020.

Submitted by:

Barbara A. Ribeiro, RN, BSN, CRRN
Secretary, DDNNH

(Meeting minutes accepted at 9/15/2020 meeting)



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MINUTES

15 September 2020

- 1) Meeting was called to order with **38** individuals in attendance. New Nurse Trainers or any others new to this meeting are asked to add your email address to “Chat” at bottom of screen.
- 2) Review and approval of **August 2020** minutes as written with no modifications discussed.
- 3) Officers Reports:
 - a) Treasurer’s Report: Balance as of today is \$5,008.52. Accepted. There are currently **32** paid members.
- 4) Tiffany Crowell Update
 - a) State looking into a ‘password protected’ site to protect documents, especially medication test.
 - b) Tiffany is developing a sub committee to review the ‘medically frail’ definition. She has a few people interested and if you are interested in joining contact Tiffany Crowell at Tiffany.Crowell@ddhhs.nh.gov
 - c) Education session at noon today. Dr Plotnick will discuss ‘Woman’s Issues’. CEU’s will be emailed to attendees.
 - d) Covid19 cases for our population remain at 39. No new cases.
 - e) Reminder that anyone who took the modified medication training class offered by the State must complete a Full Medication Training as of October 1,2020.
- 5) Peter Bacon and Lisa Hoekstra joined meeting for questions
 - a) **Are Medicare/Medicaid Wellness and Tele-Med visits acceptable for annual physicals?** Wellness visits do not meet requirements and would be cited as concerns. Surveyors are looking for documented information regarding the visit. They would like to see that the blood pressure and other vital signs were checked along with the review of all systems. They would agree to a Wellness/Tele Med visit if it was followed up with an in-person visit within 6 months.
 - b) **Is the 30 day grace period for QA’s still in effect?** Peter and Lisa appreciate the creativity used by the Nurse Trainers in completing the QA’s back in the spring but feel Nurses are now back to visiting their individuals, and they are anticipating less issues with late QA’s.
 - c) **Can you expound on medications expiring in 1 year and needing discontinue orders, especially for PRN meds.?** Peter feels that like annual physicals are given 13 months for completion, medication orders should be given the same month grace period.
Peter wants d/c orders for all prn meds. He does not want the order to just expire after a year. He wants to know that the med had been actually discontinued by the Dr.
 - d) Peter reports that orders from BDS have been rolled into Appendix K until the end of February 2021. This waves Medicaid rules and how we are adapting ourselves to meet our current needs. Tiffany will resend the link on how to access Appendix K.
- 6) Discussion regarding Monthly Data Trackers and potential for deficiencies: The regulations say monthly data trackers must be done but surveyors are citing accuracy of information on the form. Many questions and concerns followed.
Janet Harmon will follow up with Peter for clarification.

Next Meeting will be October 20, 2020.

Submitted by:

Margaret (Peg) Cross RN MS

Easterseals NH

Secretary, DDNNH

DRAFT



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MINUTES

20 October 2020

- 1) Meeting was called to order with **45** individuals in attendance.
- 2) Review and approval of **September 2020** minutes as written with modifications as discussed listed below.
- 3) Officers Reports:
 - a) Treasurer's Report – Accepted with modification correction in the amount. There are currently **32** paid members.

Changes to last month meeting minutes

Links for Appendix K a guidance

<https://www.dhhs.nh.gov/ombp/medicaid/documents/medicaid-covid-appendix-k.pdf>

<https://www.dhhs.nh.gov/ombp/medicaid/covid19.htm>

<https://www.dhhs.nh.gov/dcbcs/covid-guidance.htm>

Please contact Tiffany if you are interested in a sub group for the definition of medically frail.

Tiffany Crowell, RNBC BS

Nurse Administrator

Bureau of Developmental Services

105 Pleasant St.

Concord, NH 03301

Tiffany.Crowell@dhhs.nh.gov

603-271-5657

While we are shut down Kelly has been looking into an electronic way of paying dues.

Cheryl and Megan discussed the progress of the new curriculum, test and video. Covid has held up the video production, the videographer is prepared to wear PPE to film. Asked for suggestions on who could be actors, they are paid for their time, scripts are complete. There are 12 videos but only 2 would have speaking parts.

Please contact Cheryl or Megan there will be a follow up email from Megan with the list of the videos

The preferred testing method from the Chat is to have a final exam at the end of the presentation

Key take aways or a quiz at the end of each section is a suggestion to reinforce the information

Poisoning and accidental overdose discussion: should it be retitled to include an intentional overdose?

How long do you need to keep the old tests – Everyone is doing something different Cheryl pointed out the tests should be kept for 6 years.

The old curriculum should be used until the new curriculum is complete.

Tiffany: 1201 forms have been emailed to the group, they are on estudio, for access for the area agencies, please feel free to share with anyone who will need them. The minutes will be available online. The new website design is holding up

some items but everything will be finalized soon. Please contact the area agency if you are going to continue to use the online curriculum as a recertification, a refresher or a tool.

Covid update: We are now at 40 individuals. No new deaths. No staff tracking has been done by the bureau. Terry questioned what we do now that our numbers are growing in cases, where do we go from here. Tiffany has a meeting tomorrow about this and she will come back to us with the results. With holidays coming each vendor and agency has been working on visitation policies and procedures for this Holiday season.

Link for free PPE-
<https://www.mass.gov/info-details/personal-protective-equipment-ppe-during-covid-19#requesting-ppe->

Tracker and deficiencies follow up from Peter is tabled until Janet can attend the meeting

HRST Training for the front-line people who fill out the information. There is a video that can be watched for help in educating HCP and the like.

Next month Lisa will fill in what is happening on the National level

Pharmacy alternatives has been bought out by Terrytown

Mass division will be hosting a nutrition series.

Introduction of new Nurses

Lisa spoke to the group about her attendance at the meetings, she stated if she should not be in the meeting she can be told ahead of time; she is going to attend the meetings so she may stay up to date; she works as a Nurse Trainer and a Surveyor.

Discussion was had around citing a concern or a deficiency under 1001 not 1201 if the Monthly Data Tracker is not accurate. Lisa has indicated that she is only looking at the Monthly tracking not the annual review from the Nurse.

Discussion started about the test for the Medication Authorization Curriculum in different languages and different supports to help with comprehension.

BDS attorney to speak in November not available for our meeting, Tiffany will send out info on this

Agenda for next month – Medical marijuana and CBD oil
Test in alternative languages discussion
How will the new curriculum and test be handed out when complete

Next Meeting will be November 17, 2020.

Submitted by: Barbara A. Ribeiro, RN, BSN, CRRN, Nurse Trainer

Secretary, DDNNH



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MINUTES

15 December 2020

- 1) Meeting was called to order with **38** individuals in attendance.
- 2) Review and approval of **November 2020** minutes as written with modifications discussed and accepted.
 - a) Periodically Covid19 alerts and updates will be send out
 - b) Membership dues will be paid by sending a check to Treasurer
- 3) Treasurer's Report –
 - a) Currently between savings, checking and cash the balance is \$5,203.97.
 - b) There are currently **28** paid members.
- 4) Luanne King made a motion to remove Cheryl Bergeron from the DDNNH Bank Account and add Tiffany Crowell. This motion was accepted.
- 5) Tiffany Crowell Reports
 - a) Covid19
Currently 82 positive cases with 55 recovered; 21 active and 6 deaths.
Covid19 vaccine arrived in NH 12/14/20 and vaccinations are beginning.
Periodic updates regarding the vaccinations will be sent out by Tiffany Crowell.
 - b) 1201 Exceptions that were put into Appendix K are still in place.
 - c) On-line Medication Training is place again.
 - d) Updates continue with BDS web site—moving slowly
 - e) Medically Fragile definition is not moving forward at this time.
 - f) Tiffany will put out minutes from Melissa Nemeth's discussion on guardianship. Tiffany will invite the Office of Public Guardian to attend and follow up to answer more of our questions on guardianship regarding our clients.
 - g) New employee TB testing during Covid19 is being discussed.
- 6) Questions/Discussions
 - a) Discussion of testing staff after completion of on-line Medication Administration class. Vendors seem to each be testing differently. Tiffany will research options for administering the tests.
 - b) Can a nurse waste controlled drugs on zoom? Answer is no.
 - c) Can test be done orally due to staff's test anxiety. Answer: Staff must to able to demonstrate is writing documentation, and communicate in writing with health care providers. Nurse needs to be comfortable with staff's ability and has final decision.
 - d) Discussion regarding "Start Program" wanting our medication books when our clients are admitted. Nurses have offered copies of all logs, orders and prn protocols. Most nurses object to the Med Books leaving the house. Med Committee is meeting soon and will discuss this issue.
- 7) Next Months Agenda
 - a) Preview of curriculum and test form Cheryl Bergeron and committee.
 - b) Ways to spend our Money
 - i) Scholarship
 - ii) Full day workshop with speakers...Jill Satterfield and Sandra Webber will begin collecting info...

- iii) Teepa Snow to speak on dementia
- c) Medically Frail Definition to be discussed
- d) FAQ – update/revision/rewrite if needed
- e) Covid19 update
- f) Nurse Practice Questions

Meeting adjourned
Happy Holidays / Merry Christmas

“Stay Positive – Test Negative”

Next Meeting will be January 19, 2020.

Submitted by: Peg Cross RN Easterseals NH

Secretary, DDNNH

The Easterseals Secretaries would like to thank you all for the lovely Cards, Chocolates and Hand Sanitizers. It was very appreciated!!!!!!