

# Policy and Quality Committee Meeting Summary

December 11<sup>th</sup>, 2024

12:00 pm - 2:00 pm

Attendees: Jim Copeland, Deanna DeHerrera, Chris Leroi, Elisheva Levin, Tonya Lynn, Kate Nash, Tracy Perry, Peter Michaels, Claudia Rice

Agenda items:

## 1. Review of Emergency Operations Plan (EOP) for DDSD

- a) Suggested edits from the prior October meeting have been accepted, except for the parts concerning MCO Coordinators.
- b) There was discussion about the EOP section concerning communication with DDSD during emergency situations – Claudia read through this document for clarification.
- c) The group discussed that waiver recipients have important contacts listed in their individual service plan or services and support plan, which are a resource to utilize during emergency situations.
- d) The group also discussed whether case managers would be responsible for attending to administrative elements during emergencies, or if the provider agencies would take care of this. He raised the question of how this would be implemented across the various waivers.
- e) Claudia shared a display of the Optional Emergency Operations Communication Template spreadsheet and there was discussion about this document. Claudia clarified that the template spreadsheet is *optional* and was created as a resource for agencies to collect data during emergency situations. There will be a link to a brief training video sent out with the spreadsheet, demonstrating how to use this tool.

## 2. Stakeholder Suggestions, New Ideas

- a) Attendees discussed that there is data collected pertinent to the scope of the committee which is not currently available and could be useful. This provoked a discussion about DDSD sharing follow up information about allocation progress and demographics that would be helpful in assessing policy and quality issues.

## 3. Solidify Time for Future Meetings

- a) Claudia pointed out that the Policy & Quality Committee typically meets on Wednesday because the Advisory Council on Quality (ACQ) meets on Thursday.
- b) The consensus was that this committee should meet on Wednesday afternoon with the exact time to be determined.

## 4. Future Meeting Schedule

- a) Wednesday, February 12<sup>th</sup>, 2025
- b) Wednesday, April 9<sup>th</sup>, 2025