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 an 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.