**Long-Term Care Facilities COVID-19 Advisory Group**

**Charter**

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Advisory Group Charter Revision History

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| --- | --- | --- |
| **Version Number** | **Date** | **Description** |
| 0.1 | 8-12-2020 | Initial Draft |
| 0.2 | 8-12-2020 | Updated based on comments at initial meeting |
| 0.3 | 9-10-2020 | Update based on 9/9/2020 Advisory Group meeting discussion |
| 1.0 |  |  |

Long-Term Care Facilities COVID-19 Advisory Group

**Please Note:** This charter is meant as a starting point for discussion by this group and will be revised by this group as we move through this process together.

**Background**

## COVID-19 cases began affecting Washington state in late February with immediate and direct impacts to residents in Washington state’s long-term care facilities. Cases in the state grew quickly and exponentially requiring DSHS to alter routine, regular services to reduce the spread of the virus. This response was addressed through alternative measures; many of these efforts were developed and implemented for the first time.

**Advisory Group Purpose Statement**

The purpose of this Long-Term Care Facilities COVID-19 Advisory Group is to:

* Communicate across agencies and across advisory group representation what is needed to fully support residents, clients, families, providers and facility/agency staff in response to the COVID-19.
* Share information that has been captured from other groups and sources with the goal of coordinating the many channels of information that are occurring as a result of COVID-19 response.
* Advise agencies and local jurisdictions on policy decisions and practices related to COVID-19 response in long-term care facilities and agencies and home and community-based programs.
* The activities of this group are specific to COVID-19 related needs. Unless the group decides to adjourn earlier, once the threat of the pandemic is past, activities of this advisory group will terminate.

**Definition:**

This advisory group represents the COVID-19 needs of the following facility and provider types:

* Adult Family Homes
* Skilled Nursing Facilities
* Supported Living Agencies
* Assisted Living Facilities

**Ground Rules**

1. To avoid distraction, please mute your computer/phone line until you wish to speak. Meetings will also be monitored so you may be muted and unmuted by staff in order to limit background noise and having multiple individuals speaking at once.
2. At least 10 participants must be in attendance at each meeting to represent a quorum or the meeting shall be canceled. All meetings will start on time with the quorum of 10 or more.
3. If a participant is unable to attend all or part of a meeting, they may send one representative in their place.
4. Each represented group gets one vote on decisions of the advisory group. In voting, majority rules.
5. Group members representing organizations are responsible for ensuring they communicate with and capture and report feedback from their membership/organization.
6. Dissent will be captured in meeting minutes.

**Goals & Objectives**

Key goals and objectives of this advisory group:

1. Work to balance the safety, health and well-being of residents, clients and staff with quality of life, dignity, freedom of choice, and equity.
2. Ensure open, transparent, regular communication with all recipients of long-term care facility and agency care,, their families, providers of their services, advocates of residents, clients and providers and other agencies and jurisdictions. The goal is to safely and effectively implement COVID-19 related procedures going forward.
3. Establish resources (both high and low tech) to provide regular communications to residents, clients their families, providers, staff and advocates.
4. Establish guidelines and recommendations that can be used going forward to address COVID-19 but also other emergencies that could impact long-term care facilities and agencies in a similar way (clearly documenting lessons learned).

**Scope**

**In Scope**

The following are in scope for this group:

* Communications procedures, including timelines for regular communication
* Data needs
* Use of technology

**Projected Schedule – Meeting Frequency**

1 hour weekly

Schedule may be modified based on revised group needs, priorities and resource availability.

**Constraints**

* Unknowns of COVID-19; current and potential future impacts
* Limited resources (funding, staffing, time)
* Different business needs will require different implementation and application of identified work plans, guidelines, etc.

**Risks**

* Dissent or misalignment from group regarding priorities, guidance, etc.
* Biennial budget reductions
* Others?

**Topics of consideration for this group:**

1. **Testing**
2. **Data/Intelligence/Dashboards**
   * Dashboard for information needed to monitor/track current response and future planning
3. **PPE, Fit Testing**
4. **Visitation including in-person and virtual visitation**
5. **Emergency Planning**

* Emergency planning for the next round of COVID (Fall spike) or next emergency
* What did we learn and what do we need to do differently to be better prepared in the future?

# Approval and Acceptance –

The advisory group charter has been reviewed and accepted as written. Approval is given to move forward with this group as outlined in this document. Any changes to the scope, schedule and/or budget will be discussed with the advisory group and may require new approval. By signing below, I approve this charter as written:

**Please Note: Approval was received virtually at the September 16, 2020 Zoom Meeting**

|  |  |  |
| --- | --- | --- |
| **Signature** | **Name** | **Representing** |
|  | Amy Abbott | DSHS/ALTSA/RCS |
|  | Bryce Anderson | Office of Financial Management |
|  | Walt Bowen | WA State Senior Citizens Lobby |
|  | Robin Dale | Washington Health Care Association |
|  | John Ficker | Adult Family Home Council |
|  | Charissa Fotinos | Health Care Authority |
|  | Madeline Foutch | SEIU 775 |
|  | Candace Goehring | DSHS/ALTSA/RCS |
|  | Amal Grabinski | Supported Living Providers |
|  | Patricia Hunter | Long-term Care Ombuds |
|  | Andy Joseph | Colville Confederated Tribes |
|  | Kristi Knudsen | DSHS/ALTSA |
|  | Amber Leaders | Office of Governor Jay Inslee |
|  | Scott Livengood | Supported Living Providers |
|  | Cathy MacCaul | AARP |
|  | Shannon Manion | DSHS/DDA |
|  | Bill Moss | DSHS/ALTSA |
|  | Deb Murphy | LeadingAge Washington |
|  | Betty Schwieterman | Developmental Disabilities Ombuds |
|  | Art Swannick | State Council on Aging |
|  | Ingrid Ulrey | King County Public Health |
|  | Sabine von Preyss-Friedman | Washington State Society for Post-Acute and Long-term Care Medicine |

# Additionally invited, non-voting members:

|  |  |  |
| --- | --- | --- |
|  | Chris Blake | House of Representatives Policy Staff |
|  | Maria Hovde | Senate Fiscal Staff |
|  | LeighBeth Merrick | Senate Policy Staff |
|  | Mary Mulholland | House of Representatives Fiscal Staff |