

## Lines of Business Phase 2

### MEETING INFORMATION:

|                          |  |
|--------------------------|--|
| <b>Committee Name:</b>   | <b>Adult Day Health Care</b>                 |
| <b>Meeting Location:</b> | Lincolnia Senior Center Arts and Crafts Room |
| <b>Date &amp; Time:</b>  | October 25, 2017, 1 p.m.                     |
| <b>Note taker:</b>       | Jennifer Robinson                            |

### ATTENDEES:

Shauna Severo, Brian Allen, Daniel Harlan, Katie Horstman, Kathy Hoyt, Darcy Franz, Robin Wilson, Rosalyn Foroobar, Ellyn Crawford, Evan Braff, Pat Sweeney, Suzanne Lane, Barbara Antley, Jennifer Robinson

### AGENDA ITEMS ADDRESSED:

| <b>Agenda Item</b>                                | <b>Discussion</b>   | <b>Outcome/Action Steps</b>  |
|---|---|--|
| <b>Introductions</b>                              | Shauna Severo, Assistant Director of Patient Care Services called the meeting to order and the attendees introduced themselves.   | None   |
| <b>Review of Benchmarking Analysis By A&amp;M</b> | <ul style="list-style-type: none"><li>• Shauna noted that Kay Larmer, who could not be at the meeting, sent some recommendations to be considered in the discussion.</li><li>• A&amp;M should note that an increased enrollment decreases the cost per service unit</li><li>• When comparing costs, it is important to highlight the minimum level of education of the Activity Directors, as our program has Certified Recreation Therapists with a four-year college degree.</li><li>• Also, to highlight the number of nursing hours available</li><li>• The salaries of the staff should also include the relationship to longevity and low turnover.</li><li>• Daniel Harlan noted that when looking at the cost data chart,</li></ul> | <ul style="list-style-type: none"><li>• A&amp;M will include in the final report</li><li>• A&amp;M will include in the final report</li><li>• A&amp;M will include in the final report</li></ul> |

| Agenda Item | Discussion   | Outcome/Action Steps  |
|-------------|--|---|
|             | <p>in order to compare apples to apples, and the fact that some facilities did not include utilities and maintenance, etc., in their cost, so they added an average cost. Because space costs can vary widely, it was decided to remove those costs.</p> <ul style="list-style-type: none"> <li>• On the page with fees, it was decided to show the daily rate and whether each is subsidized</li> <li>• Decided to gather more information about the relationship between other counties and adult day centers.</li> <li>• A decision was made to eliminate one center from the study because we were not able to collect all of the requested information in spite of multiple attempts.</li> <li>• Katie Hortsman suggested that when comparing fees, we focus primarily on other providers in our service area.</li> <li>• Decision made to eliminate graph correlating gross cost to hours of staff training.</li> <li>• Decision made to eliminate the graph correlating gross cost to average age of participants.</li> <li>• Noted that one of the Fairfax County ADHCs reported an unusually low percent of participants with both cognitive and physical impairments so Jennifer will reevaluate that data point.</li> <li>• Decided to add wander prevention systems to the comparison chart on page 10.</li> <li>• Decided to not to add the satisfaction rate to the chart on page 10 but will note in the narrative that all centers had 98-100% (except the center to be eliminated)</li> </ul> | <ul style="list-style-type: none"> <li>• A&amp;M will subtract those costs across the board</li> <li>• A&amp;M will make the change</li> <li>• Shauna to find out</li> <li>• A&amp;M will make the change</li> <li>• A&amp;M will make the change</li> <li>• Jennifer will follow up with the center to ensure accuracy and report back to A&amp;M</li> <li>• A&amp;M will make the change</li> <li>• A&amp;M will make the change</li> <li>• A&amp;M will make the change</li> </ul> |

| Agenda Item                          | Discussion  | Outcome/Action Steps   |
|--------------------------------------|---|--|
|                                      | <ul style="list-style-type: none"> <li>• Clarification regarding % of HD funding from fundraising on chart on page 10. The HD does not conduct fundraising but does benefit from fundraising conducted by the Adult Day Health Care Associates, the 501c3. This will be reflected in the narrative and eliminated from the chart.</li> <li>• It was noted that all but one centers had more than one 8 hour shift the hours of operation were either equal to or greater than Fairfax County centers.</li> <li>• It was decided that we would have a brainstorming session with the steering committee to explore cost saving measures. Will share with A&amp;M if there is feedback not already included in the report.</li> </ul> |  |
| <b>Review Work Plan and Timeline</b> | Shauna will adjust timeline to include brainstorming session on 11/14/17 receipt of first draft of Cost Benefit Analysis from A&M on 12/1/17  | (See attached)   |
| <b>Set Next Meeting Agenda</b>       | Brain storming session to explore cost saving measures. November 14, 2017 at Lincolnia Sr. Center   |  |
|                                      |   |  |
| <b>Adjournment</b>                   | The meeting was adjourned at 11:30 a.m.   | <a href="http://www.fairfaxcounty.gov/hd/adhc/caregiver-center.htm">http://www.fairfaxcounty.gov/hd/adhc/caregiver-center.htm</a><br><br>Link to notes posted on ADHC website. |

**Next Steering Committee Meeting Date:** Lincolnia Senior Center TBD