

# Standards Committee



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## Eric Moore, Chair

Tuesday, February 14, 2012  
9:00 am to 11:00 am  
Area Agency on Aging/Care Directions  
1366 East Thomas Road, Phoenix  
Ground Floor, Conference Room

4041 N Central Ave, 14<sup>th</sup> Floor  
Phoenix, AZ 85012-3329  
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PlanningCouncil@mail.maricopa.gov

## Meeting Minutes

**Committee Members** *AT: Attended AB: Absent EX: Excused ALT: Alternate Present*

AT Debby Elliott <i>alt: Philip Seeger</i>	AT Deborah Frusciano <i>alt: Kimberley Bickes</i>	AT Eric Moore
AT Rebecca Barnett	AT Randall Furrow	

## Guests

## Administrative Agent Staff

Rose Conner                      Edd Welsh                      Carmen Batista  
  
Kenneth Leighton-Boster

**Support Staff:** John Sapero

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## Welcome, introductions and declarations of any conflicts-of-interest

Eric Moore called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

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## Determination of quorum

Quorum was established with four of five members in attendance at approximately 9:15am.

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## Review of the meeting minutes and action items from prior meetings

The committee silently reviewed summary minutes from the December 13, 2011 meeting. No corrections were voiced.

### **Administrative Agent update**

Kenneth Leighton-Boster discussed:

- A quality improvement training provided by the National Quality Center is being presented by the Part A quality program on March 19 and 20

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### **Committee Chair update**

Eric Moore discussed:

- In a previous meeting, the committee had discussed changing the meeting time/day. Eric asked if anyone preferred changing the meeting schedule. A consensus was reached to keep the meeting schedule the same
- Eric had approached Keith Thompson, Rules Committee Chair, about combining the committees. Keith was open to this. A consensus was reached to invite the Rules Committee to join with the Standards Committee. Eric related he will talk to the Keith Thompson and Randall Furrow to begin this transition.

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### **Revisions to Standards of Care**

#### ***Non-Medical Case Management***

The committee finalized the draft standards for this service category. Discussion focused on how to determine a case closure, and outcomes for the service.

**MOTION:** Randall Furrow moved to approve the Non-Medical Case Management standards of care as drafted. Deborah Frusciano seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

#### ***Early Intervention Services***

Carmen Batista reviewed the initial draft of the standards of care for these services. The committee reached a consensus to allow the quality management team to gather provider and stakeholder feedback prior to the start of a formal review of the document at the next Standards Committee meeting.

Kenneth Leighton-Boster suggested including a statement of intent in each standard of care, to define the purpose of the document.

MEETING MINUTES *continued*

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**Discussion of agenda items for the next meeting**

In addition to the recurring agenda items, the committee determined the following:

**Agenda Items**

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Early Intervention Services standards of care

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**Action Items to be completed by the next meeting**

<b>Task</b>	<b>Assigned To</b>
Obtain provider and stakeholder feedback on the draft EIS standards	Part A quality team

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**Current events summaries**

No comments were voiced.

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**Call to the public**

John Sapero discussed that the vendor for the resource inventory for the new Comprehensive Plan will begin contacting providers to gather information.

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**Adjourn**

The meeting adjourned at approximately 10:29 am.