

Oregon Long-Term Care Quality Steering Committee Charter

Date: 1/23/2015

A. Purpose

All stakeholders of the long-term services system are committed to improving quality of life and quality of care for individuals served by the Oregon long-term care (LTC) system. In addition, all stakeholders recognize the importance of supporting positive work environments for those who work in the system.

Stakeholders acknowledge that quality improvement activities are most successful when multiple stakeholders join forces to champion their adoption.

The Quality Steering Committee (Committee) will move the system from a focus on compliance with minimum standards to a system focused on quality services and quality improvement.

Through a review of data and research, consensus-building, and priority-setting, the Committee will recommend policies, approaches, and initiatives that will support improved care and services, and members will assist in the implementation of such initiatives when applicable.

The work of the Committee is separate and distinct from the work of the Quality Care Fund Board.

B. Vision

The Committee will identify priorities and set goals and objectives that align with statewide and/or national initiatives. This set of priorities shall be limited in scope. The Committee will develop an annual work plan that will identify action items, along with timelines necessary to reach the goals.

C. Objectives

The Committee's objectives are as follows:

1. Share and discuss initiatives that are either pending or operationalized that impact Oregon's LTC communities
2. Identify opportunities for collaboration within those initiatives, with the intent to avoid duplication of efforts and minimize the impact/strain on provider organizations
3. Decisions are made based on ongoing analysis of evidence-based, national and statewide data related to quality improvement

4. Select statewide initiative(s) that all Committee members will promote and support
5. Recommend priority focus areas to Aging and People with Disabilities (APD) regarding issues that are potential priorities for the Quality Fund Board to target with Quality Fund grant monies
6. Evaluate projects that have been selected for and have received Quality Fund grant monies

D. Guiding Principles

The Steering Committee will:

- Respect others' views of issues brought before the Committee
- Engage and participate in discussions
- Attend each meeting or send a delegate if conflict arises
- Bring issues forward for discussion
- Use evidence-informed and data-driven models for analysis and evaluation of issues
- Follow the principles of person-centeredness and the values of ORS 410 (dignity, independence, and choice) in all decision-making
- Endeavor to achieve service equity
- Strive for consensus
- Be open to learning from one another

E. Scope

The scope of this Committee is to agree upon and implement programs, policies and initiatives that will realize improved quality of care and quality of life in Oregon nursing facilities, residential care facilities, assisted living facilities and adult foster homes, with no bias toward any particular setting.

F. Membership

The Committee will consist of between 15-18 members and will be convened by Aging and People with Disabilities (APD). Membership will include representation from:

- Oregon quality innovation network – quality improvement organizations (QIN-QIO)
- Providers and/or provider groups
- Advocates and/or advocate groups

- Consumers
- Health systems
- Area Agencies on Aging (AAAs and/or O4AD)
- Office of Licensing and Regulatory Oversight (OLRO)
- Office of Adult Abuse Prevention and Investigation (OAAPI)/Adult Protective Services (APS)
- APD Boards and Commissions
 - Medicaid Long Term Care Quality and Reimbursement Advisory Council (MLTCQRAC)
 - Governor’s Commission on Senior Services (GCSS)
 - Oregon Disabilities Commission (ODC)
- Oregon Long Term Care Ombudsman’s Office (LTCO)
- Oregon Patient Safety Commission (OPSC)

Additional members may be added by APD and/or by consensus of the Committee.

The Committee shall oversee three subcommittees, specific to:

1. Nursing homes (NH)
2. Assisted living facilities (ALF) and residential care facilities (RCF)
3. Adult care homes (ACH)/adult foster homes (AFH)

G. Meetings

- Meeting frequency will be monthly unless the Committee agrees to a different frequency.
- Meetings will be held in Salem initially and evaluated in the future for alternate locations.
- Additional meetings may be called as dictated by project needs.
- APD will convene the Committee to gather its members’ collective knowledge, experience, expertise, and insight to achieve improvement related to the project goal.

LTC Quality Steering Committee

15-18 members
(each organization has one vote)

Three subcommittees:
AFH, ALF/RCF, NH

Sets priorities for QF projects based on data

Members can also serve on Quality Fund Board

Meets monthly

Quality Fund Board

Nine members
(including one from each: MLTCQRAC, GCSS and ODC)

Evaluates and recommends proposals to APD for funding

Members and the organizations they represent cannot receive funds

Meets only late winter/early spring (2-4 months)

Formal appointments made annually by APD Director

Long Term Care Quality Steering Committee and Quality Care Fund Board Timeline

Month	Current FY Tasks	Upcoming FY Tasks
January	<ul style="list-style-type: none"> • Data briefing • Q2 progress reports due early January 	<ul style="list-style-type: none"> • Committee and subcommittees meet to discuss and finalize priorities • Set dates for QF Board meetings (April and May)
February	<ul style="list-style-type: none"> • Data briefing 	<ul style="list-style-type: none"> • Submit priorities to APD (early Feb.) • APD releases RFP • Quality Fund (QF) Board appointments finalized
March	<ul style="list-style-type: none"> • Data briefing 	<ul style="list-style-type: none"> • RFP out (30-45 day process)
April	<ul style="list-style-type: none"> • Data briefing 	<ul style="list-style-type: none"> • QF Board initial meeting (90 minutes)
May	<ul style="list-style-type: none"> • Data briefing 	<ul style="list-style-type: none"> • QF Board meets to evaluate and make recommendations (full day)
June	<ul style="list-style-type: none"> • Data briefing • Current FY contracts end June 30 	<ul style="list-style-type: none"> • APD evaluates recommendations and makes final decisions • APD notifies organizations of awards • New contracts in process
July	<ul style="list-style-type: none"> • Data briefing 	<ul style="list-style-type: none"> • New FY projects begin July 1
August	<ul style="list-style-type: none"> • Data briefing • Final reports from previous year's projects due • Committee begins to evaluate past FY (completed) projects and reports 	
September	<ul style="list-style-type: none"> • Data briefing • Committee continues to evaluate past FY (completed) projects and reports 	<ul style="list-style-type: none"> • Current FY Q1 Progress reports due to APD September 30
October	<ul style="list-style-type: none"> • Data briefing • Committee evaluates quarterly progress reports from current FY projects • Grant recipients give presentations to Steering Committee 	

Month	Current FY Tasks	Upcoming FY Tasks
November	<ul style="list-style-type: none"> • Data briefing • Committee evaluates quarterly progress reports from current FY projects • Grant recipients give presentations to Steering Committee 	<ul style="list-style-type: none"> • APD to gather data/ information to inform Steering Committee recommendations for upcoming FY
December	<ul style="list-style-type: none"> • Data briefing 	<ul style="list-style-type: none"> • Committee and subcommittees examine data and begin to discuss priorities for upcoming FY