

North Dakota Department of Health
Division of Health Facilities

Business Process Re-engineering
Life Safety Code Process Committee Meeting Minutes

June 17, 2008

Committee Members Present:

Bruce Pritschet, Director, Division of Health Facilities
Shelly Peterson, Executive Director, North Dakota Long Term Care Association
Lucille Torpen, Manager, Division of Health Facilities, ND Dept. of Health
Karissa Olson, Administrator, Heartland Care Center
Wade Peterson, Administrator, Medcenter One Care Center
Monte Engel, LSC Manager, Division of Health Facilities, ND Dept. of Health
Sherwin Nelson, LSC Surveyor, Division of Health Facilities, ND Dept. of Health
Darleen Bartz, Chief, Health Resource Section, ND Department of Health
Bob Bieber, President of the North Dakota Environmental Service Association
Karen Haskens, Vice-President, North Dakota Health Care Association

Committee Members Absent:

Pete Antonson, Administrator, Northwood Deaconess Health Center
Bridget Weidner, Manager, Division of Health Facilities, ND Dept. of Health
Darrold Bertsch, Administrator, Southwest Healthcare Services
Don Marty, Meritcare Health Systems
Craig Helenske, Helenske Design Group

Facilitator:

Joan Coleman, RAI/Training Coordinator, Division of Health Facilities, ND Dept. of Health

Introduction of Participants

The Business Process Re-engineering (BPR) Life Safety Code (LSC) Process Committee Meeting began at 10:05 a.m. on June 17, 2008. Joan Coleman welcomed everyone to the meeting. All committee participants introduced themselves.

Review of Department Mission and Purpose of Meeting.

Bruce reviewed the overall mission of the Department which is to “Protect and Enhance the Health and Safety of All North Dakotans and the Environment in Which We Live.”

Bruce explained the purpose of the Business Process Re-engineering of the LSC survey process was to identify specific industry concerns; review of work by internal workgroup; identify factors that should be considered in the decision making process related to compliance with a requirement; consider Decision Making Matrix (Survey Protocol) that would guide consistency in the survey outcome; consider what recommendations would

require approval from the Centers for Medicare and Medicaid Services (CMS) who is the department's consumer; consider training needs of providers related to conducting their own maintenance survey throughout the year linked to specific requirements; and consider potential discussion/training needs of surveyors.

Establish Ground Rules

Joan discussed the ground rules for the BPR Committee meeting. These ground rules included the following:

- It's your meeting (all participants)
- Everyone's comments will be considered equally (it is important for everyone to participate as we need to look at the whole picture)
- No relevant topic is excluded
- Respect each other's opinions (people think differently)
- Respect the time frames identified
- Silence is considered an agreement (so if you do not agree you need to voice your opinion)
- Keep the facilitator accurate
- Work together toward common goals (finding a solution takes balance)
- Refrain from attribution (no placing blame)
- Output/changes impacting the survey process/outcome must be approved by CMS

Review and Approval of March 2008 Meeting Minutes

Minutes of the March 17, 2007 meeting were reviewed and approved at approximately 10:15 a.m.

Update on CMS LSC Information Emailed to Environmental Services Staff

Monte reported there has not been any new CMS LSC information to email to the environmental services staff. Shelly stated that there should be new information that will be sent out in August.

Website Updating (Top Ten PPT from LSC Presentation)

Monte reported that the website has been updated. The committee discussed posting the LSC presentation from the May 2008 North Dakota Long Term Care Association Convention and the top ten deficiencies on the website. Committee members felt it would be a good tool to use and were in agreement that the presentation and deficiencies were to be put on the website and updated every three months. It was felt hospital staff could benefit from the presentation as well; Monte will email Karen Haskens a copy of the presentation.

Update on Possibility of Obtaining Training from Thomas Jaeger

Shelly gave an update regarding the possibility of having Thomas Jaeger do a LSC training session in North Dakota for LSC staff. The training session will be held on September 18, 2008. The invitation will be extended to hospitals, architects, contractors, etc. Shelly will work with Thomas Jaeger and Monte in setting up the training session.

List of Vendors and Products and QA LSC Checklist/Update of Posting of Information on ndesa.org Website

Bob reported that the list of vendors and products have been updated on the ndesa.org website. There was also a brief discussion regarding training for LSC staff and staff participation. Committee members felt training was beneficial for the facilities, but staff doesn't always participate and provide input.

Life Safety Presentation Evaluations from the 31st Annual North Dakota Long Term Care Convention

Bruce reviewed the letter and the evaluation from the North Dakota Long Term Care Annual Convention regarding the Life Safety presentation. (See Attachment) There was a discussion regarding the forms, QA process, and linking the North Dakota Environmental Services Association with the state. Monte will scan the forms and send them to Bob.

CMS Federal Regulations/Issues

Wade gave an update on the AHCA/NFPA Life Safety and CMS Federal regulations and issues (See attachment). Copies of the information were handed out to committee members. Wade also mentioned that two Life Safety personnel from Baltimore will be retiring. The 2009 Codes will be coming out and evaluated; date to be announced. There was a discussion regarding the length of time it takes for new codes to be developed. The process for new codes takes approximately three years and is adopted by Congress, not CMS.

There was also a discussion regarding the proposed rules for medicare reimbursement's for falls, pressure ulcers, UTI's, etc. and whether or not the event never took place, and if it was present on admission or was acquired while hospitalized.

Update on LSC Construction/Renovation Demonstration Project

Bruce gave a report on the LSC construction/renovation demonstration project and testimony. A copy of the testimony was handed out to committee members for their review.

Proposed Regulatory Progressive Construction Survey

➤ *Facility Types and Information from Hospitals:*

The committee reviewed the information that Karen Haskins had gathered regarding facility types and hospital building/renovation projects (See attachment).

Karen Haskins also spoke about the medicare payments compared with the wage index.

➤ *Options for Implementing Onsite Construction/Renovation Inspections:*

Darleen handed out and reviewed the information regarding the projected cost of implementing onsite construction/renovation inspections (See attachment). She also provided some background information regarding the Regulatory Progressive Construction Survey and Monte's position. The committee discussed the time allocated for small and large projects and the need to have a person designated to do plan reviews.

The committee recommended a minimum of two announced visits per facility. The committee also suggested that Darleen request 3 FTE's for the onsite visits.

Darleen also handed out different options to cover the cost of the FTE's and implementing onsite construction/renovation inspections (See attachment). The committee discussed the combined fee-based funding versus the general fund funding. The committee like the third scenario the best and felt larger facilities would be more open to the fees than the smaller ones. The committee also felt there should be some guidelines for small and maintenance projects, renovations, new construction, etc. It was recommended that the fee would be defined by the number of visits that are needed for the projects and that the fee should be paid up front. Monte Engel and the Life Safety staff will define the number of visits needed for the projects. Shelly Peterson and Karen Haskins will take the information to their respective groups for feedback. Darleen will define the scenarios based on the complexity of the plan review.

Regional Meetings

The committee discussed Life Safety staff attending regional meetings for education purposes and doing a walkthrough of a facility with maintenance representatives. It was suggested the Life Safety staff attend the regional meetings; starting with the Fall 2008 meeting. It was felt that the walkthroughs should be done in a least disruptive manner. The committee recommended walkthroughs to possibly be done at the new facility in Hillsboro and Medcenter One Care Center in Mandan.

Decision Tree Review of K-tag: K025 Smoke Barriers

The committee discussed the benefits of going through LSC tags at the meetings. They also discussed the K025 Smoke Barrier tag. It was recommended to present the LSC tags at the regional meetings. It was suggested to present tag 62, 54, 18, 025, and 51.

Next Meeting Date

The next meeting of the Business Process Re-engineering Committee will be held on September 4, 2008 from 10:00 a.m. to 3:00 p.m. in the AV Room 210 located on the 2nd floor of the Judicial Wing at the State Capitol.

Meeting Adjourn

The meeting was adjourned at 3:05 p.m.