



The Home Care and Hospice Advisory Council
Regular Meeting
Wednesday, February 11, 2015 at 10:30 a.m.

Meeting Location: OSDH, 1000 NE 10th Street, Room 307, Oklahoma City, OK 73117-1299

MEETING MINUTES
Approved 5/13/2015

The Home Care and Hospice Advisory Council special meeting notice was posted on the OSDH website located at <http://mfs.health.ok.gov> as well as the Secretary of State's website located at www.sos.state.ok.us on Wednesday, December 10, 2014. The agenda for this Regular Meeting was posted on the OSDH (Oklahoma State Department of Health) website and the building's front entrance on Tuesday, February 10, 2015.

1. **Call to Order**

Chair, Greg McCortney called the meeting to order at approximately 10:32 a.m.

2. **Roll Call**

Devyn Tillman called roll. The following members were present: David Gibson; Karmaria Kuehn; Rayetta Dominguez and Greg McCortney.

The following member arrived at 10:41: Michelle Fox.

The following members were absent: Lavane Vowell and Tamra Moore.

Identified OSDH staff members present were: LaTrina Frazier-Home Services Division; Devyn Tillman-Medical Facilities Service; James Joslin-Services Director of Health Resources Development Service; Vicki Kirtley-Nurse Aide Registry; John Judge, Jr.-Home Care Administrator Registry.

Identified guests present were: Linda Roberts; Dennis Teal-Integrus Health Care; Doug Miller-OK Association for Home Care & Hospice; Stan Sweeney-HealthWatch.

3. **Election of Officers**

• **Chairperson**

David Green made a motion to nominate Greg McCortney as Chairperson. The motion was seconded by Karmaria Kuehn. The motion carried.

<i>Aye: 4</i>	<i>Abstain: 0</i>	<i>Nay: 0</i>	<i>Absent: 3</i>
<i>Lavane Vowell</i>	<i>Absent</i>	<i>Tamra Moore</i>	<i>Absent</i>
<i>David Gibson</i>	<i>Aye</i>	<i>Rayetta Dominguez</i>	<i>Aye</i>
<i>Michelle Fox</i>	<i>Absent</i>	<i>Greg McCortney</i>	<i>Aye</i>
<i>Karmaria Kuehn</i>	<i>Aye</i>		

• **Vice Chairperson**

Rayetta Dominguez made a motion to nominate Tamara Moore as the Vice Chair. The motion was seconded by Karmaria Kuehn. The motion carried.

<i>Aye: 4</i>	<i>Abstain: 0</i>	<i>Nay: 0</i>	<i>Absent: 3</i>
<i>Lavane Vowell</i>	<i>Absent</i>	<i>Tamra Moore</i>	<i>Absent</i>
<i>David Gibson</i>	<i>Aye</i>	<i>Rayetta Dominguez</i>	<i>Aye</i>
<i>Michelle Fox</i>	<i>Absent</i>	<i>Greg McCortney</i>	<i>Aye</i>
<i>Karmaria Kuehn</i>	<i>Aye</i>		

- Secretary

Greg McCortney made a motion to nominate Lavanne Vowell as Secretary. The motion was seconded by David Green. The motion carried.

Aye: 4	Abstain: 0	Nay: 0	Absent: 3
Lavane Vowell	Absent	Tamra Moore	Absent
David Gibson	Aye	Rayetta Dominguez	Aye
Michelle Fox	Absent	Greg McCortney	Aye
Karmaria Kuehn	Aye		

4. **Approval of the October 29, 2014 draft special meeting minutes**

Rayetta Dominguez made a motion to approve the October 29, 2014 special meeting minutes as amended, with corrections. The motion was seconded by Karmaria Kuehn.

Aye: 4	Abstain: 0	Nay: 0	Absent: 3
Lavane Vowell	Absent	Tamra Moore	Absent
David Gibson	Aye	Rayetta Dominguez	Aye
Michelle Fox	Absent	Greg McCortney	Aye
Karmaria Kuehn	Aye		

5. **Status of Oklahoma Home Care Administrator Preparedness and Assessment Program Examination Revision**

- James Joslin, Services Director-Health Resources Development Service (HRDS)
James Joslin reported HRDS will be attempting to revise and update the Home Care Administrator exam. His office will be identifying and recruiting volunteers from the home care industry to review revisions to the exam at a meeting to be held on February 23, 2015. Devyn Tillman will distribute a handout to all Home Care and Hospice Advisory Council members and interested parties' following today's meeting. If anyone is interested in volunteering on this committee, please contact John Judge, APM, at 405-271-6868. For a copy of this flyer, please see attachment A.

6. **Reports – Health Department Programs:**

- **Home Services Division**—LaTrina Frazier, Administrative Programs Manager presented the Council with department updates. LaTrina reported the department has updated the Home Health Application, Form ODH757 as well as the Hospice Application, Form ODH924. These are now available on the department's website located at: <http://www.mfs.health.ok.gov>. She reported the department is working to improve processes and requests all applicants to check the Secretary of State's office to make certain they are current and active.
- **Nurse Aide Registry and Certification** – Vicki Kirtley, Administrative Program Manager of the Nurse Aide Registry presented the Council with current Home Health Aide statistics. Please see attachment B, for a copy of this report.
- **Home Care Agency Administrator Certification** – John Judge, Administrative Program Manager presented the Council with current Home Care Administrator statistics. Please see attachment C, for a copy of his report.

7. **Approval of amended November 2015 meeting date: November 12, 2015**

David Gibson made a motion to approve the amended meeting date of November 12, 2015. The motion was seconded by Michelle Fox.

Aye: 5	Abstain: 0	Nay: 0	Absent: 2
Lavane Vowell	Absent	Tamra Moore	Absent
David Gibson	Aye	Rayetta Dominguez	Aye
Michelle Fox	Aye	Greg McCortney	Aye
Karmaria Kuehn	Aye		

8. **Public Comment**

There was a brief discussion regarding supervision of in-service hours. There was a comment regarding pending legislation at the capitol. One of these is the possibility of a requirement for hospice administrators to receive continuing education credits.

9. **Adjourn**

The meeting adjourned at approximately 11:48 a.m.



Oklahoma State Department of Health
Creating a State of Health

Update on the Status of a Planned Review of the Oklahoma Home Care Administrator Preparedness and Assessment Program (OHCAPA) Examination February 11, 2015

The Department provides the current test through the OK Department of Career Technology Centers (CareerTech). Our contact there is: Jennifer Cartwright, Assessment Manager/Health Certification Project Coordinator

The steps to be taken in completing a review will begin with identifying a list of 5 to 7 subject matter experts (SMEs) who could participate with CareerTech in reviewing and updating the OHCAPA test questions and supporting curriculum. The SMEs should include:

- Instructors,
- Administrators,
- Surveyors/inspectors, and
- Professional association representatives.

After the SMEs are identified the Department will make the initial outreach, emphasizing that their participation is voluntary and not reimbursed. It will take the SMEs 2 to 3 days of work, spread out over three months. If the SME's are willing, some "pre" work can be done independently – identifying what candidates need to know, writing questions, etc. This will shorten the amount of time required away from the office.

Once the SMEs are identified, the Department will email the names to Ms. Cartwright and she will send out an email and take it from there.

The steps in the review process are to:

1. Identify what the candidates need to know
2. Review the standards (statute, rule and otherwise)
3. Identify any holes between the standards and the exam so that new items can be written either prior to or at the review.
4. Review/validate the exam.
5. Review the curriculum supports to ensure any changes made to the exam are covered in the curriculum materials.
6. **ACTION NEEDED:** Please submit candidate names to John Judge, Home Care Administrator Registry Program Manager, johnwj@health.ok.gov no later than February 23, 2015.



Attachment "B"

Nurse Aide Registry

Oklahoma State
Department of Health

Nurse Aide Registry Statistics

Prepared for

Home Care & Hospice Advisory Council

February 11, 2015

**Vicki Kirtley, Director
Nurse Aide Registry**

**For questions regarding:
Nurse Aide Registry, call (405) 271-4085**



Protective
Health Services

Oklahoma State
Department of Health

**Home Care Administrator Registry
Statistics**

Prepared for

**Home Care and Hospice Advisory Council
Wednesday, February 11, 2015**

**John W. Judge, Jr.
Administrative Program Manager**

**For questions regarding:
Home Care Administrator Registry, call (405) 271-6868 Ext.
57273**

**Home Care Administrator Registry
Statistics**

**Active Certifications on the Home Care Administrator Registry
As of January 31, 2015**

Active Provisional Certifications (6 months)	Active Initial Certifications (1st year)	Active Renewed Certifications	Total Active Certifications
27	93	604	747

Calendar Year 2015

Month	Provisional Certification	Initial Cert. Deeming	Initial Cert. Preparedness Program	Tested for the OHCAPA	Passed	Failed	Renewals Issued
January	1	2	3	11	11	0	2
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
Total	1	2	3	11	11	0	2

**Home Care Administrator Registry
Statistics**

**Active Certifications on the Home Care Administrator Registry
As of December 31, 2014**

Active Provisional Certifications (6 months)	Active Initial Certifications (1st year)	Active Renewed Certifications	Total Active Certifications
26	88	612	745

Calendar Year 2014

Month	Provisional Certification	Initial Cert. Deeming	Initial Cert. Preparedness Program	Tested for the OHCAPA	Passed	Failed	Renewals Issued
January	4	2	2	8	8	0	1
February	1	5	4	6	5	1	1
March	3	1	2	10	10	0	0
April	0	10	1	11	11	0	3
May	0	0	3	14	14	0	19
June	4	2	4	13	13	0	108
July	6	6	2	11	11	0	262
August	1	6	3	4	4	0	143
September	1	3	1	6	6	0	53
October	2	7	3	10	10	0	10
November	3	3	4	5	5	0	8
December	1	3	7	12	12	0	4
Total	26	48	36	110	109	1	612

**Home Care Administrator Registry
Statistics**

**Active Certifications on the Home Care Administrator Registry
As of December 31, 2013**

Active Provisional Certifications (6 months)	Active Initial Certifications (1st year)	Active Renewed Certifications	Total Active Certifications
18	16	800	834

Calendar Year 2013

Month	Provisional Certifications	Initial Cert. Deeming	Initial Cert. Preparedness Program	Tested for the OHCAPA	Passed	Failed	Renewals Issued
January	7	4	3	11	11	0	4
February	1	2	3	11	11	0	9
March	3	4	1	6	6	0	2
April	2	6	3	11	11	0	27
May	2	4	3	12	12	0	16
June	2	7	1	6	6	0	69
July	1	4	2	6	6	0	345
August	2	10	4	9	9	0	129
September	4	4	1	3	3	0	53
October	1	3	0	6	6	0	5
November	2	2	2	1	1	0	4
December	2	2	2	8	8	0	1
Total	29	52	25	90	90	0	664

Active Certifications on the Home Care Administrator Registry
As of December 31, 2012

Active Provisional Certifications (6 months)	Active Initial Certifications (1st year)	Active Renewed Certifications	Total Active Certifications
14	68	694	776

Calendar Year 2012

Month	Provisional Certifications	Initial Cert. Deeming	Initial Cert. Preparedness Program	Tested for the OHCAPA	Passed	Failed	Renewals Issued
January	1	1	3	0	0	0	1
February	2	1	6	6	6	0	1
March	4	4	6	7	7	0	1
April	4	0	0	6	6	0	33
May	3	0	2	11	11	0	16
June	1	3	3	7	7	0	68
July	5	2	8	14	14	0	376
August	1	5	1	11	11	0	163
September	8	6	1	1	1	0	24
October	4	4	1	4	4	0	9
November	7	2	2	7	7	0	2
December	0	3	4	16	16	0	0
Totals	40	31	37	69	69	0	694