



Developmental Disabilities Nurses of New Hampshire

www.dhhs.nh.gov/dcbcx/bds/nurses
DDNNH@dhhs.state.nh.us

MINUTES

1/18/2022

- 1) Meeting was called to order with **36** participants in attendance
- 2) Ground Rules – mute yourself, unmute to speak when called upon and the mute self again when finished speaking; you can also raise your hand, wave or give a thumbs up under “Reactions” at the bottom of your screen, lower right-hand corner, as a response when you have a comment or question or need clarification; participation is encouraged, please be patient for your turn to come.
- 3) Introductions of Officers & new attendees – Kelly Airey, RN, Community Partners, kairey@communitypartnersnh.org added to DDNNH Master List.
- 4) Treasurer’s Report as of 1/1/22– Kelly Main
 - Cash on Hand - \$30
 - Paid monthly zoom fee – \$14.99/monthly
 - Checking/Savings/Cash account balance total = \$5969.67
 - Paid Members – 41 (received 2 more the other day, 3 expiring end of month – send membership fee to Kelly Main)
 - Members List at end of Treasurer’s Report
- 5) Review of Minutes from December 2021 Meeting
 - a) Motion Approved and Seconded with corrections
- 6) NHTI Cares – Fund to help Students with living expenses (gas, food, rent, childcare) – not for school expenses (books, tuition etc) - Venmo to @jill-satterfield-3
- 7) Old Business
 - a) BDS Updates – Tiffany Crowell
 1. Continuing to meet with IOD (Institute on Disability) Megan and Mary
 2. Moving forward with the development of manual for IntellectAbility which would go to all users to help to define roles, offer guidance, contacts for set up, what you need to become a clinical reviewer, a map for new user, estimated timeline for rollout is early summer
 3. MCO – Contacts – Tiffany encourages NTs continue to keep them at the forefront of your resources, bring them to the table for complicated insurance situations
 4. Vacancy at Med Committee Meetings – non-Nursing position. Qualifications are anyone employed by Area Agency or Vendor Agency, interested in medications. Tiffany emailed agencies, no one has applied yet
 - b) Dr. McLaren cannot make the meeting today – rescheduled for after the March meeting from 12 to 1pm. This is an open forum to discuss questions and challenges regarding psychiatric providers, troubles with refills, initial contact with psych provider, how to request consults from Dr. McLaren. Send questions ahead of time to Tiffany.
 - c) Status on Sub Committees
 - 1) FAQ Committee – Meetings are 2nd & 4th Wed 9:30-10:30

- a. All members fully participating – going through line by line – first draft should be done by the beginning of summer.
- 2) Med Committee next month presentation February – Wayne, Tiffany, Lisa Clark & Kenda – reviewing 1201 forms and giving helpful hints. Luanne recorded when Wayne did the presentation (when the 1201 forms changed) about how to fill out the 1201 A – sent to Tiffany.

- a. Instructions for 1201A Forms – may need to be updated to be reflective of current forms

3) Reminders:

- a. March – will have DDNA report from Jen
- b. April – preparation for Annual Meeting and reviewing the By-laws
- c. Scholarship Applicants, recipient is chosen in the Spring. Scholarship Application should be sent out to nominees soon.

8) New Business

- a) Job Fair Committee (Barb Ribeiro) – best to wait to see the vote for the new logo; have a few ideas for banners; logo may dictate what banner might say; virtual job fairs being pushed again right now; should have this up and running when the colleges start graduating in May, some nursing schools do job fairs, tech schools, can go into school and present to the students regarding I/DD Nursing – goal to have everything done in April; requires at least 2 years' experience to include in messaging; LPNs/RNs can do certain things right away; background in med surg helpful.

b) Logo

- (1) Contest deadline was today 1/18/22; voting extended until February;
- (2) Couple of proposals – see attached
- (3) From Dec minutes: *ii) Logo (1) Contest (a) Open to anyone who want to create or design a logo(b) Open for month(c) Review logo ideas at January meeting and vote(d) Send all logo ideas to Sandy by January 21, 2022 if possible(e) Reviewed old logo, new logo idea from Sandy Webber and many ideas from Janet Harmon(f) Non-serif font is easier to read for people with dyslexia – some fonts designed by people with dyslexia (can download online)*

(4) Who votes & when?

- (a) Voting is open to all DDNNH members only;
- (b) Deadline for Logo Submissions = 1/21/22;
- (c) Voting to be done anonymously via Survey Monkey to be sent on or around 1/22/22;
- (d) Send logo descriptions to Sandy asap to include in the voting document;
- (e) Deadline for vote = 2/14/22 (at next DDNNH meeting);
- (f) Secretary – send email to all paid DDNNH members with link to Survey Monkey and present results at February 15th meeting;
- (g) Job Fair Committee will then create the banner;

c) Nurse Practice Questions/Ideas

- i) Christine - Covid Test Kits for Facilities? NH Housing offering free test kits? Her facility does not fall under CMS so cannot get them; ordered through Medline = \$160/25 tests – backordered (may have potential for reimbursement); Community Partners did test through MAKO labs and it was \$100 per test. Do we need CLIA waiver (Clinical Laboratory Improvement Amendment)? Tiffany has

never heard of one being requested. Government sent 4 rapid tests to home addresses recently and should be sending more soon. Nursing homes have to pay for tests now. Convenient MD has a 24 hr turn around for PCR results – can set up online testing appointments – if uninsured they have a form for it to be paid by DHHS. Reach out to MCO's as well with this question.

ii) Latest from the State of NH re: Isolation and Quarantine:

https://www.covid19.nh.gov/sites/g/files/ehbemt481/files/inline-documents/sonh/isolation-and-quarantine-recommendations_0.pdf

iii) Household Contact Flow Chart link from NH:

<https://www.covid19.nh.gov/sites/g/files/ehbemt481/files/documents/2022-01/household-contact-exposure-flowchart.pdf>

iv) **COVID State Calls with Dr. Ben Chan and Dr. Elizabeth Talbot** - NH DPHS conducts Healthcare Provider and Public Health Partner webinars the **2nd and 4th Thursday of each month from 12:00 – 1:00 pm**: Zoom link: <https://nh-dhhs.zoom.us/j/94059287404> Call-in phone number: (646) 558-8656 Meeting ID: 940 5928 7404 Password: 353809

9) Motion to adjourn meeting accepted and seconded

10) Reminder: Recordings for DDNNH Meetings: Please send your requests to view meetings to: janetharmon@siddharthservices.com.

*Possible addition to FAQs

Next Meeting will be 2/15/21 9:30-11:30am

Submitted by:
Sandy Webber RN
Secretary DDNNH



Developmental Disabilities Nurses of New Hampshire

www.dhhs.nh.gov/dcbcx/bds/nurses
DDNNH@dhhs.state.nh.us

MINUTES

2/15/2022

- 1) Meeting was called to order with **42** participants in attendance
- 2) Review of Meeting Ground Rules – mute yourself, unmute to speak when called upon and the mute self again when finished speaking; you can also raise your hand, wave or give a thumbs up under “Reactions” at the bottom of your screen, lower right-hand corner, as a response when you have a comment or question or need clarification; participation is encouraged, please be patient for your turn to come.
- 3) Introductions of Officers & New Nurse Trainers – Welcome new NT Hawa Hodges, Community Partners for Change!
- 4) Treasurer’s Report as of 2/1/22– Kelly Main
 - Cash on Hand - \$30
 - Paid monthly zoom fee – \$14.99/monthly
 - Checking/Savings/Cash account balance total = \$6044.68
 - Paid Members – 40 (5 expiring end of month – send membership form and fee to Kelly Main)
 - Members List at end of Treasurer’s Report
 - Proposed Budget Presented
- 5) Review of Minutes from January 2022 Meeting
 - a) Motion Approved and Seconded with corrections
- 6) Old Business
 - a) BDS Updates – Tiffany Crowell
 - b) Status on Sub Committees
 - 1) FAQ Committee – Meetings are 2nd & 4th Wed 9:30-10:30
 - a. All members fully participating – going through line by line – first draft should be done by the beginning of summer.
 - 2) Job Fair Committee Update - Barb Ribeiro
 - 3) Med Committee Presentation (1201 Long & Short Form Review) – Wayne King – email Janet Harmon for access to video recording at janetharmon@siddharthservices.com.
 - 4) Reminders:
 - a. March – Dr. McLaren (the time which will be 12p-1p following our March meeting) and DDNA Liaison report from Jen Boisvert
 - b. April – preparation for Annual Meeting and reviewing the By-laws
 - c. Scholarship Applicants, recipient is chosen in the Spring. Scholarship Application should be sent out to nominees soon.
 - d. NHTI Cares Donation from DDNNH – helps students with immediate, emergency, and one-time expenses that you may need assistance in paying. This covers situations such as loss of

employment, unanticipated medical issues, changes in family dynamics, and unanticipated expenses associated with NHTI course work. – Venmo your donation to @jill-satterfield-3

7) New Business

a) Logo Contest

i) 32 out of 40 DDNNH Members voted

#1 = 0

#2 = 4 = 12%

#3 = 8 = 25%

#4 = 1 = 3.13%

#5 = 5 = 15.63%

#6 = 14 = 43.75%

ii) It was decided that a Logo Vote Run Off would happen for the top 2 Logos - #3 and #6 – voting for DDNNH members only, deadline is in 7 days on 2/22/22 at midnight via SurveyMonkey. Results will be announced via email on 2/23/22.

b) Nurse Practice Questions/Ideas

8) Motion to adjourn meeting accepted and seconded

9) Recordings for past DDNNH Meetings are available to view: Please send your requests to: janetharmon@siddharthservices.com.

*Possible addition to FAQs

Next Meeting will be 3/15/21 9:30-11:30am

Submitted by:

Sandy Webber RN

Secretary DDNNH



DDNNH

Developmental Disabilities Nurses of New Hampshire

MINUTES

3/15/2022

- 1) Meeting was called to order with **41** participants in attendance
- 2) Review of Meeting Ground Rules
 - a) Mute yourself upon entrance to the meeting to avoid background noise;
 - b) Unmute to speak when called upon and the mute self again when finished speaking;
 - c) Raise your hand, wave or give a thumbs up under “Reactions” at the bottom of your screen, lower right-hand corner, as a response when you have a comment or question or need clarification; participation is encouraged, please be patient for your turn to come;
- 3) Introductions of Officers & New Nurse Trainers
 - a) Welcome new NT
 - i) Peter Donison – Next Steps Community Services
- 4) Treasurer’s Report as of 3/1/22– Kelly Main (Feb Treasurers report reviewed)

Cash on Hand - \$30

Paid monthly zoom fee – \$14.99/monthly

Checking/Savings/Cash account balance total = \$6119.78

Paid Members – 38 (2 expiring end of month – send membership form and fee to Kelly Main)

Members List at end of Treasurer’s Report
- 5) Review of Minutes from February 2022 Meeting
 - a) Motion Approved and Seconded with corrections
- 6) Old Business
 - a) BDS Updates – Tiffany Crowell
 - i) Nurse Trainer Class in March – 3 new Nurse Trainers – CONGRATULATIONS!
 - ii) Hiring Nurse Trainers
 - (1) Northern Human Services - North Conway and Life Connections – Manchester/Hampton Falls;
 - (2) Send email to Tiffany with any Nurse Trainer Openings;
 - (3) Retiring Nurse Trainers – give notice to agency; it is the agencies responsibility to hire a Nurse Trainer to cover the caseload – it is not considered abandonment;
 - (4) If a Nurse Trainer needs to go out suddenly - the vendor needs to work with the Area Agency to find coverage; see if a Nurse Trainer is willing to cover temporarily on a short term contract;

- (5) It is not the Nurse Trainers responsibility to find coverage.
- iii) Changes coming the way Intellect Ability/HRST offering trainings
 - (1) Info coming;
 - (2) Clinical Reviewer Training coming up – end of April/early May;
 - (3) Tiffany will keep us posted regarding registration;
 - (4) Training must be done before a NT can review a HRST;
 - (5) Updates and changes in definitions have been done;
 - (6) Due to Covid, the twice yearly person trainings have stopped and now offer webinars;
 - (7) New initiative: clinical reviewer trainings will be being built into the system in approximately 1 year, available anytime and NTs do not have to wait; downside – not interactive with the trainer – as we move to this model, Tiffany would still like in person trainings/refreshers for the Nurse Trainers to address trends and issues;
- b) Status on Sub Committees
 - 1) FAQ Committee – Meetings are 2nd & 4th Wed 9:30-10:30
 - a. Meetings continues and the FAQs are a work in progress;
 - b. Send questions to Janet Harmon for the FAQs;
 - c. Going through the FAQs sentence by sentence – 18 pages worth;
 - d. Final Draft will also have a “last call” for submissions;
 - e. Looking for feedback - Survey will be coming out regarding developing tools that help – please respond if you receive one;
 - f. Recorded meeting minutes and/or presentations – contact Janet Harmon and you will receive a link to the recordings you need to view.
 - g. Suggestion to other NTs – record your trainings and upload to shared google drive or drop box
- c) DDNA Update – Jen Boisvert
 - i) DDNA Members – Sign up to receive Monthly Newsletter & Nurses are invited to submit articles - <https://ddna.org/sign-up-enews/>
 - ii) Newsletter Link
https://ddna.org/?mailpoet_router&endpoint=view_in_browser&action=view&data=WzEsImIxN2FkNTBiZTU4MyIsMTQwNiwiMTZkYzhkIiwxLDBd
 - iii) DDNA Membership \$100 - <https://ddna.org/membership/why-ddna/> - free CEUs and learning opportunities for members only
 - iv) DDNA National Conference – <https://ddna.org/conference/> - no deadline for registration noted – contact the DDNA directly at info@ddna.org
 - (1) In Person Only in San Antonio, Texas (no virtual option)
 - (2) Grand Hyatt San Antonio River Walk Hotel - \$175/night plus fees
 - (3) Hotel Rooms available – call hotel directly for reservations (210) 224-1234
 - (4) Fri May 20 – Mon May 23
 - (5) Members - \$500, Non Members - \$650 (not including pre-conference)
 - (6) Pre-Conference Fri 5/20 – “Shining a Light on the Dark Side of DD” - \$85
 - (7) Speakers – Barb Bancroft (retiring after this year), Nanette Wrobel – Tarrytown Pharmacy, Craig Escudé – Intellect Ability (HRST), Lorraine Reagan, Temple Grandin

- (8) Poster Submission – 200 word abstract due 4/1/2022 (Education/Innovation or Research) – possible topic = Curriculum Update
- (9) New updated 3rd edition of Developmental Disabilities Standards of Nursing Practice – available to purchase – discounted rate for DDNA members \$20 instead of \$40
<https://cherryhillhightide.com/product/practice-standards-of-developmental-disability-nursing-ddna/>;
- (10) Facebook page (shares resources and training opportunities that do not require you to be a DDNA member) and podcasts available – also advertise for nursing positions, and articles of interest for DD Nurses: <https://www.facebook.com/ddnanational>;
- d) Next month – sending out By-Laws for review and editing if needed
- e) Scholarship Application – anyone interested who is in a Nursing Program – send them to people you know that may benefit – Deadline is ____ for May scholarship – send to _____

7) New Business

- i) New Logo Design Revealed (see top of the minutes)
- ii) Job Committee – Barb Ribeiro
 - (1) Banner Ideas
 - (2) Flyer
 - (3) Job Fairs – Virtual and In Person
 - (4) Chat Rooms to advertise DD Nursing
 - (5) Slogan Ideas
 - (a) Nurse Trainer – Best Kept Secret
 - (b) Work Life Balance Can Be Achieved as a Nurse
 - (c) IDD Nursing – it's truly Special
 - (d) Nursing for Intellectual and Developmentally Disabled Individuals is a special specialty
 - (e) Have a Nursing Degree? Will train you for a special group of people
 - (f) Nurses – play a role in giving quality of life to individuals with Intellectual and Developmental Disabilities
 - (g) Do you like to teach? Are you a Nurse looking for a change?
 - (h) Are you tired of pounding the cement in hospitals and are looking for a position that uses all of your nursing experience and knowledge?
 - (6) Article in NH Nurses Newsletter?
 - (7) Discussion around How to attract Nurses to the field of DD Nursing?
 - (8) Job Committee will look in Conway area for job fairs to help Northern Human Services – Sandy Croteau wants to write an article for the local paper
 - (9) Survey Monkey for banner slogan ideas – Janet will send to membership
- iii) Guest Speaker - Peter Bacon and Lisa Hoekstra from State of NH Presentation on Certification Trends & News – recorded
 - (1) please contact Janet Harmon for access to view recording
 - (2) Peter and Lisa will be invited to the September 2022 meeting
 - (3) Introduction

- (a) Peter Bacon – Oversees Cert Unit in Concord, 1200 homes, mostly EFC and some staffed homes, 1-3 person homes, 25-30 licensed with 4+ beds;
- (b) Lisa Hoekstra, RN, State Surveyor – been with department for 4 years, has been a Nurse Trainer for over 10 years;

(4) Trends

(a) Trend – HRST Data Tracker – not reflective of what is going on medically – ex: HCL 1, Fell May 2021, sustained fracture, seen medically, not reflected on HRST monthly data tracker – no falls, no medical appts noted on tracker etc. Some Surveyors look closely at the HRST Monthly Data trackers and can see connections between medications and what's on the tracker, can see if someone has fallen in monthly progress notes and its not on the tracker. Agencies/Vendors have different protocols for completion and review. Nursing responsibility is to review HRST monthly data tracker for accuracy before going to the Service Coordinator. Under the regulation 1201.03 Health Care Coordination talks about that NTs are supposed to review them. Rarely cited as deficiency, and if so, its on the SC, but frequently cited as concern that they are not accurate. Another example cited at least 2x week is: diagnosis for GERD, takes omeprazole, protonix or something for GERD and is rated zero "0" on K. GI – should be a 3.

- i. Question: if noted on QA month after month and it doesn't get changed, do you look at QAs to see if that's happened?
 - a. A = Yes & No – Nurses not required to submit QAs (may change in the future), surveyors may not see the QAs – In that particular case, Question is who is responsible for doing the monthly data trackers? If it's the HCP, who is responsible for training? Focus is on accuracy – clear record and vision of who this person is what their medical needs are when they are stable and when they are not stable.
- ii. Question: State not looking at QAs? – NTs put a lot on QAs to explain what's going on
 - a. A = Change is coming where the surveyors will be looking at the QAs more closely, currently not required as part of the electronic review (a lot of paper to send – currently being modified). Currently surveyors will ask for them if they want to see them.
- iii. Question: What to do when Case Managers are not updating the ratings accordingly? HCPs doing ratings?
- iv. Question: Training regarding ratings, Tools within the HRST not being utilized (Training & Service Considerations)? Concerned regarding money being spent since 2013?
- v. Question: Surveyors are focused on fulfilling regulation; Nursing concerned with ratings correctly, is this a good use of Nursing time? HCPs documentation doesn't match what's in the HRST.
- vi. Question/Answer: documentation cross reference will be hit or miss and coordinating with SC is challenging; should always being doing HRST ratings/reviews,

not just for certs; Q: Nurses take cert process as a report card – SC issue not a Nursing issue – deficiencies reflect department responsible, it does not always fall on the Nurse Trainer – A = Correct; Q: someone hired, not completely training with client specific or HR paperwork lacking = internal process deficiency or state cert? A=Specify by agency/vendor for any cert – On the Statement of Findings written by the reviewer, it will sometimes specify who is responsible to respond to the deficiency or concern. Plan of correction submitted by the agency/vendor with the deficiency.

- vii. State Surveyors & Nurse Trainers working together in a partnership = goal;
- viii. Improvement Processes – on yearly trends – Q: What’s the solution? Training? Regulations re-written? Or System to be reworked to reflect regs? A = 1201s new regs in 2020.
- ix. Information flows from HCPs (starts in the home) – collect data, show change over time, after HCP completes, NT reviews for accuracy and at each QA; SC reviews tracker and updates ratings.
- x. Relationship between Service Coordinators and Nurse Trainers – to ensure correct data entered into the database;
- xi. Gaps + trends to identify solutions for.
- xii. Question re QA form: Service Coordinator Visits – how does the Nurse Trainer know when the SC goes to the home? Answer = N/A or leave it blank (it’s not the Nurse Trainers job to make sure the Service Coordinator does their job).
- xiii. Nursing QA being viewed by surveyors – Covid lightening up and survey tool being worked on, hope is they will start looking at those more closely than they have been during Covid – good information on the QAs.
- xiv. HRST Data Tracker – one vendor has the Nurse Trainer do the ratings and the HCP fills in the second box only. The NT sits down with the SC and reviews the annual HRST and it’s very accurate.

(5) Any questions, please contact Peter or Lisa directly:

- (a) Bacon, Peter Peter.E.Bacon@dhhs.nh.gov
- (b) Hoekstra, Elizabeth Elizabeth.M.Hoekstra@dhhs.nh.gov

iv) After Meeting Discussion: HRST

- (a) Refer to company policy & procedures;
- (b) Training/Onboarding;
- (c) Area Agencies pay monthly per person for the use of the HRST - State does not pay HRST;
- (d) Nurse Role & Responsibilities;
- (e) Ratings sitting in “disagreement” limbo;
- (f) Ask AA to change status of deceased individuals (AA is still paying for that account) or individuals who leave the system and need to be changed to inactive.

8) Guest Speaker 12noon – 1pm – Jennifer McLaren – different zoom link – please contact

9) Motion to adjourn meeting accepted and seconded

10) Recordings for past special guest speaker presentations are available to view. Please send your requests to: janetharmon@siddharthservices.com.

***Possible addition to FAQs**

Next Meeting will be Tuesday 4/19/21 9:30-11:30am – zoom link will be emailed each month

**Submitted by:
Sandy Webber RN
Secretary DDNNH**



DDNNH

Developmental Disabilities Nurses of New Hampshire

MINUTES

4/19/2022

- 1) Meeting was called to order with **approx. 40** participants in attendance (actual number was not verified due to meeting not recording from start).
- 2) Meeting Ground Rules
 - a) Mute yourself upon entrance to the meeting to avoid background noise;
 - b) Unmute to speak when called upon and the mute self again when finished speaking;
 - ⇒ Raise your hand, wave or give a thumbs up under “Reactions” at the bottom of your screen, lower right-hand corner, as a response when you have a comment or question or need clarification; participation is encouraged, please be patient for your turn
- 3) Introductions of Officers & New Nurse Trainers
 - a) Welcome new NT – Sheila Carrier CIS Region 5 Program Gilsum Street (found NT position through a friend via Indeed)
- 4) Treasurer’s Report as of 4/1/22– Kelly Main
Treasurers report reviewed
Cash on Hand - \$30
Paid monthly zoom fee – \$14.99/monthly
Checking/Savings/Cash account balance total = \$6254.79
Paid Members – 42 (2 expiring end of month – send membership form and fee to Kelly Main)
Members List at end of Treasurer’s Report
- 5) Review of Minutes from March 2022 Meeting
 - a) Motion Approved and Seconded with corrections
- 6) Old Business
 - a) BDS Updates – Tiffany Crowell was not able to attend meeting
 - i) Janet Harmon stated – BDS is updating website – all DDNNH material will be gone - Janet downloaded DDNNH content to upload to our new website
 - b) Status on Sub Committees
 - 1) FAQ Committee – Meetings are 2nd & 4th Wed 9:30-10:30
 - a. FAQ Survey Results Reviewed – sent to membership as attachment
 - b. Purpose of survey was to give guidance and direction for the FAQ Committee
 - c. 9 Responses from New Nurse Trainers; 8 Responses from Experienced Nurse Trainers

- d. 89% New NTs say they are somewhat prepared for role after BDS training vs. 50% experienced say they did not feel well prepared after training.
- e. My employer/contractor provided me with a mentor to support me in my role as Nurse Trainer?
YES 4 (New NT) = 44.4% vs 6 (Exp NT) = 75.0%
NO 5 (New NT) = 55.6% vs 2 (Exp NT) = 25.0%
- f. Majority of NTs find meeting helpful. Discussion: Why do 33% of new NTs not attend meeting? Don't know about meeting? Don't know about value of meeting? Agency does not encourage/allow/pay for time/travel?
- g. Majority of NTs needed/need basic questions answered - website could be a great resource. In addition to BDS training could Peter or designee teach class on how to prepare for a state cert, QA topics, 1201 rules?
- h. Majority of NTs would like resource manual- website could be a great resource. Website vs. book that is given out after BDS training
- i. Discussion: NT is a hard job; it requires RN to be independent in their practice. Where does NT find support- is support different depending on whether working for a large agency vs small vendor? RN needs to be seasoned/experienced- how to attract RNs who can do this job if competing with hospital pay and sign-on bonuses. Once RN becomes NT how does agency/vendor retain? Better pay?
- j. Conclusion: Bottom line: NT is needed (key) to the operation of the CMS/ BDS waiver system. Operations cannot happen without Nurse Trainer oversight
- c) Scholarship Application – anyone interested who is in a Nursing Program (can be a Home Care Providers or DSP) – send them to people you know that may benefit – Deadline is May 16 – send to Janet Harmon; scholarship applicants will reviewed and awarded in May. Scholarship Committee is the officers.
- d) By Laws – due in May – please review for next meeting on May 17
- e) Officer Elections – May (all incumbents are up in May 2023)
- f) Officers Meeting on April 25 – Officer Elections will be discussed and a solution presented to the membership

7) New Business

- i) Job Committee – Barb Ribeiro
 - (1) Submitted concerns regarding curriculum
 - (2) Working on banner but no job fairs announcing yet
 - (3) Agree with Ad for Nursing Paper if everyone would like to move forward with that – NH Nursing News publication (official publication of the NH Nurses Association) and media kit sent to Barb – package, cost etc to be discussed
- ii) One Time Donation to NHTI (New Hampshire Technical Institute) Cares Fund – Jill Satterfield
 - (1) Designated to go to Nursing Students in need (school designates the student) - Money for day to day living expenses, gas – from the DDNNH
 - (2) Jill has received \$200 – 250 from members
 - (3) Proposal: \$300 from DDNNH + \$200 = \$500

- (4) If you want to donate send check to: Kelly Main, DDNNH Treasurer, 16 Jade Dr, Danville, NH 03819-3165
- (5) Kelly to write check from DDNNH Account with money Jill raised + the balance to equal \$500
- (6) **MOTION – send check now to NHTI for \$500 & seconded**, membership will vote via Survey – Janet to send

iii) DDNA Poster Presentation – Sandy

Poster and abstract of Medication Administration Curriculum reviewed. Sandy to check with Tiffany regarding having curriculum available at conference. Sandy proposing to have curriculum videos running in background. Send feedback and suggestions to Sandy.webber@lifeconnectionsusa.org. Proposed Printing & shipping budget = \$150. Membership to vote on poster presentation and budget.

iv) Marketing Ideas – Sandy

- (a) New Logo – Done
- (b) DDNNH Swag to buy
- (c) DDNNH Business Cards
- (d) Newsletter – semi annual – Sandy willing to create and work on
- (e) Social Media
- (f) DD Nursing Brochure
- (g) Job Fair Committee – Barb Ribeiro
- (h) Present at Nursing Programs in NH
- (i) Combine Marketing Committee with Job Fair Committee?
- (j) Fundraising
- (k) Discussion: DD Nursing not on the list to re-register for Nursing License; change the name of Nurse Trainer? Pros of job of DD Nurse; try to influence state infrastructure – national also has the same problem; Nursing School Interns – Easter Seals did it for a few years; hospital outreach to Social Workers;
- (l) **MOTION PRESENTED & SECONDED: Marketing Committee to tackle website – Sandy to present proposal at next month's meeting**

v) Website – due ASAP – Marketing Committee will work on website

8) Nurse Trainer Practice Questions

- i) Kelly Airy asked: Client lives with HCP & Guardian (not family) in a 525 program (participant directed managed service) – are Nursing Services necessary?
 - (a) Answer from Peter Bacon – Yes, they still require Nursing oversight because they don't live with family.
 - (b) PDMS aka 525 Programs are not certified by the State. Services are certified, not the program
 - (c) Answer from Martha Fenn King: Contracts with the Nursing budgets may need to be looked at on a yearly basis to ensure accurate reporting of number of hours each case takes. Look at each program individually
- ii) Question: Can guardian give meds without Nurse oversight and without taking the med class? Yes

- (1) Answer from Kenda Howell – in 1001 certified program, the Guardian would not need – when is it 1201 vs 404?
- (2) Answer from Martha: funding coming from state into program therefore rules and regulations need to be followed
- (3) Answer from Luanne: if paid by vendor and they are staff, they have to take the class; if the family is hiring them, it is their call;
- (4) Refer to Nursing Rules of Delegation 404.04
- (5) Can choose to do a 1001 program even though it's a 525

9) Agenda for next month:

- a) Concerns regarding Curriculum – make a list for next meeting
- b) HRST – Intellect Ability (link to info on website) – Lorene Reagan is another contact at Intellect Ability
 - i) Region 6 – Their Nurse does all their HRST Clinical Reviews
- c) By-Laws

10) MOTION to adjourn meeting accepted and seconded

11) Recordings of portions of past DDNNH Meetings & Guest Speakers are available to view. Please send your requests to: janetharmon@siddharthservices.com.

*Possible addition to FAQs

Next Meeting will be via Zoom Tuesday 5/17/22 9:30-11:30am

Join Zoom Meeting

<https://us02web.zoom.us/j/87060496968>

Submitted by:

Sandy Webber RN

Secretary DDNNH

- (1) Answer from Kenda Howell – in 1001 certified program, the Guardian would not need – when is it 1201 vs 404?
- (2) Answer from Martha: funding coming from state into program therefore rules and regulations need to be followed
- (3) Answer from Luanne: if paid by vendor and they are staff, they have to take the class; if the family is hiring them, it is their call;
- (4) Refer to Nursing Rules of Delegation 404.04
- (5) Can choose to do a 1001 program even though it's a 525

9) Agenda for next month:

- a) Concerns regarding Curriculum – make a list for next meeting
- b) HRST – Intellect Ability (link to info on website) – Lorene Reagan is another contact at Intellect Ability
 - i) Region 6 – Their Nurse does all their HRST Clinical Reviews
- c) By-Laws

10) MOTION to adjourn meeting accepted and seconded

11) Recordings of portions of past DDNNH Meetings & Guest Speakers are available to view. Please send your requests to: janetharmon@siddharthservices.com.

*Possible addition to FAQs

Next Meeting will be via Zoom Tuesday 5/17/22 9:30-11:30am

Join Zoom Meeting

<https://us02web.zoom.us/j/87060496968>

Submitted by:

Sandy Webber RN

Secretary DDNNH



DDNNH

Developmental Disabilities Nurses of New Hampshire

MINUTES

5/17/2022

- 1) Meeting was called to order with **42** participants in attendance.
- 2) Meeting Ground Rules
 - a) Mute yourself upon entrance to the meeting to avoid background noise;
 - b) Unmute to speak when called upon and mute self again when finished speaking;
 - ⇨ Raise your hand, wave or give a thumbs up under “Reactions” at the bottom of your screen, lower right-hand corner, as a response when you have a comment or question or need clarification; participation is encouraged, please be patient for your turn;
- 3) Introductions of Officers & New Nurse Trainers
 - a) Thank you Leslie Evans for volunteering to be the Tech Person for the last year
 - b) Jill Satterfield now the new Tech Person
 - c) Recurring meeting invite for meetings – add to calendar 3rd Tuesday every month 930-1130 then click on the link (same link every month)
 - d) Welcome new NT –
 - i) Sophia Vicari Northern Human Services
 - (1) Sandy Croteau retiring – CONGRATS
 - (a) Had question regarding new 1201 Certification guidelines sent by Peter Bacon – Sandy will email to the group – will add to next meeting agenda
 - ii) Sheila Carrier – CIS Community Integrated Services
- 4) Treasurer’s Report as of 5/1/22– Kelly Main

Treasurers report reviewed

Cash on Hand - \$30

Paid monthly zoom fee – \$14.99/monthly

Checking/Savings/Cash account balance total = \$6239.90

Paid Members – 38 (4 expiring end of month – send membership form and fee to Kelly Main)

Paid Members List at end of Treasurer’s Report
- 5) Review of Minutes from April 2022 Meeting
 - a) Motion made and seconded with corrections

6) Old Business

a) BDS Updates – Tiffany Crowell

- i) New Curriculum – will address later under Nurse Practice Questions
 - (1) Need feedback
- ii) Website for BDS is completely switched over; links to DDNNH are no longer there; work in progress.
 - (1) [Welcome | New Hampshire Department of Health and Human Services \(nh.gov\)](#)
- iii) Need DDNNH Web Page Launch
- iv) Outcome of Survey to Nurse Trainers – great responses and input about 6 weeks ago; worked with Peter's team – they are putting together Part 2 of Nurse Trainer Orientation Class (Intro to Cert Process taught by Lisa Hoekstra, RN. Tiffany will do a portion of the ID system; hoping to do intro to DDNNH meeting group to increase awareness and contacts – starting late May 2022. – Tiffany appreciate collaboration with Peter Bacon's team.

b) Status on Sub Committees

- 1) FAQ Committee – Meetings are 2nd & 4th Wed 9:30-10:30
 - a. New FAQs – pending
- 2) Med Committee – report trends, tidbits and insights every 3 months
 - a. Will bring to future meeting
 - b. Nurse Trainers can attend and observe Med Committee meetings
 - i. To join as an attendee due to your 1201 being reviewed as an observer – reach out to Tiffany Crowell or to the Area Agency
 - ii. Meetings are via zoom and last about 1 hour to present and ask questions
 - iii. Med Committee Meeting Schedule – 4th Thursday every month 9a-12p with 2 AAs with designated arrival time
 - iv. Med Committee responses are on EStudio – contact the Quality person at the AA to inquire about the responses
- 3) DDNA Annual Education Conference May 19-23
 - a. Jill Satterfield, Sandy Webber, Pam Tabor McCarthy, Deb Ellis Naylor, Brenda Conway, Lisa Clark, Barb Ribeiro
 - b. Jen Boisvert, DDNNH Liaison – unable to go this year – report next month
 - c. Jean Fitz Scholarship – \$575 towards cost of conference
 - d. Because Jen is unable to go
 - i. Offer to someone else who is going?
 - ii. If you are going and not 100% compensated – notify Janet Harmon
 - iii. Officers will get together and decide how to disperse
 - e. People who went can report on how the conference went, pearls of wisdom, tidbits in June

c) Annual Meeting in June – Reviewed Bylaws today

- i) June – Annual Meeting – vote on passing By Laws
 - (1) ½ meeting is business ½ social
 - (2) Propose meeting in person June & December, zoom for the rest
 - (a) Janet found a place in Pembroke for June Outdoor Meeting – no capacity for hybrid meeting
 - (b) Hospital Association – no guarantee we can go back there in September once they open up

- (c) Cost to in person meeting in June – no cost, to be catered
- (d) Inclement weather – meeting will be via zoom
- (e) Concord Hospital Conference rooms available for small fee – parking is challenging

d) Bylaws Reviewed

- i) Recommended changes:
 - (1) Change the Logo
 - (2) Membership: Add “gender identity”
 - (3) Section 2, Number 5 & 6 –
 - (a) Nominations during April meeting, Elections before May Meeting
 - (b) Recommendation – all electronic voting
 - (4) July & August meetings – vote to keep them
 - (5) DDNNH Address – change address throughout document
 - (a) Is it okay to still use the BDS address? Yes – Add “C/O BDS” – per Tiffany
 - (6) DDNNH Phone Number
 - (a) Keep or Delete – Delete due to not needed
 - (7) DDNNH Website Link – update when new website established

e) Scholarship Applicants

- i) Janet sent application to someone – needs to follow up
- ii) Deadline was May 16 – scholarship applicants will reviewed and awarded in June.
- iii) Scholarship Committee is the officers.

7) New Business

- i) Job Committee – Barb Ribeiro & Brenda Conway
 - (1) State of NH Employment Security Dates for Virtual Job Fairs
 - (a) 5/19 & 5/24 – Barb is away on the DDNA Conference
 - (b) 5/26 – Seacoast – may not be ready for this one
 - (c) 6/2 & 6/7 - Monadnock and other Regions
 - (d) Could be ready for 6/2
 - (e) Banner – request for Budget from Barb
 - (i) Need permission to print
 - (ii) Less than \$100
 - (iii) Have the new logo, quote for banner, “What it is to be a nurse trainer?” handout to be created, volunteers for job fairs
 - (iv) Need: \$, Banner Printed, Printed handouts
 - (v) Virtual job fairs at high Schools – not right platform
 - (vi) Community Colleges – Barb has reached out
 - (vii) Janet will send survey to members to vote
 - (f) Merge Marketing Committee – Sandy only one on the committee
 - (i) Barb, Brenda and Sandy
 - (ii) Anyone else want to join this committee – email Barb
 - (g) Logo Resolution – needs work to make clearer to print on banner
- ii) DDNNH Donation Majority Vote – Approved

- (1) Jill and Kelly to connect
- iii) DDNA Poster Presentation Majority Vote – Approved
- iv) Website & Poster Update
 - (1) Poster – done, \$45 below budget – IOD approved to share – will have laptop to show videos, 1 of each language of curriculum, handout
 - (2) Website – Sandy – “under construction” – 75% done, easy to duplicate/maintain
 - (a) Link, Cost – pending; domain name reserved, Add Job Openings – future; New Website Opening –
 - (b) Timeline – present at July meeting
 - (c) Add Maps of Regions and links to AAs and Vendors to the website
- v) Curriculum
 - (1) Request to bring feedback to meeting – 1 month
 - (a) Discuss areas of contradictions between
 - (b) Develop workarounds
 - (c) Flash/Thumb Drives – 80+ live and out there (created 200)
 - (d) Ex: Med refusal is not MOR, it’s an IR
 - (e) Nurse Trainers need more time to document differences
 - (f) Idea to implement fix:
 - (i) 1) “Patches” – or Page Corrections for Curriculum?
 - (ii) PowerPoint can be edited, When it was sent out – it was not locked, can add and delete – we could suggest edits and Nurse Trainers fix their own PowerPoints
 - (g) Idea to create Committee to review Curriculum to create a thorough fix:
 - (i) Committee was created and recommended changes that were not included in the final edit
 - (ii) Lesson learned – should have been piloted first
 - (iii) Suggestion: Committee to be created, Nurse Trainers encouraged to be on committee:
 - i. Volunteers: Jill Satterfield, Sandy Webber, Elizabeth Anderson, Mary Wahome, Christine Townsend, Barb Ribeiro, Sophia Vicari
 - ii. Tiffany will send email follow up
 - iii. Wait until first meeting and then plan will be introduced – target 1 month
 - (h) Recall new curriculum? New Nurse Trainers are getting thumb drives with in accurate information – Tiffany says keep using the new curriculum
 - (i) Tiffany will send info to new Nurse Trainers to attend the new Part 2 of the state training
 - (j) Old Curriculum – has examples on transcription, should be used a resource/reference for new Nurse Trainers
- vi) Nominations for Secretary (2 years) & Liaison (Annual)
 - (1) Secretary 2 years – Sandy current (picked up mid term) and nominated
 - (2) DDNA Liaison 1 year – current Jen Boisvert and nominated for next year
 - (a) Description of position: national level position, National has been going through changes, bring info back to the state DDNNH group, communication with DDNA, promoting DD/ID

Nursing, re-establish relationship with DDNA national group, do not need to be a certified DD (CDDN) nurse to be a liaison, checking on website/facebook and share, attend conference (Jean Fitz scholarship to offset cost)

- (3) Since only 1 person is nominated for each position, per our By Laws, they are automatically voted in: Congratulations to Sandy Webber and Jen Boisvert

vii) HRST

(1) Questions & Answers

(2) Some are addressed in FAQs

(3) Idea:

(a) new section for all things HRST instead of in the FAQs

(b) HRST meetings to discuss

(4) New cert tool states – starting June 1st completed “accurately”

(a) accurate ratings fall on the nurses - if you document your request for changes to the HRST Ratings, it does not fall on the Nurse Trainer, if the SC doesn't update the ratings.

(b) Monthly Data Tracker (MDT) feed the HRST ratings – new cert tool states the tracking sheet needs to be completed accurately each month

(5) HRST has been in NH since 2013

8) Announcements

a) North Country Independent Living looking for 10-20 hours per month

b) Easter Seals Shared Living or Group Home or Home Health (Manchester concord, Belmont, Tilton, seacoast) – looking for another FT Nurse Trainer posted on Indeed

c) Visions for Creative Housing Solutions, Enfield, Lebanon – Sylvia Dow looking for help

sdow@visionsnh.org – planning to open new residence in Hanover NH (11 people) – need someone to start soon

9) Agenda for next month:

a) June In person – catered

b) July – zoom, HRST, concerns regarding Curriculum – make a list for next meeting

10) MOTION to adjourn meeting accepted and seconded

11) Recordings of portions of past DDNNH Meetings & Guest Speakers are available to view. Please send your requests to: janetharmon@siddharthservices.com.

*Possible addition to FAQs

Next Meeting will be IN PERSON Tuesday 6/21/22 9:30-11:30am

Join Zoom Meeting in July

<https://us02web.zoom.us/j/87060496968>

Submitted by:
Sandy Webber RN
Secretary DDNNH



DDNNH

Developmental Disabilities Nurses of New Hampshire

MINUTES

6/21/2022

DDNNH Meeting 06/21/22 0950

In person meeting – Pembroke Memorial Park

- Introductions
 - New NTs
- Treasurer report – Kelly Main
 - Cash on Hand \$30
 - Checking –
 - paid out – Zoom \$14.99
 - balance \$165.99
 - Savings –
 - \$0.05 interest
 - Deposited \$90 for 3 memberships
 - Balance \$6118.97
 - Total Cash, Checking, and Savings \$6314.96
 - FYI – Expenses to be paid out in June, will be reflected in July Treasurer Report
 - \$30 meeting pavilion
 - \$500 donated to NHTI Cares (\$200 from NT donations, \$300 from DDNNH funds)
 - \$74.18 Sandy W for DDNA Poster presentation
 - \$575 Liaison
- Motion to put J. Harmon on bank account
 - Motioned by K Main, 2nd Jen Boisvert
 - All in favor, 0 opposed
- Previous minutes reviewed
 - Add NHTI Cares to previous mins
 - B. Conway spelled incorrectly
 - Motioned to pass with revisions, 2nd, 0 opposed
- BDS
 - Tiffany unable to attend, 0 updates
- Subcommittees
 - FAQ still meeting
 - “good progress”, 0 updates
 - Marking/Job Fair comm. Combined
 - Med Curriculum committee-no-one from committee present to give update
- DDNNH Liaison/National conference updates
 - Current liaison Jen B did not attend conference
 - Jill, Kenda, Pam, Brenda among some of the NH NTs who attended
 - Some zoom meetings were unclear
 - Many exhibitions on seizure medications

- Janet stated possible VALTOCO rep will present at DDNNH meeting in next few months
- The app for evals, downloads was helpful but 'tricky'
- Temple Grandin was keynote speaker, presentation was via Zoom
- There was no annual meeting during conference
- No date for next year conference
 - Should be out by end of June
- By-laws
 - Change page 4, Art 5, sec 2 from June 31 to June 30
 - Motion to accept with changes by Denise, 2nd Jen - all in favor 0 opposed
- Scholarship
 - 1 application sent, 0 returned, discussion followed on how to promote the scholarship, one purpose of scholarship is to increase awareness of DD nursing specialty role of Nurse Trainers.
 - Group suggested Marketing committee look at who to target and how.
 - Need 'cover' page to send to all NH schools with nursing programs
 - NHLEAF list scholarship resources, should we send scholarship packet to NHLEAF?
- Website
 - Should be ready by July or August.
- New Business
 - Job/marketing – no-one from committee present to give update. Tabled till July
 - Banner/fair funds : \$200.00 approved
 - Facebook pages
 - Is IDD Nurses of NH (DDNNH Facebook page) public and private? Who can join and how?
 - Are new NT's getting contact information for DDNNH and IDD Nurses of NH Facebook page?
 - Christine D. To take on Public and update next month
 - Permissions for Client info/vendor and agency happenings, events
 - Who can post?
 - Who can view? Vendors/DSPs/AA?
 - "What is DDNNH/ nurse trainer"
 - Add 1201/BDS/DHHS links?
 - HRST
 - Process – July Meeting
 - Make FAQs?
 - AA owns HRST contract
 - Need guidelines for who is responsible for what and by when.
 - What does regs say about HRST?

1) MOTION to adjourn meeting accepted and seconded

2) Recordings of portions of past DDNNH Meetings & Guest Speakers are available to view. Please send your requests to: janetharmon@siddharthservices.com.

*Possible addition to FAQs

Next Meeting will be via zoom Tuesday 7/19/22 9:30-11:30am

Submitted by:
Christine Dunklee on behalf of Sandy Webber RN
Secretary DDNNH



- 1) Meeting was called to order with **34** members in attendance at 0945
 - Introductions of new Nurse Trainers: Welcome to Elizabeth (Liz) Dine, RN, Community Integrated Services and Maggie Dolfini, RN, Community Crossroads
- 2) Review and approval of **June 2022** minutes as written with modifications discussed.
- 3) Officers Reports:
 - a) Treasurer's Report – Accepted as written. There are currently **38** paid members. Received 10 memberships in June. Cash on hand: 30, Checking 179.86, Savings 5344.02 Total: \$5553.88
 - b) Sandy Webber has resigned as secretary via email communication, has volunteered to stay on the committees she is serving on. If anyone is interested in serving as secretary please email DDNNH2020@gmail.com
- 4) Old Business
 - a) No BDS updates Tiffany unable to attend.
 - b) Medication Curriculum committee has not met
 - c) FAQ committee is $\frac{3}{4}$ way through old FAQs, hope to have revised FAQs soon
- 5) New Business
 - a) Job Fair/Marketing Committee. Barbara reports she cannot find any job fairs, most places are doing their own, and the State had a virtual job fair. Images of the new banner with DDNNH logo and "NT- Best Kept Secret" and Postcard to hand out at job fairs screen shared with group. Discussion on who should prospective applicant contact for job information-DDNNH email, website, Facebook page? Who will be responsible to answer prospective applicant's questions?
 - b) Website: Sandy unavailable to give update.
 - c) Facebook Public Page: Christine D to start up and administrate, Liz D to help moderate. Administrator and Moderator will review submissions prior and then post. There is a private page: IDD Nurses in NH. Only members can see who is in group and what they post. The group is visible to anyone. Should public page have same/similar name or new name?
 - d) Working with Hospital D/C planning: Debi Ellis-Nailor reports Region 5 will hold a general regional meeting on 8/24/2022, one topic of discussion will be the importance of communication with local hospitals when individual is admitted. Various NTs added their experience and advice including to contact the discharge coordinator as soon as the person is admitted, train staff to not accept the person back until they hear from NT it is ok to do so, emphasize to hospital that person is not stable for community care until they have returned to baseline and that all supports need to be in place prior to discharged, use HRST to show person's baseline, be as proactive as possible in discharge planning. Some NTs are not hearing about admissions.
 - e) Practice questions:
 - i) What can NT do when an individual cannot return home from hospital due to needing a higher level of care and cannot go to rehab because the person cannot return home? Various NTs added rehab

will not accept individual actively being treated for cancer or if individual does not have a guardian. Behaviors can also be a barrier. Can home be modified so person can return home- ramp installed? Can MCO contact help with discharge planning? If insurance will not pay for certain equipment try the Loaners Closet in Londonderry. Admission criteria for rehab can include consideration of the funding source, projected length of stay, number of services needed, and ability to go home.

- ii) Vacation coverage for NT when agency only has 1 NT. NT is looking for coverage; NTs from other agencies have offered to cover. Sandy Webber has created a float pool, suggest contact Sandy. What is this agency's plan for coverage and allowing NT to have vacation?
- iii) Medications may expire per pharmacy label prior to medication order being renewed, (orders have 30 day grace period for renewal) NT found routine medication recently refilled with expiration date based on order date, not on refill date. Suggestions from other NTs: ask pharmacy to clarify medication expiration date, obtain refill from order on file with updated medication expiration date.
- iv) *If someone only has PRNs how can NT do a medication observation? If there are no meds can do a medication administration assessment form and document there are no meds, will be re-assessed when there are medications. In past if only PRNs present mock pours were not accepted as work around since regulation states all steps need to be observed. If there is a change in practice this will need to be addressed and sanctioned by Med Committee, state surveyors, DDNNH group, then added to FAQs.
- v) Does person need to complete the medication observation within a certain timeframe of passing the test? Per regulation person has one year, agency policies may be more restrictive, NT may also use discretion.
- vi) When med cert expires there is a 30 day grace period to renew, authorized provider cannot pass meds during that time. This was agreed upon many years ago. How is that different than initial medication observation, shouldn't initial observation occur within 30 days? The regulation is less restrictive than this, each agency can create their own policy within the parameters of the regulation.
- vii) Openings: Community Partners has 2 full time openings, Siddharth is looking for a sub-contractor for caseload of 10-15. NT subcontractor needed for Barrington home, 10-20 hours per week, NT can make own hours.

6) MOTION to adjourn meeting accepted and seconded

7) Recordings of Guest Speakers are available to view. Please send your requests to:
janetharmon@siddharthservices.com.

*Possible addition to FAQs

Next Meeting will be via zoom Tuesday August 16th 9:30-11:30am

Submitted by:

Christine Dunklee, RN, NT

Janet Harmon, RN, NT President DDNNH



DDNNH

Developmental Disabilities Nurses of New Hampshire

MINUTES

August 16, 2022

- 1) Meeting was called to order with **32** members in attendance.
 - Introductions of new Nurse Trainers: Welcome to Elizabeth (Liz) Dine, RN, Community Integrated Services
- 2) Review and approval of **July 2022** minutes as written with modifications discussed.
- 3) Officers Reports:
 - a) Treasurer's Report – Accepted as written. There are currently **40** paid members. Received 2 memberships in June and 4 in July. Cash on hand: 90, Checking 120.69, Savings 5374.06 Total: \$5584.74
 - b) Secretary position vacant. If interested please email DDNNH2020@gmail.com
- 4) Old Business
 - a) BDS updates. Tiffany reports
 - i. Recent primary focus of BDS has been looking at the overall structure of delivery system and rate setting. BDS has contracted with AAIDD to complete 400 due and overdue Support Intensity Scale (SIS) assessments. Results from these SIS assessments will be used as part of the rate setting methodology. Often budgets statewide are very different, determining rates on the SIS will result in more consistent budgets and rates. Goal is that individuals' services will not change, reimbursement for services might. NT could be asked to participate in SIS. Most are being done virtually, some are in person.
 - ii. Maureen DiTomaso is moving to another bureau on 8/18, a good opportunity for Maureen. The administration support position at BDS is currently vacant.
 - iii. IntellectAbility has been meeting with BDS to discuss developing a new statewide protocol. One area of discussion is around how data is collected and whether or not this should or could change from using the MDT to it being an agency decision on how the information is obtained and entered accurately. Also under discussion: creating a protocol that clarifies who does what and by when, i.e., ratings, clinical reviews.
 - a. Feedback from NTs: would prefer one format/tool instead of a different 10 different tools/method from 10 different regions.
 - b. Questions from NTs: If individual resides in area different than their area agency who does the clinical review? If individual has different CPS and residential settings is MDT required from both? In both cases recommend communicating with other NT/residence/CPS and decide who is doing what. Data from CPS is important to include, person may have seizures, behavior, etc. that adds to total risk assessment.
 - iv. FAQ committee is 7/8 way through old FAQs, hope to have revised FAQs soon

- v. Medication Committee did not meet in July. No noticeable trends in medication occurrences. NTs reporting challenges in medication supplies due to shortages, challenges getting prescriptions renewed.
- vi. For errors outside of expected practice (6 rights) put in Area of Concern box, e.g., expired med cert is not a med occurrence but is a concern, errors occurring at respite, issues with no refills. To determine if it is a concern vs an error- if it is statically relevant then it is an error. Most reportable occurrences are from staff not following proper procedure. Fatigue and burnout can be factors, note this is Area of concern box. Anything that paints a picture for med committee is helpful.
- vii. Medication committee meets every 4th Thursday at 9 am to approximately noon. To attend send a request to the Area Agency contact, usually is the QI person.
- viii. 1201 A Short form can have more than one program per form, can enter multiple programs
- ix. NT requested list of who is on what committee- Janet and Tiffany to compile and send to group

5) New Business

- a) Job Fair/Marketing Committee. Barbara reports she cannot find any relevant job fairs, best times may be when nursing programs graduate. New banner with DDNNH logo and “NT- Best Kept Secret” has been ordered. Discussion on who should prospective applicant contact for job information-DDNNH email, website, Facebook page? Who will be responsible to answer prospective applicant’s questions? Barbara, Tiffany, Janet will meet and discuss.
- b) Website: Janet has found professional website developer who will do for free. Meeting on 8/20 with hopes of completing that day.
- c) Facebook Public Page: Christine D has created a public page, will use DDNNH logo in Profile page, needs verbiage for who we are. Janet to send website verbiage. If vendor has FB page they want linked to DDNNH FB page send information to Christine D.
- d) Colby Sawyer seniors are looking for capstone projects in community-based facilities- they come up with a topic, a problem to be solved, use evidence-based practice to create solutions/recommendations. Contact Christine Dunklee for more information or katherine.burt@colbysawyer.edu
- e) Practice questions:
 - i. Vacation coverage for NT when agency only has 1 NT. NTs from other agencies have offered to cover. Sandy Webber has a float pool, currently with 3 NTs. Payment to NTs is direct, agency in need does their own background checks, etc.
 - ii. Pouring meds into different bottle/new bottle to consolidate bottles is not allowed and is considered dispensing. This could cause medication occurrence if older pills mixed in new bottle are expired and given or if med lot is recalled. Suggestions from NT’s on how to address: have formal meeting with staff, document they have been trained on issue, add training documentation to employee’s file. Train authorized provider when doing skills assessment for medication administration- Sandy uses skills checklist, checklist emailed to Janet and will be sent out to group.
 - iii. Incident reports: NT attended training; lawyers suggest when reporting a fall only do so if actually witnessed. Otherwise document: “found down”.
 - iv. Staff/provider refusing to fill out medication occurrence form: Document refusal. Wording changed from error (implies fault) to occurrence to promote transparency and focus on learning from occurrence. Use as a teachable opportunity.
 - v. Monkey Pox- has anyone had/anticipated issue? Public health webinars a good resource for up to date information Division of Public Health Services (DPHS) Healthcare Provider and Public Health Partner webinars continue to occur on the 2nd Thursday of each month from 12:00 – 1:00 pm o Zoom link: <https://nh-dhhs.zoom.us/j/94059287404> o Call-in phone number: (646) 558-8656 o Meeting ID: 940 5928 7404 o Password: 353809
<https://www.covid19.nh.gov/resources/general-provider-covid-19-resources-and-information>

Link to Emerging Public Health Issues: Monkeypox Virus presentation:

<https://www.covid19.nh.gov/sites/g/files/ehbemt481/files/documents/2022-08/hcp-call-presentation-081122.pdf>

- vi. Self-administering individual (long standing) forgot 2 doses. NT reassessed and is questioning if person should continue to self-administer. Is person experiencing cognitive decline? Can person set a reminder on phone/watch? Would a Medi planner with reminder alarm help?
- vii. Openings:
 - (1) Community Partners has 2 full time openings
 - (2) Siddharth is looking for a sub-contractor for caseload of 10-15.
 - (3) NT subcontractor needed for Barrington home, 10-20 hours per month, NT can make own hours.
 - (4) Visions For Creative Housing Solutions is expanding and will need additional NT for Lebanon/Enfield area
 - (5) PT NT needed for Farmsteads in Epping
 - (6) Northern Human services needs FT NT

6) MOTION to adjourn meeting accepted and seconded

7) Recordings of Guest Speakers are available to view. Please send your requests to:
janetharmon@siddharthservices.com.

*Possible addition to FAQs

Next Meeting will be via zoom Tuesday September 20th 9:30-11:30am

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

Submitted by:

**Janet Harmon, RN, NT
President DDNNH**



DDNNH

Developmental Disabilities Nurses of New Hampshire

MINUTES September 20, 2022

- 1) Meeting was called to order with **18** members in attendance; increased to 30 after meeting called to order.
- 2) Introductions of new Nurse Trainers: Welcome to Dawn B. with PLUS Company, Michelle Baker at Easter Seals, Ashley Thomas with Community Partners
- 3) Review and approval of **August 2022** minutes as written with modifications discussed. Jill S motioned to accept, Kelly M seconded.
- 4) Officers Reports:
 - I. Treasurer's Report – Accepted as written. There are currently **40** paid members.
 - i. Checking \$135.70, Savings \$5464.06, Total: \$5599.76
 - II. Secretary position vacant. If interested, please email DDNNH2020@gmail.com
- 5) Old Business
 - I. BDS updates - Tiffany
 - i. Extra SIS assessments were added. They are underway, and more than half completed already; this will help catch up on the overdue assessments.
 - ii. Intellect Ability – working on creating a state protocol for HRST, nothing decided yet
 - iii. Medical Model Homes – this is a definite need in the state. Community based home with extra nursing or clinical supports for more clinically complex individuals.
 - iv. Nurse Trainer class – Joyce Butterworth is now retired, working on figuring out who will teach going forward. Agencies are encouraged to hire good candidates for NT positions they have open rather than wait for a NT class to be scheduled. Contact Tiffany to determine appropriate options for your specific situation (conditional approval, waiver, etc).
 - v. 1201 reports - Debi Ellis-Nailor mentioned on 1201 report under “other concerns” indicate staffing issues if applicable
 - II. Subcommittee updates
 - i. Medication Curriculum committee has not met yet. Currently comprised of Sandy W and Barbara R; Elizabeth D is interested in joining.
 - ii. FAQ committee is 9/10 way through old FAQs, hope to have revised FAQs soon
 - iii. Medication Committee: No update today. Medication committee meets every 4th Thursday at 9 am to approximately noon. To attend send a request to the Area Agency contact, usually to the QI person.
 - III. DDNA Liaison update
 - i. 2023 Annual Conference location not confirmed yet
 - ii. DDNA has “Webinar Wednesdays” where they offer webinars for CEUs, for DDNA members only. Membership is \$100.
 - iii. Sandy working with Kathy Brown to do a DDNA Bootcamp and take the test to get certified. This would be held in Hampton Falls towards the end of the year; date not set yet.

6) New Business

- I. Job Fair/Marketing Committee – No updates
 - II. Website: Janet
 - i. Website is now active. www.DDNNH.org
 - (1) Includes Minutes, Forms, Job postings, etc. Email Janet to either add a job opening or remove it once it's been filled.
 - (2) Janet paid website for 3 years (50% discount) – Janet to send receipt to Treasurer for reimbursement
 - (3) Domain name approx. \$10/yr
 - ii. Website links to new FB public page
 - III. Facebook Public Page: Christine D – “DDNNH22”
 - i. Will add link to new website now that it's active
 - ii. This page is for the public; we will keep the closed group just for our NH IDD nurses
 - iii. Like and Share the page for more exposure in community
 - IV. Peter and Lisa were unable to join this month; they will join us in October. Send any questions to Janet prior to meeting.
 - V. Practice questions:
 - i. HeM-1201 class
 - (1) Can the new curriculum be completed in 4 hours?
 - (a) No, it should be minimum of 8 hours per state regs, not including the test
 - (2) Possible list of upcoming classes to be given to new NT's so they can attend/observe a class prior to teaching
 - (3) ESL staff – need to take/pass the test in English so they show competency; orders are in English so they need to be able to understand. Sandy sent out Vocabulary cheat sheet to everyone.
 - (4) Is there a minimum or maximum number of people to teach a class?
 - (a) No, but if you only have 1 person that needs to be trained, reach out to other NTs to see if there is an upcoming class they could attend
 - ii. Timeframe for Annual Physical – is there a month leeway?
 - (1) Yes, it is in FAQ – but should be 13 months or less from previous years physical
 - iii. Supplements – do they need orders? This should go through Med Committee and put into FAQs.
 - (1) If it's treating a condition, then yes. If just supplemental at family's request, then possibly not.
 - (2) Is this the same as with sunscreen, bug spray, toothpaste, etc?
 - iv. Prior-Authorizations for medications – issues leading to med occurrences
 - (1) Formularies can change, so a medication that never needed a PA may need one at any time
 - (2) Possibly get a hold order from prescriber so no med occurrence, or pay cash
 - (3) Contact MCO for assistance
 - (4) www.covermymeds.com – prescriber can login and see what issue is
 - (5) Sandy working with Kathy Brown on trip to Tarry Town to see pharmacy and ask questions with the hopes of them coming to NH and serving our individuals. Dates not confirmed yet.
- 7) MOTION made to adjourn by Jen B and seconded by Jill S

Next Meeting will be via zoom Tuesday October 18th 9:30-11:30am

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

Submitted by:

**Kelly Main, RN
Treasurer DDNNH**



DDNNH

Developmental Disabilities Nurses of New Hampshire

MINUTES

October 18, 2022

- 1) Meeting was called to order at 9:34am with **24** members in attendance; increased to over 30 after meeting called to order.
- 2) Review and approval of **September 2022** minutes as written with modification and clarifications discussed regarding medical model homes. Barbara R. motioned to accept; Pam T-M. seconded.
- 3) Officers Reports
 - I. Treasurer's Report – Accepted as written. There are currently **39** paid members; 4 are expiring at end of month. Reminder to review the second part of report for names and expiration dates.
 - i. Checking \$150.71, Savings \$5464.11, Total: \$5614.82
 - II. Secretary position vacant. If interested, please email DDNNH2020@gmail.com
- 4) Introductions of officers and new nurse participant: Ben, LPN with Community Partners
 - I. LPN role discussion. LPN cannot be hired as a Nurse Trainer but can do many different things to help support the nursing team in the community-based setting for a vendor or area agency. (Examples given: order clarifications, taking “on call” with back up NT available, QAs). Future discussions will continue regarding specific class or training opportunities and what is working well with this model.
- 5) Old Business
 - I. BDS updates - Tiffany
 - i. SIS assessments are continuing to get the 400 sample completed to be used as a part of BDS systems work and future rate setting. Target date was 10/31/22 but it may have to go a bit beyond that.
 - ii. Intellect Ability- no updates on protocol.
 - iii. Nurse Trainer class scheduled 10/21 and 10/25 with eleven nurses enrolled. Class will be split into two parts and taught by Tiffany Crowell. At this time, LPNs are not included in this class.
 - iv. Medical Model Homes one is planned and one is open and going well. Focused on more clinically complex individuals who require more nursing oversight and care.
 - v. There is a lot of BDS systems work and updates/changes happening right now. Various public facing meetings that include families are being held to give opportunity to provide updates and receive feedback. BDS continuing to work with consultants A&M.
 - II. Subcommittee updates
 - i. Medication Curriculum Committee has not met yet but several nurses interested. It will start once FAQ wraps up
 - ii. FAQ committee very close to being finished, hope to have revised FAQs soon
 - iii. Medication Committee: No update today. (Medication committee meets every 4th Thursday at 9 am to approximately noon. To attend send a request to the Area Agency contact, usually to the QI person.)

- iv. Job Fair/Marketing Committee – Barbara will meet with DDNNH officers this month to review postcard
- v. Website is now active. www.DDNNH.org
- vi. Facebook Public Page: Christine D – “DDNNH22”
 - (1) This page is for the public; we will keep the closed group just for our NH IDD nurses
 - (2) Like and Share the page for more exposure in community

III. DDNA Liaison update

- i. 2023 Annual Conference location will be New Orleans

6) New Business

- I. Peter and Lisa joined and received some questions in advance as well as open Q&A time.
 - i. **If a NT calls a pharmacy and confirms the order has remained the same but can't get a copy of the new order until it is filled, what is your advice?**
 - (1) Document the verification that was done to make sure the order was confirmed and that receiving a copy is pending. Just make sure it is in writing if unable to get a copy of new order.
 - ii. **The checklist now being used for a pre-cert packet, does not include the self-med assessment form. Please confirm what is needed.**
 - (1) It was found that there are three different versions of the checklist of necessary documentation floating around. Peter is working on sending out a clarification email and current version of the checklist. He will send it to Janet to then forward to DDNNH nurses email list.
 - (2) This may have also happened with the annual health screening requirements. It was dropped from the checklist but some are still asking for it. Peter will also provide clarification on this when the most current version when it is sent and will follow up with other team members. Lisa and Peter state that the health history provides this information and then they ask additional questions if needed. Noted that there is not a mandated form for this.
 - iii. **Are we still using health status indicators as part of a wellness packet to go to an appointment? Are we using anything in place of this?**
 - (1) No. Monthly data trackers took place of them but those won't be helpful to a provider without the key to interpret them. The information should be reviewed in advance of the appointment and reviewed for trends or concerns. It is part of healthcare coordination and the monthly data tracker assists the provider and staff 1201.03 (d)
 - iv. **CPS programs- monthly data trackers, annual physicals and self-administration clarification**
 - (1) MDT is only needing to reflect the hours the individual is at CPS so it may not capture all events because it doesn't capture hours at home. They should get done based on hours in CPS
 - (2) Annual physicals are required and must be provided. Explain to families that it is the law and they should be providing at admission and annually
 - (3) PRN meds for self admin individuals must be stored or kept in a way that the individual has access
 - v. **A guardian had a concern and request is for a controlled med to be under a single lock not a double lock because “human holding it is considered one lock”.**
 - (1) A human is not considered a lock. Nursing discretion to be used based on the scenario specifics and a waiver can be used as an option
 - vi. **If a PRN psychotropic med is ordered for anxiety or pre-procedure does it need to include: reason for use, behavior plan and PRN protocol with intervals?**
 - (1) Reason for use: Yes, all PRN orders should have indication for use
 - (2) Behavior plan: not typically looked for. Some agencies do review with Human Rights Committee (HRC) but also not looked for during cert

(3) PRN Protocol: Yes, all protocol components as outlined in rule need to be included. A time interval is required to be included. For those orders that are daily, clarification should be included in a number of hours interval based on nursing judgement. These should never be left to the provider's judgement.

(i) Abbreviations of QD, TID, BID do not equate to a specific hour interval. This requires nursing judgement in a protocol OR order clarification from a prescriber

vii. Can a bottle of insulin be stored in the main refrigerator?

(1) Yes, as long as it is properly labeled and the nurse has agreed with how it should be locked or unlocked. This is up to the nurse to decide but does not require its own refrigerator.

viii. If you have a daily PRN medication does a PRN need time intervals from a nurse trainer? If a PRN is written BID, TID, QID then how many hours is that between doses?

(1) Addressed earlier. Yes, a protocol always needs time intervals from a nurse trainer. The hour intervals between doses for BID, TID or QID can either be provided thru prescriber clarification or nurse trainer discretion found within a PRN protocol.

ix. Where are you looking for specific dates for screenings and recommendations?

(1) Health history typically lists this information and subsequent follow up if needed and noted as N/A. This may be that the guardian opted out and that is within the rights but still needs documentation stating so. Best if there is documentation from a guardian themselves, even stating "under further notice" that can be kept for years.

(2) It was noted that sometimes this information is noted in QAs and these are not always looked at by all surveyors.

x. Has the recommendation in our system changed for frequency of colonoscopies?

(1) No changes made at this time

xi. Is there a "variance form" that is to be used in certain circumstances?

(1) No "variance form" known to Peter that is related to nursing

xii. Does there have to be documentation of all systems being assessed or reviewed during an annual physical?

(1) This does not have to be confirmed thru documentation notes from the visit however the hope would be that this is getting done during an annual physical. Sometimes the visit summary does not include this but a copy of the office notes does.

xiii. Do you see any difference in compliance or trends between nurses who do attend DDNNH monthly meetings vs those who do not?

(1) Peter's team is not always aware of who goes to meetings and who does not. No trends or compliance differences are known and overall they cite very few nursing related areas.

In closing, Peter Bacon noted his appreciation and recognition of the nursing work done in this field. The job is not easy, involves being pulled in many directions and extreme dedication.

Peter also notes that dental care is coming. Stay tuned and be looking for more details. Xrays, cleanings, fillings to be covered with a \$1500 annual limit outside of preventative care. Starting April 1, 2023.

7) Meeting adjourned at 11:33am

Next Meeting will be via zoom Tuesday November 15th 9:30-11:30am

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

Submitted by:

Tiffany Crowell, RN

Nurse Administrator- BDS



DDNNH

Developmental Disabilities Nurses of New Hampshire

MINUTES

11/15/2022

- 1) Meeting was called to order with 37 members in attendance
- 2) Review and approval of **October 2022** minutes as written with modifications discussed.
- 3) Introduction of new Nurse Trainers- Michelle Baker-Easterseals, Shannon Pickering- NeuroRestorative, Rhonda Colerick- Northern Human Services, Dawn Bellorado- Plus Co, Carol Mitchell Boudreau- Chesco
- 4) Officers Reports:
 - a) Treasurer's Report – Accepted as written. There are currently 36 paid members.
 - b) In checking 341.72 in savings 4964.00 The new website has been paid for 3 years

5] BDS updates: None as Tiffany unable to attend meeting

6] Committees- a) No med committee updates those members not present

b) FAQ committee we are still “plugging along” we are nearly at the end. Then we will need to spend time editing what we came up with, then it will get sent to med committee and BDS surveyors to check that they agree.

c) Job Fair committee- see new business

7] New Business-

Marketing -Job fair committee did meet and review the verbiage on the postcard that has been worked on. The logo will still need to be copied/pasted on it. Kelly questioned if space should be left so if we did want to mail it in the future, we would have room for the address. We discussed how we want to market: blanket mailings, ANA has mailing lists for members and State of NH has RN lists, ? including it [postcard] in either's newsletters that are sent out periodically, what would be the value vs costs? Attending job fairs at colleges [however the 2 years of experience makes it difficult to recruit NTs for open positions now], we have the banner done and postcards will be soon just need to decide what to do. Other ideas are contacting WMUR and NH 1 TV stations about exposure, NH Chronicle, Chaos and Kindness, letters to the editor of local newspapers and/or ads to these papers, advertising during DSP week.

Awareness- Debi brought up the frustration and what she's tried to resolve in regard to getting our specialty recognized. She has contacted BON about adding it to the annual questionnaire that is sent out asking what specialty we work in, instead of “other”. Discussion and suggestions brought up i.e., educating hospital staff [RNs/providers, hospitalists], doctor's offices, nursing homes. Also, other aspects of the public like Fire, EMS and police who may have contact with our individuals. Who will work on this issue? Possibly forming a sub-group in marketing? Barbara and Sandi are already on job fair committee Pam stated she would like to work on outreach to educate hospital personnel. Ideas suggested: Lunch'N Learns, tricky to get staff to attend as we are unable to offer CEUs per DDNA regulations, directing people to our new website and Facebook. Reminder DDNNH does not hire people we will include current openings on the website, but it is the responsibility of each AA/vendor agencies to hire.

Misc-

a] Question came up again about possible annual conference for here in NH, Sandy has many ideas and is working on this issue. Again, we would need to offer CEUs in order to get good turnout.

b] Reminder to the new nurse trainers there is a list of nurses on the website who would be happy to act as mentors to those who don't have other NTs in their agencies to ask questions and offer support etc.

- c] Facebook users, please go to Facebook and like/share which helps spread the word about us.
- d] Retirement- wished Leslie well as she retires 11/30

8] Practice Questions-

- a] Question about who removes non-active individuals from HRST? The Service Coordinator from the AA should be contacted, and they let HRST know.
- b] How many days leeway in starting a new order is allowed? If antibiotic should be started that day, other meds may be delayed d/t guardian approval received, prior auths, or other financial issues. Document on log and/or the order why there was a delay. Consider seeking prescriber documentation at appt if barriers known in advance.
- c] Is verbal consent enough for individuals to receive a vaccine? Most agreed that having it in writing is best practice however it depends on the guardian. Some are ok with verbal others like many from OPG have a standardized form.
- d] Kelly brought up if we have an updated list of what the surveyors [in particular Lisa] are looking for? Lisa brought this up last month. Have things like the Health History been updated? Discussion about who is responsible for updating these and how difficult it can be with EMR. Where and how do we get accurate diagnoses ISA, HRST, HH, PE?
- e] Question brought up about self cathing and straight cathing- lively discussion ensued! Many examples offered by multiple nurses. No resolution except that it does not expressly state in NUR 404 rules that this cannot be taught to unlicensed staff. Most felt it went to the individual's quality of life to teach caregivers this skill.

9] Next meeting- December meeting will be in person [as will June's] it is at the Fox Chapel 105 Pleasant st, Concord. We hope everyone will be able to make it in person. It will not be offered on zoom. Event will be catered. First hour of meeting 10:30-11:30 will be business, 11:30-2 will be socializing, eating and gift exchange. Discussion about whether to have Yankee swap, collection of donated items for homeless shelters and whether we will be donating to a college for student expenses as we did last year. Janet will send out a Survey Monkey to get answers for these issues.

Next Meeting will be 12/20/22 AT 10:30am in person at the Fox Chapel- NH State Hospital grounds

**Submitted by:
Jill Satterfield RN
Vice President, DDNNH**



DDNNH

Developmental Disabilities Nurses of New Hampshire

MINUTES December 20, 2022

- 1) Meeting was called to order (in person☺) at 10:50am with **20** members in attendance; increased to 22 after meeting called to order.
- 2) Review and approval of **November 2022** minutes as written with modification and clarifications discussed regarding logo, number of paid members filled in and additional comment to #8 (b) – Consider seeking prescriber documentation at appt if barriers known in advance.
- 3) Officers Reports
 - I. Treasurer's Report – Accepted as written. There are currently **34** paid members. Reminder to review the second part of report for names and expiration dates.
 - i. Checking \$301.36, Savings \$5014.24 Total: \$5315.60
 - II. Secretary position remains vacant. Current DDNNH officers are alternately filling this role at present. We encourage interested (or even role exploring interested) nurses to email DDNNH2020@gmail.com
- 4) New Business
 - I. BDS updates - Tiffany
 - i. Tiffany is in the middle of a Nurse Trainer class: started last week and will conclude tomorrow (12/21) – 5 nurses, going well. The part time NT trainer position has now been posted.
 - II. Subcommittee updates
 - i. FAQ committee completed the initial review of all FAQ items. A copy to look at the overall work was displayed on a table – for understanding of the scope of the review...and an opportunity for interested attendees to look at a particular item, if interested.
 - (1) Next steps:
 - (a) The FAQ committee will continue to meet to finalize edits, split the document into at least three parts (true FAQ, tips and tricks, and historical)
 - (b) Med committee and Peter Bacon/OOS will be provided opportunity to review and comment on relevant sections
 - (2) FAQs are currently arranged according to regulation (e.g., He-M 1201.03, .04 etc). The content is an amalgamation from many past years – some of the work of the current committee has been to reword the direct lift of items from past minutes into actual questions and answers.
 - (a) When the final draft version is available, it will be sent to all DDNNH members for review.
 - (3) Future FAQ items – we will need an ongoing commitment from the current subcommittee members to remain involved (all have agreed) as well as the group – to identify new items that need to be included in future updates as we thoughtfully review each month's draft minutes.
 - (a) This was a robust conversation: about meeting minute's development and review for clarity and full inclusion of relevant pieces.
 - (b) Using the FAQs can help NTs be more familiar with the regulatory expectations.

- (4) Comments offered about technology possibilities and relative cost (of keeping an accessible online recording of the DDNNH meetings). Suggestion was made to use technology to create an exact transcript of the meeting and/or store all Zoom meetings on Google drive with permissions for NTs to view. Question arose as to who would take on this additional task?
 - (a) We would need to identify positions/roles if this moves forward.
- ii. Job Fair/Marketing Committee – Barbara will be receiving two banners (donated) this week. Postcard review and editing with DDNNH officers group occurred – Barbara is waiting for next steps/approval. The plan for use of the postcards currently is at nursing school job fairs – so that new grads, while not yet eligible to work as a NT, have awareness that this specialty and career path exists.
- iii. Website is an active resource: www.DDNNH.org

2) Meeting adjourned at 11:33am as the food arrived and celebrating began.

Next Meeting will be via zoom Tuesday January 17 at 9:30-11:30am

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

Submitted by:

Jennifer Boisvert, RN, MN

DDNNH DDNA Liaison