

Minnesota Security Hospital
Conditional License May 20, 2014 Extension Update (1-15-15)

Term 1: Strengthen on-site Executive leadership team. Develop and implement a strategic leadership plan to provide guidance, transparency and integrity to the facility.

- A leadership plan was formulated and presentation to Licensing in June, 2014.
- Full time Medical Director joined team on 11/10/14.
- Full time Medical Services Administrator joined team on 9/29/14.

Term 1a: All employees receive 2-day (12 hours) Person Centered Thinking (PCT) training. All managers and supervisors completed this training in 45 days.

- All managers and supervisors completed the 12 hours PCT training within the 45 days.
- 763 employees have completed the 12 hour PCT training, 554 completed it between 5/20/14 to 10/31/14.
- Classes scheduled for the remaining 59 staff (includes new employees) and 50 Forensic Nursing Home staff (not part of the conditional license).

Term 1b: Hire a full-time Medical Director.

- Dr. KyleeAnn Stevens, Forensic Services Medical Director started on 11/10/2014.

Term 1c: Develop a Code of Conduct. Formulate an action plan signed by on-site executive leadership team.

- Code of Conduct policy developed with an effective date of 9/4/2014.
- Communication of Code of Conduct has been conducted (reviewed) with 813 employees as of 10/20/2014.

Term 2: Provide clinical supervision minimally one time per week and have ancillary meetings for staff not in weekly meeting.

- Approval received to call our process Weekly Clinical Review Meetings instead of clinical supervision.
- First Weekly Clinical Review Meeting held on Unit 800 on 6/10/2014.
- Weekly Clinical Review Meetings for remaining units/programs implemented by 9/15/2014.
- Approval received to modify certain areas of Term 2 on 10/20/2014 and 1/6/15.

Term 3 and 7: Assign a "mentor" to each shift on Unit 800 who will observe, coach, and demonstrate PCT to unit staff within 30 days. Assign a "mentor" to the remaining units within 90 days.

- "Mentor" is defined as a PCT Coach. PCT Coaches training started on 6/3/2014.
- A PCT Coach assigned from 6am-10pm on Unit 800 starting 6/19/2014 and 10pm-6am on 7/18/2014.
- Approved a PCT Coach on Unit 800, 900 and North for all 3 shifts and other units/programs from 6am-10pm.
- PCT Coach on each unit from 6am-10pm and on Unit 800, 900 and North from 10pm-6am starting 10/31/2014.
- 220 employees completed PCT Coaches training as of 11/26/2014.

Term 4: Complete an Individual Treatment Plan and Individual Abuse Prevention Plan (IAPP) within 8 hours of admission/transfer to another unit.

- Process to complete a treatment plan and IAPP implemented on 6/18/2014 per term.

Term 5: Align organizational structure of each unit that integrates responsibilities of the whole treatment team.

- Plan developed and submitted.

Term 6: Update the Program Abuse Prevention Plan.

- Program and Unit Abuse Prevention Plans updated – submitted 6/19/14.

Term 8: Conduct unscheduled observations, starting with Unit 800, and implement on remaining units/programs.

- Unscheduled observations on Unit 800 started 7/7/2014.
- Unscheduled observations were started (progressively) during August, September and October on remaining units.
- Reports submitted on 8/18/2014 and 11/17/2014 on unscheduled observations.

Term 9: Conduct an analysis on the most appropriate placement for admission and crisis patients and appropriate licensing standards. Submit a report to Licensing by 1/15/2015.

- Workgroup identified to address this term and meetings are being held.
- Extension requested on 1/14/15 per Licensing's recommendation to add additional detail to framework developed by workgroup. Extension requested until 1/30/15.

Term 10 – 13: continuations from previous extension of conditional license.

Term 10: (continued term): Any on-call made must be documented in the medical record by both the on-call provider and the staff person who made the call:

- Documentation continues of any call to the on-call provider.

Term 11: (continued term - modified): Submit a new or revised policies, procedures, or forms for use of restraint, seclusion and restraints outside the secure perimeter:

- Any changes continue to be submitted as required.

Term 12: (continued term – modified): Submit quarterly documentation on quality assurance activities related to restraint and seclusion:

- Quarterly reports are (being) submitted in May, July, October and January.

Term 13: (continued term – modified): Provide written notification to current patients, referral sources and new admissions on the extended conditional license:

- Letters were provided within the required timelines on the extension of the conditional license.