



# DDNNH

## Developmental Disabilities Nurses of New Hampshire

### MINUTES January 21, 2025

| Topic                 | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Follow up                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Welcome               | Zoom meeting called to order @ 9:30am by Jill Satterfield <ul style="list-style-type: none"> <li>16 in attendance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                        |
| New Members/attendees | <ul style="list-style-type: none"> <li>Annette Kilburn from Benchmark</li> <li>Emily Donati from Siddharth (taking NT class end of January)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                        |
| Officer Reports       | <p><b>December 2024 meeting minutes</b> – Jill Satterfield</p> <ul style="list-style-type: none"> <li>Reviewed and approved</li> </ul> <p><b>Treasurer's report</b> – Pam</p> <ul style="list-style-type: none"> <li>reviewed and approved with corrections.</li> <li>31 paid members</li> </ul> <p><b>BDS update</b> – Kelly Main</p> <ul style="list-style-type: none"> <li>current curriculum and 4 tests are what NTs need to be using. Recently sent out in email to the DDNNH email group in error – potentially compromising integrity.</li> <li>NTs expected to maintain security of the tests and answer keys</li> <li>Next NT training Jan 28 &amp; 30 from 1 – 4:30 pm via Zoom, 2 signed up</li> </ul> | Pam will send corrected version. This will be sent out for February's meeting.                                                                                                                                                                                                                                                                                                                         |
| Business Discussion   | <ul style="list-style-type: none"> <li>Question asked if zoom acct was able to transition to annual charge as slightly less expensive. Christine Duncklee was able to access zoom acct during the meeting and change setting to the new annual fee structure</li> <li>November and December minutes reviewed – Jill Satterfield <ul style="list-style-type: none"> <li>approved and accepted with modification</li> </ul> </li> <li>Janet Harmon attended initial START training which she recommends – and suggested to the group</li> <li>Question raised about Medicare no longer paying for OTCs – HCP are having those not used dc'd. Some prescribers are refusing to write d/c orders for OTCs.</li> </ul>  | <p>This will be reflected in the Treasurer's report sent out in February.</p> <p>Janet H to schedule for Feb DDNNH meeting</p> <p><a href="https://www.dhhs.nh.gov/programs-services/medicaid/medicaid-pharmacy-benefit-management">https://www.dhhs.nh.gov/programs-services/medicaid/medicaid-pharmacy-benefit-management</a><br/>scroll down to OTC section<br/><b>Nurse Advice entry?/FAQ?</b></p> |

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|                           | <ul style="list-style-type: none"> <li>• Question: anyone else using Granit State Pain Clinics and having challenges getting refills? One vendor is ongoingly, another has found it resolved.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                  |
| Speaker: Dr. Rebecca John | <ul style="list-style-type: none"> <li>• Contracted by Dartmouth and NH DHHS to provide one time consultation medication review service – a 2<sup>nd</sup> look outside of the individual’s team – how are things going, is there anything else to consider? <ul style="list-style-type: none"> <li>- referral types: <ul style="list-style-type: none"> <li>▪ individual is in a good place – just to check in, reassurance (most consults are this kind)</li> <li>▪ not totally stable – this can be helpful to stabilize (some consults of this kind)</li> <li>▪ crisis – this is the most challenging referral point – usually better to wait as this may not be the best time for a one time referral. AND – the individual cannot be in a hospital or facility including jail or prison – the individual MUST be in an outpatient setting</li> </ul> </li> </ul> </li> <li>• consult expectations:</li> <li>• most helpful if current prescriber wants the consult – to support collaborative aspect of the review</li> <li>• be as specific as possible for the reason for the referral (beyond “med review”) – ex. Increased depression or increased anger etc</li> <li>• scheduling the consult cannot happen until all elements of the required paperwork are provided AND that the contact person identified for scheduling remains responsive</li> <li>• if all paperwork is submitted – schedule openings are usually available within a couple of weeks.</li> <li>• 2 hour long meeting with at least one team member who knows individual well to stay for the whole time, patient to be present for at least a portion of the consult</li> <li>• individual to be evaluated needs to physically BE in either NH or VT (due to prescriber licensing requirements)</li> <li>• teams need to have information ready to review – not just pages of information to sort through.</li> </ul> | <p>All referrals go through service coordinators – who use <a href="mailto:DLTSSconsult@dhhs.nh.gov">DLTSSconsult@dhhs.nh.gov</a></p> <p>Nurse Advice entry?</p> |

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|       | <ul style="list-style-type: none"> <li>• current med list – name, dose, how it’s taken, how often, <u>why</u> it is taken</li> <li>• please send any info updates between original referral sending and the scheduled consult as soon as possible</li> <li>• appts are all telehealth – please check before consult that your tech works.</li> <li>• *limit to 2-3 people per screen – ideally each person attending would have their own screen</li> <li>• *be in a quiet environment, free from distractions</li> <li>• -results – takes about 1 week to prepare and send out the report</li> <li>• -community psych recommendations? Dr. John does not have knowledge of practices that are open – that is beyond the scope of the consult. She offered Lifestance – not as a recommendation, rather as a company that she knows some of the providers – it appears that they do not accept Medicare nor Medicaid</li> </ul> |                                                                                  |
| Misc. | <ul style="list-style-type: none"> <li>• Meeting ended at 11:15am with 32 members present.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Next meeting is scheduled for February 18, 2025 from 9:30am to 11:30am via Zoom. |
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**Next Meeting will be via zoom on February 18, 2025 from 9:30am to 11:30am**

**Join zoom meeting: <https://us02web.zoom.us/j/85276261946>**

**Submitted by: Michelle Baker, RN, Nurse Trainer, DDNNH Secretary**



# DDNNH

## Developmental Disabilities Nurses of New Hampshire

### MINUTES February 18, 2025

| Topic                 | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Follow up                                                                                                                                                                                                                                                                                                         |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Welcome               | Zoom meeting called to order 9:30am by Jill Satterfield <ul style="list-style-type: none"> <li>19 in attendance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                   |
| New Members/attendees | <ul style="list-style-type: none"> <li>No new NTs in attendance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                   |
| Officer Reports       | <p><b>January 2025 meeting minutes</b> – Jill Satterfield</p> <ul style="list-style-type: none"> <li>Reviewed and approved with minor spelling correction</li> </ul> <p><b>Treasurer's report</b> – Kelly M gave report for Pam</p> <ul style="list-style-type: none"> <li>reviewed and approved with corrections.</li> <li>33 paid members</li> </ul> <p><b>BDS update</b> – Kelly Main</p> <ul style="list-style-type: none"> <li>1001 still in review- may be out in mid-March 1201 may be out in April.</li> <li>BDS suggested 5-day rule change to 5 calendar days- it is still 5 business days.</li> <li>5-day language says needs to be done with change in provider. Does provider mean change in agency or change in HCP? Needs clarification in the rule.</li> <li>5 5-day for any move (arriving to a community residence- would include for any respite) Kelly recommended only for emergency respite only, not for planned respite.</li> <li>Station MD does telehealth of IDD only. Jess Gorton reached out to Medicaid Provider Relations; Station MD may be able to come to NH</li> <li>Next NT training- tentatively scheduled for beginning of April</li> </ul> | Kelly working with BDS to clarify wording and intention of the rules.                                                                                                                                                                                                                                             |
| Business Discussion   | <ul style="list-style-type: none"> <li>Med Curriculum committee-working on section 3, on 7 things to know. Using 1202 to make updates.</li> <li>Committee asking if wording should be 7 things to know or 7 important questions.</li> <li>Job Fair Recruiting Barbara R can no longer do.</li> <li>Re-formers Committee- updating various forms to make current with changed rules.</li> <li>Scholarships: are there any restrictions on who applies?<br/><a href="https://www.ddnnh.org/membership">https://www.ddnnh.org/membership</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>Jill requesting old videos in downloadable form, not on disc<br/>No consensus reached, mixed feedback.<br/>Email Barbara R if interested in taking over this Committee<br/>Will review at upcoming Officers' meeting and possibly present at upcoming meetings</p> <p>No restrictions on applicants, nurse</p> |

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|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                        | <ul style="list-style-type: none"> <li>• Discussion: How do we make new DD nurses feel welcome. One idea: send a welcoming email from DDNNH Let them know we do have in-person meetings twice a year. Add agenda item specifically for new nurses to ask questions. Offering some support through mentorship. Becoming involved in a committee is another really good natural peer support.</li> <li>• Practice question: 1201 New Hampshire BDS waiver form says that they can only be submitted by the area agency or the area agency nurse. This seems outdated.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>trainers working on an advanced degree can apply.</p> <p>Suggested that Officers talk about a mentor list.</p> <p>Waiver form is also being redone with the 1201 rule.</p>                                                                                                                                                                                         |
| <p>Speaker: Valarie Tetreault, MAAP, NH START Director</p> <p>Bill Baker, Director of START Center</p> | <ul style="list-style-type: none"> <li>• Works with IDD with behavioral/ mental health needs</li> <li>• Role is to preserve community placement, prevent use of emergency services</li> <li>• START center- 30 % of what START does, 70% is work in the community, linking teams and individuals to resources. START does consulting.</li> <li>• START Center opened 2014, centralized under Community Bridges in 2015 to provide consistency</li> <li>• Creates crisis prevention plans for the team to prevent use of emergency services, helps preserve placements, reduce psychiatric admissions</li> <li>• START Center stays- 4 planned, 4 emergency beds. Need to be 21, receiving waived services, enrolled in START services.</li> <li>• Link people to resources-if there is a gap in the service system, someone needs to get a new neurologist or someone needs to seek a speech language pathologist The START coordinator will work with that.</li> <li>• Start is overseeing a grant project called the Health Linkage Project. In conjunction with the New Hampshire IOD, that works specifically to link people with health and preventative health resources.</li> <li>• Conduct monthly meetings for training and follow through</li> <li>• 24/7 on-call for extra support</li> <li>• daily virtual therapeutic groups for people currently or previously enrolled in START services</li> <li>• START center: go through START coordinator to set up a stay. Anyone can make a referral. Call on-call number or email anyone on START team.</li> <li>• START stay includes healthy lifestyles, yoga, therapeutic groups, daily community outings, positive psychology. Fenced in back yard, sensory garden, picnic table, basketball court. Sensory room for breaks, shared meals, scheduled and planned days. No caffeine and no soda.</li> </ul> | <p>National START link: <a href="https://iod.unh.edu/national-center-start-services/training-professional-development/start-national-training-institute/2025-start-national-training-institute">https://iod.unh.edu/national-center-start-services/training-professional-development/start-national-training-institute/2025-start-national-training-institute</a></p> |

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| <p>Diane Carter,<br/>RN, NT</p> | <ul style="list-style-type: none"> <li>• Alternative to mental health inpatient visit, goal to stabilize person. Maintenance stays every 3 to 4 months. Ongoing support for person, family, team. Not a respite program. Does not replace any current services.</li> <li>• Stays are voluntary</li> <li>• Must have verified place to return to</li> <li>• Cannot have any pending or open legal charges</li> <li>• Must be able to stay in supervision</li> <li>• Cannot accommodate high medical needs such as feeding tube, insulin injections, wounds, hoisted lifts, trachs. Can do some ITS individuals, everyone is evaluated on an individual basis.</li> <li>• Positive psychology model, strength base training, and many behavioral issues are medical issues, physical concerns such as GI, dental.</li> <li>• NT admission checklist includes a head-to-toe physical assessment, demographics, reviews of Health History Information, MAR, PRN protocols, ISA, HRST, any special needs (bed rails, walker) Staff must read and understand all these documents. Communication log for each individual.</li> <li>• NT does MEDS reviews for side effects, reports to team.</li> <li>• Judy Figuero, Psychiatric NP is NH Medical Director, she consults weekly, reviews Emergency guests, makes recommendations but does not prescribe.</li> <li>• 18 med trained staff</li> <li>• START Advisory committee would love to have nursing representation on their advisory committee</li> </ul> <p>Free Trainings:</p> <p>CET Clinical Education Training offers contact hours and CMEs, held second Tuesday each month 10 am to noon, on Zoom. Once you sign up you will be on mailing list<br/> <a href="https://us02web.zoom.us/j/81647086008?pwd=UaTBAdP2Lxo8eVoh2k1w2Tadykmnop.1">https://us02web.zoom.us/j/81647086008?pwd=UaTBAdP2Lxo8eVoh2k1w2Tadykmnop.1</a></p> <p>START has a learning library-can do a custom presentation on requested topic.</p> <p>National Training series on Fridays<br/> START National Training Institute this year is going to be virtual, \$69 for three days and that is 100% of training is IDD and mental health.</p> <p>Contacts:<br/> Valarie Tetreault, MAPP, NBC-HWC<br/> NHSTART Program Director<br/> <a href="mailto:vtetreault@cbinnh.org">vtetreault@cbinnh.org</a><br/> Cell: 603-631-2053<br/> 162 Pembroke Rd, Concord, NH 03301<br/> <a href="http://www.communitybridgesnh.org">www.communitybridgesnh.org</a><br/> Supervisor: Sherry Harding, COO</p> <p><a href="https://www.communitybridgesnh.org/services/start-services/overview-and-eligibility/">https://www.communitybridgesnh.org/services/start-services/overview-and-eligibility/</a></p> |  |
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|       | For immediate support 24/7, please call <b>(603) 931-2123</b> and ask for the <u>START Coordinator on call.</u> |                                                                               |
| Misc. | <ul style="list-style-type: none"> <li>Meeting ended at 11:30am with 33 members present.</li> </ul>             | Next meeting is scheduled for March 18, 2025 from 9:30am to 11:30am via Zoom. |
|       |                                                                                                                 |                                                                               |

**Next Meeting will be via zoom on March 18, 2025 from 9:30am to 11:30am**

**Join zoom meeting: <https://us02web.zoom.us/j/85276261946>**

**Submitted by: Janet Harmon, RN, Nurse Trainer, DDNNH member.**



# DDNNH

## Developmental Disabilities Nurses of New Hampshire

### MINUTES March 18, 2025

| Topic                 | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Follow up                                                                                                                                                                                                                        |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Welcome               | Zoom meeting called to order 9:31am by Jill Satterfield <ul style="list-style-type: none"> <li>19 in attendance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                  |
| New Members/attendees | <ul style="list-style-type: none"> <li>Clarissa Fish w/ Residential Resources</li> <li>Emily Donati w/ Siddharth</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                  |
| Officer Reports       | <p><b>February 2025 meeting minutes</b> – Jill Satterfield</p> <ul style="list-style-type: none"> <li>Reviewed and approved<br/>Consensus is people like the new format</li> </ul> <p><b>Treasurer's report</b> – Kelly Main gave report for Pam</p> <ul style="list-style-type: none"> <li>Reviewed and approved</li> <li>32 paid members</li> <li>Diane Chambers asked: Did Living Innovations send membership?</li> <li>Emily Donati sent application to Treasurer, was it received?</li> </ul> <p><b>BDS update</b> – Kelly Main</p> <ul style="list-style-type: none"> <li>1001 still in review</li> <li>1201 still in review before sending out for final comments</li> <li>Station MD does telehealth of IDD only. Jess Gorton reached out to Medicaid Provider Relations; Station MD may be able to come to NH. No further update at this time.</li> <li>Next NT Orientation- 4/2 &amp; 4/9 by Zoom, both days must be attended</li> <li>HRST – discussion and questions<br/>Who is doing ratings? CM or AA<br/>Kelly and Kenda met with Lindsay from BDS to start conversation about roles and the need for uniformity.<br/>Should DDNNH send letter to AAs requesting uniformity?</li> </ul> | <p>Pam to review and let both Diane and Emily know if membership applications and dues were received.</p> <p>Wait until Kelly &amp; Kenda follow up with Lindsay. DDNNH could send letter to BDS asking for unified process.</p> |
| Business Discussion   | <p>Med Curriculum committee</p> <ul style="list-style-type: none"> <li>completed section 3, Using 1202 to make updates.</li> </ul> <p>Job Fair Recruiting</p> <ul style="list-style-type: none"> <li>Barbara R can no longer commit the time due to expanded work duties.<br/>Anyone else interested?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Email Barbara if interested in taking over this Committee or helping out. She has list of contacts and supplies.</p>                                                                                                          |



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|                               | <p>Re-formers Committee – Janet Harmon</p> <ul style="list-style-type: none"> <li>Updating various forms to make current with changed rules.</li> <li>Annual Health Screening Recommendations: updated and being reviewed by Dr Plotnik</li> <li>2 forms reviewed today (recommended, not mandated) <ul style="list-style-type: none"> <li>1. Self-Admin Assessment</li> <li>2. OTC Medication Verification Form</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                              | <p>Will review at DDNNH meeting once Dr Plotnik has reviewed and sent back</p> <p>2 Forms will be sent out to DDNNH with minutes, etc for feedback.</p>                                                                    |
| Practice Questions            | <ul style="list-style-type: none"> <li>Jill asked if anyone has had deficiencies regarding the He-P 800 rule for licensed settings. Deficiency received due to no “qualified staff” overnight; needs to be there 24/7 in licensed settings</li> </ul> <p>He-P 804.03(bt) definition: “Qualified personnel” means personnel that have been trained to and have demonstrated competency to adequately perform tasks which they are assigned such as, nursing staff, clinical staff, housekeeping staff trained in infection control, and kitchen staff trained in food safety protocols.</p> <ul style="list-style-type: none"> <li>Do all PRNs need to be in community with individual? <ul style="list-style-type: none"> <li>Rescue meds</li> <li>Other PRNs such as Tylenol</li> </ul> </li> </ul> | <p>Is this referenced in the Behavior Plan or ISA? If so, is it followed?</p> <p>Check FAQ and Nurse Advice to see if discussed there.</p> <p>Possible question for next time<br/>Peter and Lisa from Licensing attend</p> |
| Upcoming election of Officers | <p>Nominations in April, vote in May</p> <ul style="list-style-type: none"> <li>Vice President</li> <li>Treasurer</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Pam will continue to perform the Treasurer duties until a new Treasurer is elected.</p>                                                                                                                                 |
| Misc.                         | <ul style="list-style-type: none"> <li>Meeting ended at 11:07am with 24 members present.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Next meeting is scheduled for April 15, 2025 from 9:30am to 11:30am via Zoom.</p>                                                                                                                                       |

**Next Meeting will be via zoom on April 15, 2025 from 9:30am to 11:30am**

**Join zoom meeting: <https://us02web.zoom.us/j/85276261946>**

**Submitted by: Kelly Main, RN, Nurse Trainer, DDNNH member.**



# DDNNH

## Developmental Disabilities Nurses of New Hampshire

### MINUTES April 15, 2025

| Topic                 | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Follow up                                                                                                                                                                                                        |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Welcome               | Zoom meeting called to order 9:30am by Jill Satterfield <ul style="list-style-type: none"> <li>15 in attendance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                  |
| New Members/attendees | <ul style="list-style-type: none"> <li>Kelly had 4 nurse trainers take the class during the previous week.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Kelly will send Michelle B. the new nurses' contact information so they can be added to the DDNNH e-mails.                                                                                                       |
| Officer Reports       | <p><b>March 2025 meeting minutes</b> – Kelly Main</p> <ul style="list-style-type: none"> <li>Reviewed and correction to 1 name needed. Minutes approved pending correction.</li> </ul> <p><b>Treasurer's report</b> –</p> <p>Reviewed and approved</p> <ul style="list-style-type: none"> <li>30 paid members</li> <li>TIN will be discussed at next officers' meeting as vendors are now requesting tax forms.</li> </ul> <p><b>BDS update</b> – Kelly Main</p> <ul style="list-style-type: none"> <li>1201 Rule - still in review. Kelly requested feedback regarding when an individual moves into a new home with the same HCPs: do we think the 3 monthly visits are necessary?</li> <li>1001 Rule – 5 Day Visit rule will be changed. The 1001s are still in review, but will be going for formal comment soon.</li> <li>Next NT Orientation to be scheduled.</li> <li>HRST – Kelly and Kenda continue to work with BDS.</li> </ul> | <p>Kelly will send updated minutes to Michelle. Finalized minutes will go out in May.</p> <p>Please send Kelly any feedback on this.</p> <p>Kelly and Kenda will update the NTs as they receive information.</p> |
| Business Discussion   | <p>Med Curriculum committee:</p> <ul style="list-style-type: none"> <li>Completed Section 3. The committee is trying to meet every Monday.</li> </ul> <p>Job Fair Recruiting:</p> <ul style="list-style-type: none"> <li>No updates at this time.</li> </ul> <p>FAQ Committee:</p> <ul style="list-style-type: none"> <li>Weekly Monday meetings are beginning again.</li> <li>FAQs were last revised in 2023 and are user friendly.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Please reach out to Janet Harmon or other committee members for FAQ questions or if you need help navigating the website.                                                                                        |

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|                                   | <ul style="list-style-type: none"> <li>• Committee to go through previous meeting minutes to see if anything should be added.</li> <li>• There are also Tips and Tricks on the website and other helpful information.</li> </ul> <p>Scholarship Committee:</p> <ul style="list-style-type: none"> <li>• The scholarship is awarded in May. Christine D. has applied for the scholarship.</li> <li>• Applications are due by April 30<sup>th</sup>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Please submit scholarship applications by April 30<sup>th</sup>.</p>                                              |
| Practice Questions and Discussion | <ul style="list-style-type: none"> <li>• Can you use an NPI number in place of a signature on orders? <ul style="list-style-type: none"> <li>○ NTs have reached out to Peter about this question and he stated that NTs can use NPI number in lieu of a signature. There is also typically a transmission number on orders with an NPI number.</li> </ul> </li> <li>• Sandy shared that she has had success getting signed orders from pharmacies by faxing the pharmacist a written request for a copy of the order. <ul style="list-style-type: none"> <li>○ She recommends using letterhead for the request.</li> </ul> </li> <li>• Can a Nurse Trainer who is also an APRN write orders for clients on her Nurse Trainer caseload? <ul style="list-style-type: none"> <li>○ Per 1201 rules, this is allowed but could be considered a conflict of interest. Group discussed and determined overall would not be a good idea and it would be up to the APRN to know her scope of practice, license/credentialing requirements, job description, what position the APRN/NT was hired for, and the company policy. Would also depend on if the APRN is seeing the individual as a patient, what type of order is being written, and complexity of the individual.</li> </ul> </li> <li>• Should Home Care Providers have more than 1 med cert within the same year? Should they only ever have 1 med cert per year? Should HCPs/DSPs be getting a new med certificate each time they do a med obs? <ul style="list-style-type: none"> <li>○ The medication certificate is setting/address specific, not individual specific. Some agencies keep it in a file, others do a new medication certificate for each individual. It is important that an eyes-on observation occurs every year.</li> </ul> </li> </ul> | <p>If nurse trainers think something from the practice should be added to FAQs, it can be noted in this section.</p> |

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|  | <ul style="list-style-type: none"> <li>• When you have diet orders signed by the physician, do we also need to have the results of the Swallow Eval or are the orders enough? <ul style="list-style-type: none"> <li>○ If a swallow study has been completed, it is good to have a copy of the evaluation. Sometimes what is on the swallow evaluation counts as the orders. There is no state requirement that you need a copy of the swallow evaluation to accept signed orders of the recommendations.</li> </ul> </li> <li>• Med Class Letters of Participation - what time frame do you accept a Med Class Participation Letter? <ul style="list-style-type: none"> <li>○ There is no official rule for this and is person/agency specific. Some policies state a medication observation must be completed within 3 months of the class. Other agencies put an expiration date on the letter for 1 year to date. It is also up to the NT.</li> </ul> </li> <li>• Is it okay to teach the med class in Nepali? Are we allowed to have interpreters or translation apps available during the class and test for people who speak other languages like Sign Language, Nepali, French, Spanish or Swahili? <ul style="list-style-type: none"> <li>○ It is not recommended to teach the class in another language. Resources, support, education material, etc. can be given in native language. NTs agree the test should be given English. BDS is discussing this as the rule does not specify what language must be used. NTs discussed that the expectations is that the test be taken in English without outside help.</li> </ul> </li> <li>• Are there any vendors out there who require med trained staff with a certificate from another vendor to go through med class again or a refresher? <ul style="list-style-type: none"> <li>○ It is up to the NT's discretion and agency policy. If staff have a cert from another nurse trainer, do an observation and determine what is appropriate.</li> </ul> </li> <li>• Does anyone have any experience receiving a Home Care Provider from another vendor who has a med cert but does not have the knowledge, skills, and judgement to pass meds or take someone to a healthcare appointment? <ul style="list-style-type: none"> <li>○ NTs discussed and determined that this comes down to the nurse's judgement and comfort level. If an HCP does not</li> </ul> </li> </ul> | <p>Kelly is going to follow with BDS about this question.</p> |
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|                               | <p>have competency, is not trainable, there are concerns, you do not have to authorize her/him to give medications. It is important to discuss with agency/team. NTs can request anyone go through training again prior to signing a medication certificate.</p> <ul style="list-style-type: none"> <li>• Do we need a script for Biofreeze? <ul style="list-style-type: none"> <li>○ Yes, because Biofreeze is medicated. Anything that is medicated requires an order.</li> </ul> </li> <li>• An individual in the day program has a rescue medication, possibly a controlled rescue medication. When they are transported home at the end of the day, does the med need to be returned to the programming site after drop off of the individual? (This is given that a second medication dose is at home.) <ul style="list-style-type: none"> <li>○ Discussed that this is agency and NT specific, but it is recommended that a medication stay with the individual for safety reason. If the medication is controlled, it needs to be counted. Can do a transfer count sheet or use the day book depending on the program. All controlled medications need to be double locked, even in day program</li> </ul> </li> </ul> |                                                                                                                                                                                                        |
| Upcoming election of Officers | <p>The positions of Vice President and Treasurer were discussed. The treasurer and VP cannot be the same individual. Only paid DDNNH members can run for an officer position and only paid DDNNH members can vote for officers.</p> <ul style="list-style-type: none"> <li>• Treasurer Nominations: <ul style="list-style-type: none"> <li>○ Sandy Webber nominated herself, seconded by Christine Dunclee.</li> <li>○ Janet Harmon nominated Emily Donati. Emily's nomination was seconded by Elizabeth Anderson.</li> </ul> </li> <li>• Vice President Nominations: <ul style="list-style-type: none"> <li>○ Maggie Dolfini nominated herself, seconded by Janet Harmon.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | All nominations must be submitted by May 9 <sup>th</sup> .                                                                                                                                             |
| Misc.                         | <ul style="list-style-type: none"> <li>• Meeting ended at 11:20am with 28 members present.</li> <li>• Reminder that the June meeting will be in person. Location to be determined based on survey vote and will be shared at next meeting.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Next meeting is scheduled for May 20, 2025. Lisa and Peter are scheduled to join the May meeting.</p> <p>Let Christine D. know if you would prefer indoor or outdoor location for June meeting.</p> |

**Next Meeting will be via zoom on May 20, 2025 from 9:30am to 11:30am**

**Join zoom meeting: <https://us02web.zoom.us/j/85276261946>**

**Submitted by: Michelle Baker, BSN, RN, Nurse Trainer,  
DDNNH Secretary**



# DDNNH

## Developmental Disabilities Nurses of New Hampshire

### MINUTES May 20, 2025

| Topic                 | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Follow up                                                                                                                                       |
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| Welcome               | Zoom meeting called to order 9:31am by Jill Satterfield                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                 |
| New Members/attendees | <ul style="list-style-type: none"> <li>Sandy Webber is now a CDDN! Congratulations to Sandy!</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                 |
| Officer Reports       | <p><b>April 2025 meeting minutes</b> – Kelly Main</p> <ul style="list-style-type: none"> <li>Reviewed and approved with changes.</li> </ul> <p><b>Treasurer's report</b> –<br/>Reviewed and approved</p> <ul style="list-style-type: none"> <li>33 current paid members, with 1 person expiring this month.</li> <li>Current balance is \$3770.47.</li> <li>Christine Duncklee won the scholarship award.</li> <li>Voting for the next Treasurer will be by anonymous ballot.</li> </ul> <p><b>BDS update</b> – Kelly Main</p> <ul style="list-style-type: none"> <li>Several, if not all, Rite Aids are closing in NH. It is recommended individuals start looking for and getting the process of transitioning pharmacies started.</li> <li>For the State budget, the 3% cut to Medicaid was put back in the budget and the waitlist was funded.</li> <li>1201 Reminders: Form A and B need to be to the area agency by the 15<sup>th</sup> of every month. There is a C form that the Area Agency will need to fill out and submit to BDS. This takes approximately 50 hours to complete, so it is important the vendors submit everything on time.</li> <li>There are 172 current nurse trainers with active nurse license.</li> <li>Kelly has received a lot of questions and requests regarding procedures and 1201s. DDNNH could keep a contact list of those nurses interested in helping.</li> <li>Follow up from previous minutes regarding a foreign language medication class. Can the class be taught in Nepalese? There is nothing in the rule that says it cannot be done that way, however the test would need to be completed in English without any assistance. If you are not confident about someone's medication</li> </ul> | <p>Only paid members will receive a ballot to their preferred e-mails.</p> <p>This is something that we need to discuss further as a group.</p> |

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|                                   | administration abilities, you do not need to approve them to give medications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Practice Questions and Discussion | <ul style="list-style-type: none"> <li>• If the a HCP is contracting with a vendor and does not have the language/practical skills to safely pass medications, do the individuals need to move out of the home? <ul style="list-style-type: none"> <li>○ Depending on the medications, someone else with a medication certificate may need to go to the home to do the medication administration. Do not feel pressured to authorize someone to give medications who are not safe to do so.</li> </ul> </li> </ul> <p>Peter Bacon and Lisa Hoekstra were the guest speakers for this meeting.</p> <ul style="list-style-type: none"> <li>• Do all Med Occurrences need to be documented on QAs? <ul style="list-style-type: none"> <li>○ As long as it is documented somewhere, it does not need to be on the QA. It is more efficient for the surveyor for it to be on the QA, but the regulations do not require this. It is required that MORs be documented in the individual's record.</li> </ul> </li> <li>• Is there a 60 day grace period for annual health assessment appointments? <ul style="list-style-type: none"> <li>○ There needs to be documentation of why an extension was needed. The acceptable reasons for allowing an extra 30 days includes if the PCP office requested it or changed the appointment.</li> </ul> </li> <li>• Do Physical Exams Require an ROS? <ul style="list-style-type: none"> <li>○ The exam should be dated, signed, and contain a full review of systems. Lisa stated she looks for the full report. Medicare wellness visits do not always have a full ROS.</li> </ul> </li> <li>• If an individual has been hospitalized and missed Annual Physical Exam, does this need to be self-reported? <ul style="list-style-type: none"> <li>○ If the individual was hospitalized, she/he should have a discharge summary with all the information, including a review of systems. Lisa will accept a hospital discharge summery if the physical exam was missed.</li> </ul> </li> <li>• Can an Annual Health Screening Form be filled out at something other than an annual physical exam? <ul style="list-style-type: none"> <li>○ The documentation and dates should align. You could do the Annual Health Screening Form at a pre-op appointment and may use</li> </ul> </li> </ul> | <p>From FAQs:</p> <p>1) Is there such a thing as a 60-day grace period for annual health assessments? In those situations where an individual's annual health assessment is being delayed because of a cancellation by the physician or the individual being hospitalized, and either of these two reasons is clearly documented, a 60-day grace period applies before a deficiency is cited. For all other situations, the 30-day grace period still applies to He-M 1001.06 (a).</p> |



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|  | <p>a pre-op physical exam with a full ROS as the annual physical if it contains everything needed.</p> <ul style="list-style-type: none"> <li>• Can an NPI number be used on a script as a signature? <ul style="list-style-type: none"> <li>○ Both Lisa and Peter agree it can be. The pharmacy will not fill the prescription unless it has a valid NPI number. Lisa prefers pharmacy scripts because it is a clear line from MD to pharmacy to HCP.</li> </ul> </li> <li>• A guardian recently declined to have an individual go to the ER, even though it was the PCP's recommendation. They were advised to follow the PCP's recommendations even though the guardian disagreed. What is the guidance on this situation? <ul style="list-style-type: none"> <li>○ Take the individual to the ER anyway and notify the guardian at the ER. The ER can document the refusal of care from the guardian. Per Lisa, our ultimate responsibility is to the individual. Always protect the individual.</li> </ul> </li> <li>• An individual was recommended to start an ADHD medication, but the guardian took a year to approve and required several tests. Was there a way this guardian could have been overridden to start the needed medication? <ul style="list-style-type: none"> <li>○ There may be something in the 503s or 300s that could have helped. If public guardian, can try to go to a supervisor.</li> </ul> </li> <li>• An individual would like to drink alcohol. Some doctors will write an order for amount of drinks and give parameters, other doctors refuse to do so. Do we need something in writing to approve alcoholic drinks, especially with certain medications? Some NTs said yes to getting an order/parameters especially if there is a medical reason not to drink. Could also get a recommendation, like diet recommendations that not actual orders. It could also be a rights issue as individuals have the dignity of risk.</li> <li>• If an individual has alcohol, are there any rules regarding the storage of it? If there is going to be a restriction, needs HRC approval.</li> <li>• Can nurses get a waiver for IM injections? This was not able to be answered, as it is a case by case situation. Each waiver situation is different.</li> </ul> |  |
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| Misc. | <ul style="list-style-type: none"> <li>• The next meeting Peter and Lisa will attend is September 16<sup>th</sup>.</li> <li>• The next meeting will be in-person at Memorial Field Pavilion in Pembroke, NH. If the weather is not good, we can move to the NH Hospital Association.</li> </ul> |  |
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**Next Meeting will be in person at from 9:30am to 11:30am.**

**Submitted by: Michelle Baker, BSN, RN, Nurse Trainer,  
DDNNH Secretary**



# DDNNH

## Developmental Disabilities Nurses of New Hampshire

### MINUTES June 17, 2025

| Topic                 | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Follow up                                                                                                        |
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| Welcome               | In Person meeting called to order 9:45am <ul style="list-style-type: none"> <li>10 in attendance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                  |
| New Members/attendees | <ul style="list-style-type: none"> <li>Introductions were made and the board members introduced selves. Emily Donati is the new Treasurer. Maggie Dolfini is the new Vice President. Michelle Baker is the Secretary. Christine Duncklee is the new President. Janet Harmon will continue to manage the website. Kelly Main is the BDS liaison.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                  |
| Officer Reports       | <p><b>May 2025 meeting minutes</b> – Michelle Baker</p> <ul style="list-style-type: none"> <li>Reviewed and corrections made. Minutes approved pending correction.</li> </ul> <p><b>Treasurer's report</b> – Kelly Main</p> <p>Reviewed and approved</p> <ul style="list-style-type: none"> <li>Kelly made a motion to remove Pam Taber from the bank information and as treasurer. This was seconded by Jennifer Boisvert. Motion passed unanimously by present members.</li> <li>Janet will remain as second person with bank access.</li> <li>Thank you to Pam for continuing to act as treasurer even after changing jobs. We appreciate your dedication to DDNNH.</li> </ul> <p><b>BDS update</b> – Kelly Main</p> <ul style="list-style-type: none"> <li>1201 Rule – They have gone out for public comment.</li> <li>Controlled medications sheet rule and EMARs was discussed. Peter and Lisa are looking into this and will discuss it with each other. The rule that the controlled medications must be on a separate sheet was created before EMARs were being used. Kelly is also looking into it.</li> </ul> | <p>Finalized minutes will be sent to Lisa and Peter to review.</p> <p>Please review and submit any comments.</p> |
| Business Discussion   | <p>Med Curriculum committee:</p> <ul style="list-style-type: none"> <li>They are on the last section of the curriculum and are making good progress.</li> </ul> <p>Bylaws Review and Discussion:</p> <ul style="list-style-type: none"> <li>Question was brought up about increasing the annual dues/cost of membership. Currently there are zoom fees, website fees, scholarships. It was recommended to create a budget for the year and track closely. Possibly stop buying</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                  |

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|                                   | <p>food for twice a year in-person meetings. It was decided to keep the annual dues at \$30 this year and revisit in 2026.</p> <ul style="list-style-type: none"> <li>No changes were made to the Bylaws for 2025.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                     |
| Practice Questions and Discussion | <ul style="list-style-type: none"> <li>If you have an individual with a PRN only, how do you do the in-person observation? Is it okay to watch a pour via zoom when the medication is needed? This was discussed and determined that doing a medication observation via zoom was fine.</li> <li>Can you do a self-medication assessment before the individual is admitted to program? This was discussed as a group. Kelly to discuss with BDS legal. There are a lot of variables that may affect the answer.</li> <li>Can a nurse delegate a subcutaneous injection? Yes, this can be delegated. Nurse trainers used insulin as an example.</li> <li>Are there any guidelines for individuals who self-administer their own medications who need to waste controlled medications? A nurse trainer had two HCPs report they wasted the controlled medication. This was discussed and determined that the individual self-administering should be involved with wasting the medication. Nurse trainers agreed they would be concerned about any errors.</li> <li>It was asked if there is an updated preferred medical provider list on the website. It was discussed that some medical providers work really great with the IDD population. Janet said that nurses could send names to her and she would update the website.</li> </ul> | <p>This could be a practice question to add to the FAQs. The situation presented was not for a “mock pour.”</p> <p>Kelly will discuss with BDS.</p> |
| Misc.                             | <ul style="list-style-type: none"> <li>The meeting ended at 10:45am and nurses stayed to enjoy a light meal and to socialize.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Due to schedules, there will not be a meeting in July 2025.                                                                                         |

**Next Meeting will be via zoom on August 19, 2025 from 9:30am to 11:30am**

**Join zoom meeting: <https://us02web.zoom.us/j/85276261946>**

**Submitted by: Michelle Baker, BSN, RN, Nurse Trainer,  
DDNNH Secretary**



# DDNNH

## Developmental Disabilities Nurses of New Hampshire

### MINUTES August 19, 2025

| Topic                 | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Follow up                                                                                                                                                                                                                                 |
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| Welcome               | <p>Zoom meeting called to order 9:30 am</p> <ul style="list-style-type: none"> <li>33 in attendance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                           |
| New Members/attendees | <p>Welcome to the 7 new Nurse Trainers that completed orientation last week:</p> <ul style="list-style-type: none"> <li>Edith Sanja – Family Support Services</li> <li>Cheryl Kimball – Easterseals</li> <li>Livia Austin – Farmsteads</li> <li>Nancy Dargan – Farmsteads</li> <li>Joyce Premy – Sunshine Community Care</li> <li>Holly Wamsley – Benchmark</li> <li>Gail Powers – NCIL</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                           |
| Officer Reports       | <p><b>May 2025 meeting minutes</b> – Michelle Baker</p> <ul style="list-style-type: none"> <li>Reviewed and corrections made. Minutes approved pending correction.</li> </ul> <p><b>Treasurer's report</b> – Emily Donati<br/>Reviewed and approved<br/>Balance: \$3,610.47<br/>Members: 31<br/>Membership and PayPal information: go to PayPal site or app and search "DDNNH Nurse".<br/>Alternatively, can pay via mailed check (treasurer's mailing address is on the membership application).<br/>Either payment option should be accompanied by a membership application. Membership applications may be mailed or sent electronically to:<br/><a href="mailto:EmilyDonati@siddharthservices.com">EmilyDonati@siddharthservices.com</a> - membership application will be updated with the PayPal information.</p> <p><b>BDS update</b> – Kelly Main</p> <ul style="list-style-type: none"> <li>Joseph Freeman, NT from KNC, passed away on 8/10/25.</li> <li>Individuals on hospice do not need Annual Health Screening Recommendations completed; agreed to by Peter Bacon. Remember to check FAQs and NT Advice if you have a question as the answer may already be there.</li> <li><b>HRST</b> – BDS will start having meetings with the AA HRST Administrators starting in September. The goal is to update the HRST</li> </ul> | <p><a href="https://www.mcdonaldfs.com/obituaries/joseph-freeman">https://www.mcdonaldfs.com/obituaries/joseph-freeman</a> A request can be sent to the Nurses Honor Guard to commemorate Joe during the next DDNA conference in 2026</p> |

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|                     | <p>Protocol so it's clear who is responsible for each function.</p> <ul style="list-style-type: none"> <li>• <b>Free contact hours</b> – The Institute on Disability from UNH has 2 FREE online courses on Responsive Practice that can be taken for a total of 1.5 contacts hours. Certificates are sent monthly so there may be lag time between taking the courses and receiving your certificate. <a href="https://iod.unh.edu/nh-disability-health-program/project-trainings">https://iod.unh.edu/nh-disability-health-program/project-trainings</a></li> <li>• There has been some discussion recently at BDS of a <b>State-wide marketing plan</b> for DSPs and providers. Kelly has asked to add nursing to that marketing plan also. Stay tuned for updates!</li> <li>• <b>1201 Rule</b> – the rule has been sent to the Administrative Rules Unit to start the process for review and formal public comment. Once the formal public comment period and public hearing are scheduled the information will be shared.</li> <li>• <b>Med Certificate “Authorization” date</b> – this should be the date the med observation was completed, not the date the person passed the test.</li> <li>• <b>Med observations</b> – the 1201 Rule does not specify whether a med observation needs to be completed for every individual. NTs also need to reference the NUR 404 which gives nurses the ability to delegate. This is a Board of Nursing administrative rule, so BDS cannot approve any waivers.</li> <li>• Many new agencies are looking for Nurse Trainers, would a list of Nurses interested in being contacted by new agencies be a good solution for connecting both parties?</li> </ul> | <p><u>1201.06(b) (4):</u> Following direct observation by a nurse trainer, has been found competent, pursuant to NUR 404, to be authorized to administer medications.</p> <p><u>NUR 404.06 Delegation of Nursing Tasks</u></p> <p>(a)(4) Observe the prospective delegate performing the tasks to ensure that the task is performed safely and accurately:</p> <p>(5) Upon finding the delegate competent at the task, delegate the task and instruct the delegate that the delegation is specific to the specified client only and not transferable to another client</p> |
| Business Discussion | <ul style="list-style-type: none"> <li>• Med Curriculum committee:</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | <p><b>Curriculum</b> – the PPT needs to be put into a new updated PPT template to reflect the new branding material then reviewed again before it is finalized. Currently working on a database for test questions, practice questions to understand orders and transcription. Please send any potential questions you may like to see on the tests and/or practice document, to <a href="mailto:Kelly.L.Main@dhhs.nh.gov">Kelly.L.Main@dhhs.nh.gov</a> ; please do not send questions that are on the current or previous state tests.</p> <p>Link to the Alex video:</p> <p><a href="https://www.youtube.com/watch?v=A1N8XqffOQO">https://www.youtube.com/watch?v=A1N8XqffOQO</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                      |
| Practice Questions and Discussion | <p>Phelister would like to follow a Nurse Trainer willing to mentor, particularly focusing on client onboarding/intake</p> <p>Elizabeth commented that for future speakers or CEU programs she would love to see some training about mental health first aid training and suicide prevention</p> <p>Jennifer shared a link to Samuel (and Dan) Habib's newest film - currently free to view on demand through PBS until Sept 19 - The RideAhead: <a href="https://www.pbs.org/pov/films/rideahead/">https://www.pbs.org/pov/films/rideahead/</a></p> <p><b>Presentation from David Kline, Innovative Script Solutions:</b></p> <p><b>David Kline</b> introduced <b>Innovative Script Solutions (ISS)</b>—a <b>New Hampshire–based pharmacy to be built exclusively for individuals with intellectual and developmental disabilities (IDD)</b>. The purpose is straightforward: give NH IDD nurses and Nurse Trainers (NTs) safer, faster, and clearer medication support aligned to <b>1201 requirements</b> and real-world program workflows.</p> <p><b>What this means for your teams</b></p> <ul style="list-style-type: none"> <li>• <b>Customized packaging</b> (calendarized pouches/blisters) mapped to program schedules, with PRN visibility and refill</li> </ul> | <p>If interested in mentoring please contact Phelister-pongwae52@gmail.com</p> <p>There may be a great presenter from RiverBend, Christine will try to find contact information.</p> |

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|  | <p>synchronization to reduce missed doses and late refills.</p> <ul style="list-style-type: none"> <li>• <b>Direct delivery</b> to homes and program sites, plus rapid turnaround for new orders, changes, and first fills after hospital/ED discharges.</li> <li>• <b>Rigorous safety checks</b> (multi-step pharmacist verification, interaction checks, and proactive communication on change-of-order).</li> <li>• <b>eMAR-friendly workflows</b> to decrease paperwork, phone-tag, and transcription errors—and to support documentation for audits and 1201 oversight.</li> <li>• <b>Dedicated support lines</b> for agencies, NTs, and house managers to resolve issues quickly.</li> <li>• quickly.</li> </ul> <p><b>Medication Curriculum (in development)</b><br/>ISS is exploring a <b>self-paced online Medication Curriculum</b> as a standardized teaching tool to reduce instructor variability and improve access statewide. In keeping with NH expectations, <b>testing would remain in-person and proctored by an NT</b>. Similar models are in use in <b>West Virginia</b> and <b>Ohio</b>; NH content would be developed with NT input to align with 1201.</p> <p><b>How you can shape this</b><br/>ISS is being co-designed with NH nurses and NTs. To ensure it solves the right problems, ISS is seeking:</p> <ul style="list-style-type: none"> <li>• <b>Pilot partners</b> (program sites or agencies) to test packaging, delivery, and eMAR workflows.</li> <li>• <b>Advisory input</b> from NTs on curriculum content and 1201 alignment.</li> <li>• <b>Operational feedback</b> (your top pain points: refills, change-of-order, discharge coordination, PRNs, MAR accuracy, communication gaps).</li> </ul> <p><b>Next steps (strongly encouraged)</b></p> <ul style="list-style-type: none"> <li>• <b>Express interest / join the update list</b></li> <li>• <b>Nominate a pilot site</b> or request a workflow walkthrough (15–20 minutes)</li> </ul> |  |
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|       | <ul style="list-style-type: none"> <li>• <b>Share your top 2–3 medication-management pain points</b> so they’re addressed first</li> </ul> <p><b>Contact: David Kline</b> — davidk@innovativescriptsolutions.com   603-964-2290</p> |  |
| Misc. | <ul style="list-style-type: none"> <li>• The meeting ended at 11:40 am</li> </ul>                                                                                                                                                   |  |

**Next Meeting will be via zoom on September 16, 2025 from 9:30am to 11:30am**

**Join zoom meeting:** <https://us02web.zoom.us/j/85276261946>

**Submitted by: Janet Harmon, RN, Nurse Trainer,  
acting DDNNH Secretary**



## DDNNH

### Developmental Disabilities Nurses of New Hampshire

#### MINUTES Sept 16, 2025

| Topic                 | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Follow up |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Welcome               | Zoom meeting called to order 9:35 am <ul style="list-style-type: none"> <li>26in attendance (multiple members on vacation)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |
| New Members/attendees | <ul style="list-style-type: none"> <li></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |
| Officer Reports       | <p>Emily D - Current balance \$3,586.72 with 32 paid members</p> <p>Kelly M –</p> <ul style="list-style-type: none"> <li>upcoming DDNA elections two of our nurses, Annette Parks Kilburn and Sandy Webber, are running for board positions, with voting open for two weeks ending at month's end.</li> <li>upcoming DDNA general membership meeting on September 18th, which would be recorded and transcribed for note-taking purposes.</li> <li>Kelly reported on the first meeting between BDS and HRST administrators from Area Agencies, which included 8 agencies and IntellectAbility staff. Plan to meet bi-monthly to develop protocols.</li> <li>Kelly clarified that the 1201 med class test must be proctored but is not specified to be done by a nurse trainer, though an RN or LPN could potentially proctor it.</li> <li>Kelly also mentioned Dartmouth-Hitchcock's surgical resident seeking a project and asked for ideas.</li> <li>the next nurse trainer orientation sessions are scheduled for October 9th and 14th with 3 people currently signed up</li> </ul> |           |
| Business Discussion   | Reformers Committee meeting cancelled this month; will resume in October.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |

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| <p>Practice Questions and Discussion</p> | <p>Medication Management</p> <ul style="list-style-type: none"> <li>• Concern raised about PRN seizure medication supply transfer between combined CPS and residential day program.</li> <li>• Recommendation: Each program should maintain separate medication supplies and logs to meet certification requirements.</li> <li>• Pharmacies cannot dispense medication supply into one bottle and provide an extra empty bottle for certified home to separate supply (illegal – dispensing is a pharmacy licensed task ).</li> <li>• Pre-packed pharmacy pouches are acceptable with proper labeling.</li> <li>• The person preparing a dose must also administer it.</li> <li>• Medical marijuana with THC – documentation: treated as controlled medication with med log and PRN protocol.</li> <li>• CBD products documentation: treated as treatments, not medications.</li> </ul> <p>Nurse Trainer Liability &amp; Delegation</p> <ul style="list-style-type: none"> <li>• Nurses should document objections in writing if unsafe admissions are overridden - see NUR 404/RSA326</li> <li>• Nurse trainers are responsible for providing training and oversight for authorized staff/contractors. The nurse trainer is not directly liable for the authorized staff's actions, but must ensure proper delegation and training per NUR404.</li> <li>• Nurse trainers cannot delegate medication observations to other RNs/LPNs or managers that are not nurse trainers.</li> <li>• Recommendation: Nurse trainers consider carrying liability insurance (~\$100/year).</li> </ul> |  |
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|  | <p>Insulin Administration Challenges</p> <ul style="list-style-type: none"> <li>• Discussion of sliding-scale insulin administration – how to prepare for admission if accepted from a nursing home setting. The barriers identified included unfamiliarity of nurse trainer with delegating this task, the staff to be authorized also have no experience.</li> </ul> <p>Medication Documentation &amp; Safety</p> <ul style="list-style-type: none"> <li>• Time-specific meds: Must document initials and exact administration time.</li> <li>• Flexible time meds (AM/PM): Initials within the designated window are sufficient.</li> <li>• Concerns raised about unsigned pharmacy orders (e.g., Walmart) — prefer signed provider orders.</li> </ul> <p>Nurse Trainer Contact System</p> <ul style="list-style-type: none"> <li>• Proposal to create a contact list of nurse trainers willing to contract.</li> <li>• Christine suggested a Google Form to collect personal contact/location details for posting online.</li> <li>• Discussion of improving HRST system</li> </ul> <p>Med Certificate Verification</p> <ul style="list-style-type: none"> <li>• potential creation of a state-wide med certification tracking system.</li> <li>• Explored creating a database to track revoked certificates.</li> <li>• Agreement that such a database could be helpful but would not replace individual nurse assessments and judgment.</li> <li>• Providers with expiring medical certifications should be recertified for a full year, unless safety concerns exist.</li> </ul> <p>NEW</p> |  |
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|       | <ul style="list-style-type: none"> <li>• Introduction of Project Walk, a neuro-rehab facility offering therapy and home/community support.<br/><a href="https://pwboston.com/">https://pwboston.com/</a></li> </ul> |  |
| Misc. | <ul style="list-style-type: none"> <li>• December meeting will be held at New Hampshire Hospital Association, Concord.</li> <li>• Members asked to email future speaker/topic suggestions.</li> </ul>               |  |

**Next Meeting will be via zoom on October 21, 2025 from 9:30am to 11:30am**

**Join zoom meeting: <https://us02web.zoom.us/j/85276261946>**

**Submitted by: Christine Duncklee, RN, BSN, CDDN President - DDNNH**



# DDNNH

## Developmental Disabilities Nurses of New Hampshire

### MINUTES October 21, 2025

| Topic                 | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Follow up                                                                                                                       |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Welcome               | Zoom meeting called to order 9:30am by Christine Dunklee. In attendance: 30                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                 |
| New Members/attendees | <ul style="list-style-type: none"> <li>New NT Gail Powers, RN in attendance- welcome Gail!</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                 |
| Officer Reports       | <p><b>September 2025 meeting minutes</b></p> <ul style="list-style-type: none"> <li>Reviewed, needs further edits.</li> </ul> <p><b>Treasurer's report</b> – Emily reported:</p> <ul style="list-style-type: none"> <li>reviewed and approved</li> <li>Balance \$3028.72</li> <li>Paid Wix fee for website \$558 for 3 years</li> <li>30 paid members</li> </ul> <p><b>BDS update</b> – Kelly Main</p> <ul style="list-style-type: none"> <li>5 new NTs to total 200 in state</li> <li>1201 revisions/updates are still in progress. It just went over to the office that needs to do a first look, then will be open to public comment</li> <li>Kelly will send an email for NTs to send comments, suggestions to 1201 rule</li> <li>Kelly working with Licensing on Medication management/EMAR and how to fit these new technologies into the rules</li> <li>Next NT training- 12/4 and 12/9/2025</li> </ul>     | <p>Christine will edit further and resubmit for review and approval</p> <p>Will need to renew Wix plan for website 9/9/2028</p> |
| Business Discussion   | <ul style="list-style-type: none"> <li>Holiday Party will be at New Hampshire Hospital Associations, 125 Airport Rd, Concord. Survey sent for attendance and food allergies. NTs can participate in Yankee Swap if they want. Food will be ordered.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                 |
|                       | <ul style="list-style-type: none"> <li>Medication Curriculum Committee: Kelly working on updating the PowerPoint, committee looking at new using videos, if you have a good video please send to Kelly</li> <li>Speaker for NT Liability- Christine reached out to NSO, has not heard back. NSO does offer national webinars. NTs advised to update their roles and policy coverage as NT's professional status changes.</li> <li>DDNA Secretary Position-Mary Pelletier from Connecticut</li> <li>DDNA Annual Conference: May 15-18, 2026, Phoenix, AZ<br/><a href="https://ddna.org/conference/">https://ddna.org/conference/</a></li> <li>NUR Delegation rule links requested:<br/><a href="https://www.oplc.nh.gov/sites/g/files/ehbemt441/files/inline-documents/sonh/delegation-to-lna.pdf">https://www.oplc.nh.gov/sites/g/files/ehbemt441/files/inline-documents/sonh/delegation-to-lna.pdf</a></li> </ul> |                                                                                                                                 |

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| <p>Presentation</p> | <p><a href="https://www.oplc.nh.gov/sites/g/files/ehbemt441/files/inline-documents/sonh/delegation-supervision.pdf">https://www.oplc.nh.gov/sites/g/files/ehbemt441/files/inline-documents/sonh/delegation-supervision.pdf</a></p> <ul style="list-style-type: none"> <li>• Re-formers Committee- updating various forms to make current with changed rules. Kelly will send MOR to AA Quality group for review. Long form may add question if medical treatment was needed.</li> </ul> <p>Presentation Dr Barry Chang, DHHS Medicaid Dental Director:</p> <p>Rural Health Transformation Grant- due to Governor by 11/5/2025</p> <ul style="list-style-type: none"> <li>• Each state will get \$100 million per year, this 5-year grant includes dental, behavioral health, primary care, and many different components.</li> <li>• Key focuses include workforce, health care access, chronic disease management technologies, and integration of divisions of health care.</li> <li>• Encourage Letter of support of many different partners, DDNNH can send letter of support</li> </ul> <p>Question and Answers:</p> <p>Is there a dental school in NH? No, grant could be used to attract workforce and retain, give scholarship incentive, loan repayment, tuition assistance, housing assistance for Dentist, Hygienist, Assistants. Dr Chang has talked with local schools- Tufts, UNH and others.</p> <p>Would AADMD be a helpful connection? Dr Chang is not familiar with them, he will look into them. <a href="https://www.aadmd.org">https://www.aadmd.org</a></p> <p>Specialty care- oral surgeons, pediatric dentist, Cottage Hospital and Concord Hospital have been contacted as resources</p> <p>Have you contacted NHTI? Yes and they have submitted a proposal to expand from 40 to 60 students.</p> <p>Can the dental van be expanded? Dental van contracts with Delta Dental and DentaQuest, operate 3 days per week, will increase to 5 days per week by November. Initiative to build a Dental Van for special services- for example with an oral surgeon.</p> <p>Creating a Dental Hub- brick and mortar- including training, behavioral health, once care team under on roof. This will be a resource for navigating for care</p> <p>How to address the shortage of DMDs who will accept Medicaid reimbursements? 200 dentists are enrolled but are not taking new patients. Can reimbursements be increased? Dr Chang is talking to NE Delta Dental to increase the reimbursement.</p> <p>Does the Grant allow for the possibility of establishing an Emergency Aid or Urgent Care Fund for individuals in need? Not yet, vision is to have a dental hub that would do this. In meantime let Dr Chang/Department know- if there is urgency they can help.</p> |  |
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Dental care has to focus on prevention. Are there programs that hand out toothbrushes and floss, encourage smoking cessation, recommend fluoride treatments? Many of these are usual practices at a dental office. Silver Diamine Fluoride (SDF) can stop decay from spreading.

Will grant pay for direct services? No. If financial assistance is needed Department will try to help. [Barry.HK.Chang@dhhs.nh.gov](mailto:Barry.HK.Chang@dhhs.nh.gov)

Could an Advanced Practice Dental Hygienist to do preventative measures, preventative treatments? Could there be grants to help with training? There are Certified Public Health Dental Hygienist who see kids, this program could be expanded to help serve more in IDD population- currently only about 40 in state but not enough to meet needs. Advanced Practice Dental Hygienist status is not currently offered in NH. Dr Chang is reaching out to the Dental Society and Dental Hygienist Association to work on having a discussion about this.

If barrier to dental care is Medicaid reimbursement could there be a program not tied to Medicaid that would allow person to use \$1500 to go to any dentist? This would be a proposal to put to legislature, BDS does not have the power to make that kind of change. In the meantime, there is a way BDS can help to waive the maximum cap on an individual basis. Other approaches could be for person to purchase a dental plan- if person does not have extensive need that might work.

Suggested from NT: Dental Gift Cards (instead of DentaQuest) to spend at a Dental office of their choosing.

Gentle Dental offers first free Xray and free cleanings. They offer a dental plan.

If you need help finding dentist reach out to DHHS they will help be the facilitator. DHHS dental team: Arey, Andrea  
[Andrea.M.Arey@dhhs.nh.gov](mailto:Andrea.M.Arey@dhhs.nh.gov), Berwick, Karen  
[Karen.A.Berwick@dhhs.nh.gov](mailto:Karen.A.Berwick@dhhs.nh.gov), Gruette, David  
[David.A.Gruette@dhhs.nh.gov](mailto:David.A.Gruette@dhhs.nh.gov), Caldwell, Stephen  
[Stephen.F.Caldwell@dhhs.nh.gov](mailto:Stephen.F.Caldwell@dhhs.nh.gov), Prunier, Sadie  
[Sadie.L.Prunier@dhhs.nh.gov](mailto:Sadie.L.Prunier@dhhs.nh.gov), and [Barry.HK.Chang@dhhs.nh.gov](mailto:Barry.HK.Chang@dhhs.nh.gov)

List of Dentist accepting Medicaid can be found on Denta Quest website

Would you reach out to PT,OT, SLP as part of the integrated team approach? They can help with IDD clients with sensory issues or other obstacles to good dental health and hygiene.

Laconia Dental Walk in Clinic is a resource



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|                     | Next steps: DDNNH group (Officers) will draft and send a letter of support for the proposed grant.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| Practice Questions: | <p>Discussion of Board of Nursing (BON) BON does not give legal advice. They have given advice on scope of practice issues. They do not accept phone calls, send email, you will get response in 10-14 days. There is an open unpaid position.</p> <p>Insulin sliding scale: Sandy advised do not be pressured to admit a new client, make sure all teaching, orders, monitoring, etc. are in place prior to placement.</p> <p>Diabetes 101 and Insulin Pump Training Test<br/> <a href="https://www.youtube.com/watch?v=jnhEljBwtqU&amp;feature=youtu.be">https://www.youtube.com/watch?v=jnhEljBwtqU&amp;feature=youtu.be</a><br/>         *All the information needed for this test can directly be found in the link above.</p> <p>Continuous glucose monitoring has come a long way- some have the results go that can directly go the pharmacist</p> <p>Insulin pump with individual with psychiatric issues- Moore Center had an insulin pump training tool. Sandy will send</p> <p>Medicare- some plans are leaving NH, clients will need to select new plans or default to Original Medicare. Will also need to enroll in Part D. Open enrollment is 10/15- 12/7/2025. Can get help from<br/> <a href="https://nhcare-c.org/aging-and-disability-resource-center/">https://nhcare-c.org/aging-and-disability-resource-center/</a><br/> <a href="https://www.medicare.gov/plan-compare/#/?year=2026&amp;lang=en">https://www.medicare.gov/plan-compare/#/?year=2026&amp;lang=en</a></p> <p>MOR- once completed who do these reports go to? Look at 1201 regulation for answer, what does the guardian want?</p> <p>Christine looking for training on Trach care, please send to DDNNH2020@gmail.com</p> <p>DDNNH secretary position remains open. Secretary is awarded scholarship money toward DDNA conference.</p> |  |

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| Misc. | <ul style="list-style-type: none"> <li>Meeting ended at 11:30am.</li> </ul> |  |
|       |                                                                             |  |

**Next Meeting will be via zoom on November 18, 2025 from 9:30am to 11:30am**

**Join zoom meeting: <https://us02web.zoom.us/j/85276261946>**

**Submitted by: Janet Harmon, RN, Nurse Trainer, DDNNH member, Acting Secretary**



# DDNNH

## Developmental Disabilities Nurses of New Hampshire

### MINUTES November 18 , 2025

| Topic                 | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Follow up                       |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Welcome               | Zoom meeting called to order 9:30am by Christine Dunklee. In attendance: 24                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                 |
| New Members/attendees | <ul style="list-style-type: none"> <li>New NT Katie Horgan, RN Residential Resources</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                 |
| Officer Reports       | <p><b>September 2025 meeting minutes</b></p> <ul style="list-style-type: none"> <li>Reviewed, more discussion occurred and more edits</li> <li>Jen B and Sandy W will send suggested revisions to Christine</li> </ul> <p><b>October 2025 meeting minutes</b></p> <ul style="list-style-type: none"> <li>Reviewed, motion to accept, seconded</li> </ul> <p><b>Treasurer's report</b></p> <ul style="list-style-type: none"> <li>reviewed and approved</li> <li>Balance \$3088.72</li> <li>30 paid members</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Christine will continue to edit |
| Business Discussion   | <p><b>BDS update</b> – Kelly Main, RN, NT</p> <ul style="list-style-type: none"> <li>1201 revisions/updates are still in progress. It is at the office that needs to do a first look, then will be open to public comment</li> <li>Elise Zondlack, Surgical Resident and Master in in Public Health candidate at Dartmouth needs to do a project with a government agency, she is looking at improving emergency care with IDD in NH and may work with DDNNH. Kelly invited her to come and speak to us. NT suggested Elise be told about StationMD</li> <li>Responsiveness Training free course with free 1.5 credit training <a href="http://www.ResponsivePractice.org">www.ResponsivePractice.org</a></li> <li>Preventable Deaths- trend in NH mortality reports – Kelly has been seeing sepsis and choking. In NH CPR is not required, choke risk assessment within 30 days of admission is not required. NTs discussed would be good to have for NH.</li> <li>Kelly is working with Licensing on Medication management/EMAR and how to fit these new technologies into the 1201 rules. Reach out to Kelly about the administration time to use, lots of wrong time errors due to the computer program itself, for Therap program use administration time, not the final sign off time.</li> <li>Next NT training- 12/4 and 12/9/2025, 5 signed up</li> <li>Holiday Party will be at New Hampshire Hospital Association, 125 Airport Rd, Concord- entrance to conference room is in the back. Survey sent for attendance and food allergies. NTs can participate in Yankee Swap if they want- \$20-25 limit. Brunch items will be ordered, bagels, yogurt, fruit.</li> <li>Medication Curriculum Committee: Kelly working on updating the PowerPoint, committee looking at new using videos, if you have a good video please send to Kelly</li> <li>Re-formers Committee- updated FAQs, sent to Med Committee and State Surveyors various forms to make current with changed rules. Kelly will send</li> </ul> |                                 |

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|                     | <p>MOR to AA Quality group for review. Long form-added question if medical treatment was needed because of med error.</p> <ul style="list-style-type: none"> <li>1201 Long Form- multiple forms out there May 2020 on DHHS website- these are not correct. For now, use the October 2020 forms. Instructions on DHHS website are for October 2020 forms</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Presentation        | <p><b>Presentation:</b> NH Disability and Health Program (DHP) : Kathy Bates, Disability Policy and Training Specialist and Megan Henley Program Director</p> <p>Contact information:<br/> nhdisabilityhealth.org<br/> <a href="mailto:Megan.Henly@unh.edu">Megan.Henly@unh.edu</a><br/> <a href="mailto:Kathleen.Bates@unh.edu">Kathleen.Bates@unh.edu</a></p> <p>DHP funds Disability Health and Wellness Group (DHAWG) -not open meeting but occasionally have one-off topics and presentations reach out to Kathy and Megan for an invite. December's topic is mental health.</p> <p>DHP goal is to improve quality of life, promote health for people with disabilities in NH, reduce unmet health needs, increase preventative care, facilitate adoption of healthy behaviors for adults with mobility and/or intellectual and developmental disabilities.</p> <p>PowerPoint presentation included:</p> <p>Responsive Training- funded through CDC (disclaimer- does not reflect views of CDC) - Module 1 Providing Health care &amp; Screenings to patient with disabilities, Module 2 Accessible and Adaptive Communication<br/> <a href="http://www.ResponsivePractice.org">www.ResponsivePractice.org</a><br/> responsiveoralhealth.org</p> <p>What is Responsive Practice? Culturally competent, person centered, accessible care. Health care providers have preconceived ideas, biases toward caring for people with disabilities. Training is meant to reduce those barriers.</p> <p>Communication Best Practices: Avoid assumptions, emphasize abilities, relevancy (this is my friend vs. this is my disabled friend), do not use euphemisms (Handi capable- no!) Person First Language vs Identity First Language. Address the individual directly (presume competence), allow time to process and respond, check for understanding.</p> <p>Plain Language guideline-the wording is so clear that the intended audience can easily understand and use the information. Keep simple and clear. Do not use acronyms, abbreviations, technical terms. Plain language- includes barriers with HCP with ESL.<br/> Kathy suggests using more pictures when teaching, communicating, and can also utilize ESL instructor.</p> |  |
| Practice Questions: | Practice Questions:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |

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|  | <p>Is a doctor's order needed for over-the-counter products like Gold Bond powder for skin rashes? NTs agreed that non-medicated products don't require orders, but medicated products do. The main difference is if product is medicated or not medicated (active ingredient on label) and if it is treating a known condition. Cough drops can also contain dextromethorphan which are medicated. If a person is self-administering, they can buy OTCs with guardian approval. . Guidance can also be found in FAQs.</p> <p>An example of an ingredient considered a medication is Menthol. It is an analgesic. Menthol is a medication topically applied for temporary relief from minor joint or muscle pain. Menthol is a substance found naturally in peppermint, also produced synthetically in laboratories for use as an ingredient in much of topical pain relief (analgesic) creams, gels, ointments, solutions, sprays, and skin patches. Menthol products are available over the counter (OTC). Menthol reduces pain by counterirritation of nerve endings under the skin. Menthol initially stimulates the nerve endings, but continued exposure desensitizes the nerve endings and decreases pain sensitivity. Menthol works by stimulating transient receptor potential melastatin-8 (TRPM8) receptor, a protein on nerve cells (neurons) that detects the sensation of cold.</p> <p>Blister packs need labeling information on them to meet triple check guidelines.</p> <p>DDNNH secretary position remains open. Secretary is awarded scholarship money toward DDNA conference.</p> <p>Congrats to Leslie Evans, RN, NT on her retirement- Leslie says she started as Nurse's aide at Crotched Mountain, went to nursing school, did various nursing jobs and it was being an NT that fed her soul, the DDNNH group was very valuable to her. Thank you, Leslie, for your many years of involvement with DDNNH!</p> <p>Meeting ended at 11:30am.</p> |  |
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**Next Meeting will be in person at NH Hospital Association 125 Airport Road, Concord, December 16 2025 from 9:30am to 11:30am**

**Submitted by: Janet Harmon, RN, Nurse Trainer, DDNNH member, Acting Secretary**



# DDNNH

## Developmental Disabilities Nurses of New Hampshire

### MINUTES December 16, 2025

| Topic           | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Follow up |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Welcome         | In person meeting called to order 9:30am by Christine Dunklee<br>In attendance: 18                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |
| New Members     | <ul style="list-style-type: none"> <li>No new NTs in attendance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |
| Officer Reports | <p><b>September and November meeting minutes</b></p> <ul style="list-style-type: none"> <li>Reviewed and approved with edits</li> </ul> <p><b>Treasurer's report</b> – Emily reported</p> <ul style="list-style-type: none"> <li>33 paid members</li> <li>Current balance is \$ 3247.08</li> </ul> <p><b>BDS update</b> – Kelly Main</p> <ul style="list-style-type: none"> <li>BDS stakeholders had meeting with IntellectAbility to discuss a new Tab that will follow complex seizures.</li> <li>House bills-NH Legislative session today will discuss some changes to NUR. New Hampshire Nurses Association (NHNA) website has information on all upcoming legislation that will impact Nursing. Office of Professional Licensure and Certification (OPLC) also has an email list notifying what NUR rules are up for Public Hearing.</li> <li>Community Support Network, Inc (CSNI) survey- Marrisa Berg will be sending a survey on how the NUR changes will impact nursing</li> <li>Elise Zondlack, DMHC Surgical resident, is creating a survey on how ERs work with IDD population. Suggestion was made that NTs can also meet with their local ER directors to discuss IDD ER issues.</li> <li>Kelly meets every Monday with the Sentinel Event and Mortality Review committee. <ul style="list-style-type: none"> <li>There are 2 investigative agencies in NH: Adult Protective Services (APS) and OPLC. Currently, they do not communicate findings with one another, creating a situation where a significant client rights violation could happen, but violators could still legally work with vulnerable individuals. The agencies are now working collaboratively to improve communication in order to protect the health and welfare of the individuals we serve.</li> <li>Some Sentinel Events may warrant further review. The committee may submit a request to the Bureau of Program Quality (BPQI), and if chosen they will review and provide suggestions.</li> </ul> </li> </ul> <p>6 New NT's attended BDS orientation in early December.</p> |           |

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|                     | <ul style="list-style-type: none"> <li>The next NT Orientation is scheduled for 2/5 &amp; 2/10, both days 1-4:30pm virtually.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                      |
| Business Discussion | <ul style="list-style-type: none"> <li>Med Curriculum committee- no updates</li> <li>Re-formers Committee- waiting on Med Committee and State Surveyors to review FAQs and provide feedback.</li> <li>Practice question: what is an doctor's order? <ul style="list-style-type: none"> <li>What is an accepted medication order in the context of medication administration per 1201 rules? After NT's discussion the question was sent to state surveyors Lisa and Peter for their input. They agree with the following statements: <ul style="list-style-type: none"> <li>A medication order must have client's name, medication name, strength, dose, frequency and route, and some examples include <ul style="list-style-type: none"> <li>A signed and dated med list is accepted as a medication order</li> <li>A pharmacy receipt with an NPI or DEA number is accepted as a medication order.</li> </ul> </li> <li>A pharmacy label is not accepted as a medication order.</li> </ul> </li> </ul> </li> <li>Topics for future discussion: Electronic Medication Administration Records (EMAR)- what EMAR products are good? Some EMAR programs do not fit into our system. What do NTs recommend?</li> <li>State certifications will be changing back from digital to the home. All med books and documentation need to be in the home on certification day. NT asked if certs going forward will be 100% in home review or a combination of digital submission and in home med book reviews.</li> <li>Next meeting: Peter and Lisa will attend. Please send questions for them beforehand to <a href="mailto:DDNNH2020@gmail.com">DDNNH2020@gmail.com</a></li> </ul> | <p>During 1/20/2026 meeting a request was made to vet Doctor's order question with OPLC this prior to finalizing these minutes. Email sent to OPLC (Peter and Lisa), secretary waiting for response.</p> <p>Response received and added to content section. 3/16</p> |
| Holiday Party       | During the second half of the meeting everyone enjoyed the breakfast buffet, Yankee Swap and socializing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                      |
| Misc.               | <ul style="list-style-type: none"> <li>Meeting ended at 11:30am with 18 members present.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Next meeting is January 20, 2026 from 9:30am to 11:30am via Zoom.                                                                                                                                                                                                    |
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**Next Meeting will be via zoom on January 20, 2026 from 9:30am to 11:30am**

**Join zoom meeting: <https://us02web.zoom.us/j/85276261946>**

**Submitted by: Janet Harmon, RN, Nurse Trainer, DDNNH member.**