

Policy and Quality Subcommittee Meeting Summary

June 7, 2016

9am-12pm

Attendees: Chris Futey, Doris Husted, Lisa Rossignol

1. Reviewed Previous meeting's summary
2. Discussed issues around safe vehicle used by staff including agency owned, staff owned, individually owned, and family owned.
 - What rules are there around smoking in vehicles while individuals are being transported
 - Insurance coverage
 - Current and valid license and registration
 - How often is driving record being reviewed
 - Standard procedures for accident involving an individual receiving DDW services
 - Requirements for training on agency specific transportation policy.
 - Who else can ride in the vehicle while and individual is being transported.

Provider Agency Transportation Policy & Procedure – Chris Futey

- Provider was in a car accident with a DDW client, provider did not know what to do.
 - There should be some type of training.
 - DDSD has a transport policy – ACQ was presented the transportation policy and did not want to update the policy. It was voted on at ACQ a year ago. Chris will check meeting minutes.
 - The agencies should have their own policy in place
 - Rules around family transporting
3. Discussed the need to create a falls taskforce run out of the Policy and Quality Subcommittee
 - Reviewed the drafts that were provided to those at the committee meeting
 - Discussed what type of QA/QI process a provider might use this data for.
 - Are provider required to have QA process around falls
 - Be sure to include the What Where When in the tracking form.
 - Include preceding issues around fall
 - What would prompt the provider to have a QA meeting around falls.