



Developmental Disabilities Nurses of New Hampshire

www.dhhs.nh.gov/dcbcs/bds/nurses

DDNNH@dhhs.state.nh.us

President: Leslie Erdoben-Evans Vice President: Ellen McPhetres
DDNA Liaison: Debi Ellis-Nailor Treasurer: Dianne Crone
Secretary: Jen Boisvert
BDS: Cheryl Bergeron, RN, BS – Nurse Coordinator-Administrator II

Agenda

**Location: ATECH conference room
57 Regional Dr #7, Concord, NH 03301
(603) 226-2900**

January 19, 2016

9:30 Sharp ☺

1. Educational offering: 9:30 – 10:30 MassTex Imaging – Dysphagia Management
 2. **Call to order**
 - a. Please turn all cell phones off or on vibrate
 - b. Greetings and Introductions
 3. **Review** and approval of Minutes
 4. **Treasurer's Report:**
 5. **DDNA Liaison Report:** (due September, December, March, June)
 6. **Peter Bacon's next planned visit:** March 10am
 7. **Upcoming guests:** February mtg lunch n learn – Compassionate Care – extended meeting
Plan a date for overview and tour of ATECH - TBD
-

Ground Rules: Recognize who is the facilitator
One person speaking at a time Follow the agenda
Be mindful of limited time – LISTEN AND STAY ON TOPIC
Remember – this is idea gathering time Be kind to each other
No anonymity No side bar conversations

8. **Old Business:**

- a. Review of November's homework if available
- b. Plan a date for overview and tour of ATECH - TBD

9. **New Business** (including Nursing Practice Issues):

- a. FAQ update discussion – change from HSI to monthly data tracker requirement
- b. Discussion about form consolidation possibilities - Janet

Parking Lot items to be addressed:

- HRST – as nurses assessing the process/system – offer considerations of if THIS, then THAT would be an improved benefit of using HRST (identified at 1/2015 meeting)
 - DD Nurse articles – promoting our field of work to licensed RNs and RNs in training (10/2015 mtg)
 - November 2015 homework – search for relevant YouTube Med Admin online videos for curriculum update
-

12pm End meeting on time (extended meeting).

HRST newsletter sign up – If you are a NH RN and not already receiving the newsletter – send a requesting email to: gina@hrstonline.com

E-studio – FYI only

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Resources and Educational Opportunities

- *International Journal of Nursing in Intellectual and Developmental Disabilities* – can be linked through the DDNA website: <http://www.ddna.org/pages/journal>
- New Hampshire Technical Institute (NHTI) Nursing continuing educational opportunities can be found at: www.nhti.edu/businesstraining/nursing/schedule.html
- Saint Anselm College, Manchester, NH: Brochures will be posted on www.anselm.edu/cne
- The Bureau of Developmental Services is offering an incentive for all nurses working in the developmental service system to join the national Developmental Disabilities Nurses Association. The Bureau is partnering with the Area Agencies by offering fifty percent reimbursement to the Area Agencies towards the \$80 required for DDNA membership for any nurse working for an area agency or for a subcontracted agency. **HOW IT WORKS:** Nurses will need to contact their respective Area Agencies or subcontracted agencies for support to join the DDNA, and will need to go to the DDNA website directly to register themselves. Subcontracted agencies should then contact their respective Area Agencies, who will enter the payment through BTS and contact their respective Bureau Liaison for approval via email, with a copy of the nurses names emailed to: MDiTomaso@dhhs.state.nh.us
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Agenda

**Location: ATECH conference room
57 Regional Dr #7, Concord, NH 03301
(603) 226-2900**

February 16, 2016

9:30 Sharp ☺

1. **Call to order**
 - a. Please turn all cell phones off or on vibrate
 - b. Greetings and Introductions
2. **Review** and approval of Minutes
3. **Treasurer's Report:**
4. **DDNA Liaison Report:** (due September, December, March, June)
5. **Peter Bacon's next planned visit:** March 10am
6. **Upcoming guests:** Compassionate Care – lunch n learn mtg – needs to be resched
Plan a date for overview and tour of ATECH - TBD

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7. **Old Business:**

- a. Review of November's homework if available (keep as active agenda topic per 1/2016 mtg) – subcommittee formed 1/2016, will report as work progresses/needed
- b. Plan a date for overview and tour of ATECH - TBD

8. **New Business** (including Nursing Practice Issues):

- a. Compassionate Care lunch n learn reschedule dates - Cheryl
- b. FAQ update discussion – change from HSI to monthly data tracker requirement (pending from last month)
- c. Discussion about form consolidation possibilities – Janet
- d. HRST data tracker – monthly weights – Diane Carter
- e. HRST flagging meds as TD – issues – Sheila

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- November 2015 homework – search for relevant YouTube Med Admin online videos for curriculum update
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11:30am end meeting on time

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Treasurer: Dianne Crone

Agenda

Location: ATECH conference room (57 Regional Dr #7, Concord, 226-2900)

March 15, 2016

(reminder: we have 2 ongoing raffle opportunities at our meetings)

9:30 Sharp ☺

1. **Call to order**
 - a. Please turn all cell phones off or on vibrate; b. Greetings and Introductions
2. **Review** and approval of Minutes
3. **Treasurer's Report:**
4. **DDNA Liaison Report:** (due September, December, March, June)
5. **Peter Bacon's next planned visit:** Today! 10am- 11am
6. **Upcoming guests:**
 - a. Compassionate Care, Jennifer Mahoney, Program Director – lunch n learn – April 19 11- 12
 - b. Overview and tour of ATECH with Director Dennis Bradley – May 17 9:30

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7. **Old Business:**

- a. Review of November's homework if available (keep as active agenda topic per 1/2016 mtg) – subcommittee formed 1/2016, will report as work progresses/needed
- b. Review of HRST homework (medical fragility algorithm and HSI review)
- c. Continued discussion about QA frequency (6 month)
- d. DDNNH monetary donation to Rivier – future – Debi Ellis-Nailor

10AM -11AM - collaboration with Peter Bacon and Kiki Sylvester

8. **New Business** (including Nursing Practice Issues):

- a. 11am – HRST questions/discussion with projected demo of test accounts
- b. Nominations for May voting – DDNA Liaison is an annual position, what else this yr?
- c. Hospice – incorporating 1201s – Morna

11:30am end meeting on time

11:30AM – 12:30PM

9. **Subcommittee meeting** – re: update videos, curriculum segment review – any DDNNH member is welcome to participate – first meeting will be held today.

Pended (to be addressed when information from State available): FAQ update re: HSI/HRST substitutions
Parking Lot items to be addressed:

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Secretary: Jen Boisvert
BDS: Cheryl Bergeron, RN, BS – Nurse Administrator II

Vice President: Vacant
Treasurer: Dianne Crone

AGENDA

April 19, 2016

Location: ATECH conference room
57 Regional Dr #7, Concord, NH 03301
(603) 226-2900

GROUND RULES:

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START MEETING 9:30AM SHARP ☺

1. **Call to order**
 - a. Please turn all cell phones off or on vibrate; b. Greetings and Introductions
2. **Review** and approval of March Minutes
3. **Treasurer's Report:**
4. **DDNA Liaison Report:** (due September, December, March, June)
5. **Peter Bacon's next planned visit:** June 21, 2016 10:00AM
6. **Upcoming guests:**
 - a. Overview and tour of ATECH with Director Dennis Bradley – **May 17, 2016 @ 9:30AM**
7. **Old Business:**
 - a. Review of November's homework if available (keep as active agenda topic per 1/2016 mtg)
 - i. subcommittee formed 1/2016, will report as work progresses/needed
 - b. Pended from March meeting – Hospice – incorporating 1201s - Morna
8. **New Business** (including Nursing Practice Issues):
 - a. Nominations for officers (vote at May's meeting): Vice President, Secretary, DDNA Liaison
 - b. DDNA conference report

11AM – 12PM - Lunch n Learn – Compassionate Care, Jennifer Mahoney, Program Director

12:00PM END MEETING ON TIME

12:00PM – 1:00PM

9. **Subcommittee meeting** – (curriculum videos, etc)

Pended (to be addressed when information from State available): FAQ update re: HSI/HRST substitutions

Parking Lot items to be addressed:

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Vice President: Vacant
Treasurer: Dianne Crone

AGENDA
May 17, 2016

Location: ATECH conference room
57 Regional Dr #7, Concord, NH 03301
(603) 226-2900

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START MEETING 9:30AM SHARP ☺

1. Overview and tour of ATECH with Director Dennis Bradley
2. **Call to order**
 - a. Please turn all cell phones off or on vibrate; b. Greetings and Introductions
3. **Review** and approval of April Minutes
4. **Treasurer's Report:** A reminder to all that May is our enrollment month. Complete an application with dues attached and bring to the meeting – or you can mail it at any time to our treasurer (app is on our website, Dianne's addy is at the end of the back page of the agenda)
5. **DDNA Liaison Report:** (due September, December, March, June)
6. **Peter Bacon's next planned visit:** June @ 10am
7. **Old Business:**
 - a. DDNA conference report – Debi
 - b. Review of November's homework if available (keep as active agenda topic per 1/2016 mtg) – subcommittee formed 1/2016, will report as work progresses/needed
 - c.
8. **New Business** (including Nursing Practice Issues):
 - a. Vote for new officer(s)
 - b. CPS QA (day program) – Morna
 - c. LNAs in 1001 settings – Morna
 - d. FAQ amendment suggestion re: "Once the initial assessment is documented, if an individual is clearly unable to self-administer, AND HAS NOT REQUESTED TO SELF-MED, there is no need to do or document a re-assessment." - Morna

11:30AM END MEETING ON TIME

11:30AM – 12:30PM

9. **Subcommittee meeting** – (curriculum videos, etc)

Pended (to be addressed when information from State available): FAQ update re: HSI/HRST substitutions

Parking Lot items to be addressed:

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Developmental Disabilities Nurses of New Hampshire

JUNE 21, 2016

AGENDA

Location: ATECH, 57 Regional Drive #7, Conference Room, Concord, NH 03301
Phone: (603) 226-2900



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Officers

- President:** Ellen McPhetres
Vice President: Angele Smith
DDNA Liaison: Debi Ellis-Nailor
Secretary: Cheryl Bergeron
Treasurer: Dianne Crone
BDS: Cheryl Bergeron, RN, BS – Nurse Administrator II

- 9:30AM call meeting to order
- Greetings and introductions
- Review of the previous meeting minutes and current treasurer's report
- DDNA Liaison Report (March, June, September & December)
- Upcoming guests / trainings
- 11:30AM adjourn meeting

Old Business

- Review of November's homework if available (keep as active agenda topic per January 2016 meeting – subcommittee forms 01-2016, will report as work progresses/needed.

New Business

- 10:00 Guest: Peter Bacon

Parking lot items:

- FAQ update – reconvene subcommittee (**August 16, 2016**)
- HRST – as nurses assessing the process/system – offer considerations of “if this, then that” would be an improved benefits of using HRST (identified at 01-2015 meeting)
- DD Nurse articles – promoting our field of work to licensed RNs & RNs-in-training (10-2015 meeting)
- November 2015 homework – search for relevant YouTube Med Admin online videos for curriculum update

Subcommittee meetings:

- Pended (to be addressed when information from State available): FAQ update regarding HSI/HRST substitutions

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Developmental Disabilities Nurses of New Hampshire

SEPTEMBER 20, 2016

AGENDA

Location: ATECH, 57 Regional Drive #7, Conference Room, Concord, NH 03301

Phone: (603) 226-2900

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DDNA Liaison: Debi Ellis-Nailor
Secretary: Vacant as of 9/1/16
Treasurer: Dianne Crone
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- 9:30AM call meeting to order
- Greetings and introductions
- Review of the previous meeting minutes (scan for possible FAQ items)
- Review of current treasurer's report
- DDNA Liaison Report (March, June, **September** & December)
- 11:30AM adjourn meeting

Old Business

- Review of November's homework if available (keep as active agenda topic per January 2016 meeting – subcommittee formed 01-2016, will report as work progresses/needed.
- Bylaws update
- MCO request for “normal” caseload

New Business

- 10:00 Guest: Peter Bacon
- Authorized providers preparing community doses in advance – Kenda
- Request from a member that free or reasonably priced presentations, conferences be shared with the group routinely
- FAQ subcommittee – progress report

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Developmental Disabilities Nurses of New Hampshire

OCTOBER 18, 2016

AGENDA

Location: ATECH, 57 Regional Drive #7, Conference Room, Concord, NH 03301
Phone: (603) 226-2900



Ground Rules

- Recognize who is the facilitator
- Be mindful of limited time
- Listen & stay on topic
- Follow the agenda
- Allow one person to speak at a time
- Be kind to each other
- No side bar conversations
- No anonymity
- Remember – this is idea gathering time!
- Silence all cell phones

Officers

- President:** Ellen McPhetres
Vice President: Angele Smith
DDNA Liaison: Debi Ellis-Nailor
Secretary: Vacant as of 9/1/16
Treasurer: Dianne Crone
BDS: Vacant as of 9/1/16

- 9:30AM call meeting to order
- Greetings and introductions
- Review of the previous meeting minutes (scan for possible FAQ items)
- Review of current treasurer's report
- DDNA Liaison Report (March, June, September & December)
- Upcoming Guest(s): Peter Bacon at December 2016 meeting
- 11:30AM adjourn meeting

Old Business

- Review of November's homework if available (keep as active agenda topic per January 2016 meeting – subcommittee formed 01-2016, will report as work progresses/needed.
- MCO request for “normal” caseload

New Business

- Seek nomination for vacant Secretary position (Jen is not available for this term)
- November meeting planning re: NT caseload project
- HRST Clinical Review – what is update experience with new ISA generation – Luanne and Wayne
- **Sharing of self-med assessment forms – bring your agency's to share please.**

Parking lot items:

- FAQ update – reconvene subcommittee (met August 16, 2016)
- HRST – as nurses assessing the process/system – offer considerations of “if this, then that” would be an improved benefits of using HRST (identified at 01-2015 meeting)
- DD Nurse articles – promoting our field of work to licensed RNs & RNs-in-training (10-2015 meeting)
- November 2015 homework – search for relevant YouTube Med Admin online videos for curriculum update

Subcommittee meetings:

- Pended (to be addressed when information from State available): FAQ update regarding HSI/HRST substitutions

HRST newsletter sign up – If you are a NH RN and not already receiving the newsletter – send a requesting email to: gina@hrstonline.com

e-Studio – FYI only

DDNNH has a folder in e-studio where NTs can access fillable versions of the most up to date 1201 mandated forms. This is also an online workspace where we can see and comment on projects in process (like our FAQ update work). We also have a folder to share posted forms from agencies and vendors – these forms are not mandated outside of a particular agency. Anyone who has an e-Studio account with access to DDNNH can upload forms. If you are a nurse trainer or current paid member of DDNNH who does not have an e-studio account, then send your first and last name plus your preferred email address to: DDNNH@dhhs.nh.gov

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Developmental Disabilities Nurses of New Hampshire

NOVEMBER 15, 2016

AGENDA

Location: ATECH, 57 Regional Drive #7, Conference Room, Concord, NH 03301

Phone: (603) 226-2900

Ground Rules

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DDNA Liaison: Debi Ellis-Nailor

Secretary: Luanne King

Treasurer: Dianne Crone

BDS: Vacant as of 9/1/16

- 9:30AM call meeting to order
- Greetings and introductions
- Review of the previous meeting minutes (scan for possible FAQ items)
- Review of current treasurer's report
- DDNA Liaison Report (March, June, September & December)
- Upcoming Guest(s): Peter Bacon at December 2016 meeting
- 11:30AM adjourn meeting

Old Business

- Review of November's homework if available (keep as active agenda topic per January 2016 meeting – subcommittee formed 01-2016, will report as work progresses/needed.
- MCO request for “normal” caseload

New Business

- NT caseload project –focus of today's meeting– we need as many NT role realities represented as possible. (Please look for and bring info based -at minimum- on the variables identified at October's meeting. A list version can be found in eStudio.)

Parking lot items:

- FAQ update – reconvene subcommittee (met August 16, 2016)
- HRST – as nurses assessing the process/system – offer considerations of “if this, then that” would be an improved benefits of using HRST (identified at 01-2015 meeting)
- DD Nurse articles – promoting our field of work to licensed RNs & RNs-in-training (10-2015 meeting)
- November 2015 homework – search for relevant YouTube Med Admin online videos for curriculum update

Subcommittee meetings:

- Pended (to be addressed when information from State available): FAQ update regarding HSI/HRST substitutions

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Developmental Disabilities Nurses of New Hampshire

December 20, 2016

AGENDA

Location: ATECH, 57 Regional Drive #7, Conference Room, Concord, NH 03301
Phone: (603) 226-2900

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- 9:30AM Call meeting to order
- Greetings and introductions
- Review of the previous meeting minutes (scan for possible FAQ items)
- Review of current treasurer's report
- DDNA Liaison Report (March, June, September & December)
- 10:00AM guest: Peter Bacon
- 11:00AM Christmas party with ornament swap
- 11:30AM Adjourn meeting

Old Business

- NT caseload variables information identified in October's meeting to be revisited in January

New Business

- Next month a committee to standardize forms will be looking for NT input for the medication error report form

Parking lot items:

- FAQ update (committee met 8/16)
- HRST discussion- offer considerations as the system is assessed (1/16 meeting)
- DD Nurse articles-promoting our field of work to licensed RN's (10/15 meeting)
- Progress of updating curriculum movies

Subcommittee meetings:

- FAQ update regarding HIS/HRST substitutions

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