

Policy and Quality Committee Meeting Summary

August 7, 2024

10:00 am-12:00 pm

Attendees: Chris Futey, Scott Doan, Steven Fernandez, Dominic Jaramillo, Winton Wood, Angelique Tafoya, Claudia Rice, Kate Nash, Chris Leroi, Vangie Yanez, Tracy Perry, Clara Hardgraves

Agenda items:

1. **Developmental Disabilities System Quality Improvement Committee (DDSQI) Policy**

- a. Claudia Rice read through the DDSQI policy in its entirety with Committee members.
- b. Meeting attendees provided updates to the policy, such as fixing grammatical errors and modifying sentence wording.

2. **Plan, Do, Study, Act (PDSA) Framework Policy**

- a. Claudia Rice read through the PDSA Framework policy in its entirety with Committee members.
- b. Committee members revised the wording of several sentences to ensure the policy was straightforward and removed redundancies.

3. **Health & Wellness Visit Policy and Procedure**

- a. Claudia Rice read through the Health & Wellness Visit Policy and Procedure in its entirety with Committee members.
- b. The Committee modified wording throughout the document to ensure language was consistent.
 - i. Renamed instances of “home visits” to “health & wellness visits.”
- c. Winton Wood commented that it is important to include cultural considerations of individuals and families when preparing for and conducting health & wellness visits.
- d. Angelique Tafoya asked if service providers could get access to health & wellness visits case notes in Therap to help keep providers updated on Waiver recipients and determine if Waiver recipients had any arising needs or problems.
 - i. Chris Futey and Scott Doan stated that is something that is being internally discussed at the Developmental Disabilities Supports

Division (DDSD). Chris Futey assured Agelique that providers can still review case notes if they request the case note from DDSD.

- e. At the conclusion of the meeting, Claudia Rice emailed meeting attendees' copies of the *DDSD Home Visit Safety Checklist v2.0* and the *If Not ANE Then What* reference document for meeting attendees to provide their comments and revisions.