

## KPA Workgroups Charter

Established: September 7, 2017

Revised: June 23, 2025

### MISSION

To identify and address risks of harm, ensure the sufficiency, accessibility, and quality of services to meet individuals' needs in integrated setting; to collect and evaluate data to identify and respond to trends to ensure continuous quality improvement.

### PURPOSE

As a subcommittee of the Department of Behavioral Health and Developmental Services (DBHDS) Development Disabilities (DD) Quality Improvement Committee (QIC), the Key Performance Area (KPA) Workgroups are charged with responsibilities associated with collecting and analyzing reliable data that address health and wellness, community inclusion and integration, and provider capacity and competency. The KPA Workgroups assess whether the needs of individuals enrolled in a DD waiver are met, whether individuals have choice in all aspects of their selection of services and supports, and whether there are effective processes in place to monitor the individuals' health and safety. This includes the domains of safety and freedom from harm, physical, mental/behavioral health and wellbeing, avoiding crises, stability, choice and self-determination, community inclusion, access to services, and provider capacity. The KPA Workgroups monitors progress towards achievement of goals described in established performance measure indicators (PMIs). Outcomes have been established in each KPA:

Health, Safety and Wellbeing:

*Individual: People being served are safe, receive routine, preventative healthcare, and holistic, person-centered behavioral health services and supports.*

Community Inclusion and Integration:

*People have opportunities to engage in community-based activities, that support socialization, employment, recreation, and personal development for the purpose of building and strengthening relationships with others in their local community.*

Provider Capacity and Competency:

*Having enough providers, who are knowledgeable, trained, and experienced, in our network to ensure equitable and timely access to supports/services.*

### AUTHORIZATION/SCOPE OF AUTHORITY

The KPA Workgroups have been authorized by the DBHDS DD QIC. Their scope of authority includes identifying concerns/barriers in meeting the PMIs, implementing and/or recommending quality improvement initiatives (QIIs). The subcommittee is to identify and address risks of harm, ensure the sufficiency, accessibility, and quality of services to meet individuals' needs in integrated settings, and evaluate data to identify and respond to trends to ensure continuous

quality improvement. Data reviews occur as part of quality improvement activities and as such are not considered research. Additional focus groups may be established as needed.

## DEFINITIONS

<b>Term</b>	<b>Definitions</b>
<b>Advisory Members</b>	Members of the quality committees without the authority to approve meeting minutes, charters, PMIs, and other activities requiring approval. Members do provide input and feedback to voting members.
<b>Continuous Quality Improvement (CQI)</b>	An ongoing process of data collection and analysis for the purpose of improving programs, services, and processes.
<b>Designee</b>	A person selected to carry out a duty or role within a quality committee on behalf of a voting member. This person assumes voting member responsibilities when acting on behalf of voting member and should be in a position reflective of that authority, including awareness of the organization or system impact of actions taken by the QIC. Designee should be prepared to step in during meetings, as needed, to fulfill the voting member's role.
<b>Eight Domains</b>	Designated spheres of knowledge, influence, or activity within the structure of the DD QMS: safety and freedom from harm; physical, mental, and behavioral health and wellbeing, avoiding crises, stability, choice and self-determination, community inclusion, access to services, and provider capacity.
<b>Key Performance Areas (KPA)</b>	DBHDS defined areas aimed at addressing the availability, accessibility, and quality of services. The DD QMS has established three: health, safety and wellbeing, community inclusion and integration, and provider capacity and competency.
<b>National Core Indicators (NCI)</b>	Standard performance measures used in a collaborative effort across states to assess the outcomes of services provided to individuals and families and to establish national benchmarks. Core indicators address key areas of concern including employment, human rights, service planning, community inclusion, choice, health, and safety.
<b>Performance Measure Indicators (PMIs)</b>	Outcome and output measures used to report the progress towards specified targets established by DBHDS DD QMS, designed to address areas of importance, or need for DBHDS.
<b>Provider Reporting Measures</b>	Measures that providers report progress on to DBHDS that assess both positive and negative aspects of health and safety and of community integration.
<b>Quality Committees</b>	A collective term used to describe the groups within the DD QMS who consider, investigate, act, and report on quality assurance, risk management, and quality improvement. Groups include quality improvement committee (QIC), subcommittees, work groups, and councils (terms used within the DOJ Permanent Injunction formerly DOJ Settlement Agreement).
<b>Quality Improvement Committee (QIC)</b>	Overarching quality committee that exists as part of the DD Quality Management System (QMS)
<b>QIC Subcommittees</b>	Committees, councils, and workgroups that exist as part of the DD

	QMS and who report to the DD QIC.
<b>Quality Improvement Initiative (QII)</b>	A formal plan, based upon data reviews, that addresses identified areas for improvement and uses the Model for Improvement.
<b>Quality Plan aka Quality Management Plan (QMP)</b>	Three part document that describes (1) the programs involved in the DD QMS, and processes deployed by the programs, (2) the quality committee structure, and (3) an annual report detailing the work of the DD QMS including evaluation of the quality committees.
<b>Quality Service Review (QSR)</b>	A quality review that evaluates the quality of services at the individual, provider, and system-wide levels. These reviews evaluate whether individuals' needs are being identified and met through person-centered planning and thinking. These reviews evaluate whether services are being provided in the most integrated setting appropriate to the individuals' needs and consistent with their informed choice. These reviews evaluate whether individuals are having opportunities for integration in all aspects of their lives. QSRs also evaluate the quality and adequacy of providers' quality improvement strategies and provide recommendations to providers for improvement.
<b>Quorum</b>	Number of voting members required for decision-making
<b>Regional Quality Councils (RQCs)</b>	DBHDS formulated councils, comprised of providers, CSBs, DBHDS quality improvement personnel, and individuals served and their family members that assess relevant data to identify trends and recommend responsive actions for their respective DBHDS designated regions.
<b>Surveillance Data</b>	Data that is not specific to a performance measure indicator; all other data that is collected and reviewed
<b>Voting Members</b>	Members of the quality committees with the authority to approve meeting minutes, charters, PMIs, and other activities requiring approval.

## RESPONSIBILITIES, DUTIES, ACTIVITIES

### General

- Includes internal stakeholders with experience in:
  - o Clinical training
  - o Quality improvement
  - o Quality management
  - o Resource management
  - o Developmental disabilities
  - o Behavioral health
  - o Compliance
  - o Behavioral analysis
  - o Provider services
  - o Data analytics
- Determines need for other internal members; adds advisory consultants as needed or required
- Commits to a culture of quality characterized as:
  - o Supported by leadership
  - o Person Centered

- o Led by staff who continuously learn and empowered as change agents
- o Supported by an infrastructure that is sustainable and continuous
- o Driven by data collection and analysis
- o Responds to identified issues by using QIIs and other mitigating strategies as indicated
- Implements continuous quality improvement processes or practices
- Develops and reviews annually the charter with revisions as needed
- Submits revised charter for Quality Improvement Committee (QIC) approval as needed
- Completes a committee performance evaluation annually that includes the accomplishments and barriers of the DD quality committee
- Provides orientation and training to members to include:
  - o DBHDS DD Quality Management System
  - o KPA Workgroups charter
  - o Member responsibilities
  - o Continuous quality improvement
- Reports to the QIC for oversight and system-level monitoring at least three times per year including identified PMIs, outcomes and QIIs
- Provides relevant data (statewide aggregate, regional) to the RQCs including comparisons to other internal or external data with multiple years as available
- Shares data with quality subcommittees when significant patterns or trends are identified and as appropriate to the work of the subcommittee
- Adheres to agency policy on HIPAA compliance and protecting confidentiality (IT.001 – Privacy Policies and Procedures for the Use and Disclosure of PHI)

### **Data Review and Analysis**

- Establishes performance measure indicators (PMIs) that align with the eight domains when applicable
- Assesses PMIs overall annually and based upon analysis, PMIs may be added, revised, or retired
- Monitors progress towards achievement of identified PMIs, and for those falling below target, determines actions designed to raise the performance
- Develops and implements preventive, corrective and improvement measures where PMIs indicate health and safety concerns
- Demonstrates annually at least 3 ways in which data collection and analysis has been used to enhance outreach, education, or training
- Determines priorities when establishing PMIs
- Considers a variety of data sources for collecting data and identify the data sources to be used
- Determines and finalizes surveillance data from a variety of sources
- Uses surveillance data to establish a PMI or develop a QII
- Monitors surveillance data on a regular schedule
- Monitors surveillance data in each domain and responds to identified trends or concerns
- Analyzes, reviews, and evaluates data to identify trends, gaps, and other findings, at least quarterly
- Utilizes data to identify areas for improvement and monitor trends; identifies priorities and recommends QII as needed
- Reviews the results of Quality Service Reviews (QSR) to identify system level findings for proposing a QII

- Reviews the results of National Core Indicators (NCI) IDD survey to identify areas for improvement
- Utilize the NCI adult family, family guardian, and child family surveys as part of surveillance data review as applicable

**Quality Improvement Initiative(s)**

- Identifies areas for development of QIIs using:
  - o data reviews
  - o data collection
  - o analysis of data including trends and patterns
  - o noted problems at individual service delivery and systemic levels
- Utilizes the Model for Improvement, which includes the Plan-Do-Study-Act cycle when considering a QII
- Develops QII Toolkit, per directions, when proposing a QII
- Proposes at least one QII per year, consistent with the Model for Improvement and Plan-Do-Study-Act cycles
- Implements approved QIIs within 90 days of the date of approval, and as directed by the DD QIC
- Monitors progress of assigned, approved QII(s) and addresses concerns/barriers as needed, via updates to QII Toolkit(s)
- Evaluates the effectiveness of the approved QII(s) for its intended purpose
- Provides updates to the DD QIC on QII(s) status

**Meetings**

- Conducts regular meetings to ensure continuity of purpose
- Maintains reports and/or meeting minutes as necessary and pertinent to the committee’s function
- Discusses, at a deeper level, PMIs, and associated surveillance data at scheduled intervals
- Aligns work to the assigned key performance area (KPA), including the domains associated with the KPA
- Utilizes approved system for tracking PMIs, the efficacy of preventive, corrective and improvement measures, and work of the subcommittee
- Discusses and responds to the DD QIC assignments or directives
- Updates members on QII status according to data review schedule

**MEMBER ROLES AND RESPONSIBILITIES**

<b>Role and Title</b>	<b>Responsibility</b>
<b>Chair</b> Developmental Services Assistant Commissioner <b>Co-Chair</b> – as designated by Chair	<ul style="list-style-type: none"> <li>• Ensures subcommittee executes responsibilities</li> <li>• Ensures subcommittee performs its functions</li> <li>• Facilitates meetings</li> <li>• Ensures response to RQCs’ suggestions, questions, or requests</li> <li>• Provides update to DD QIC as scheduled</li> </ul>
<b>Logistic Support</b> Director, QI Analytics and Processes	<ul style="list-style-type: none"> <li>• Develops agenda per schedule</li> <li>• Develops draft minutes, finalizes approved minutes</li> </ul>

	<ul style="list-style-type: none"> <li>• Schedules meetings</li> <li>• Monitors quorum: alerts chair/co-chair of quorum status</li> <li>• Develop reports, presentations</li> <li>• Develop data review schedule</li> <li>• Distributes materials via Teams</li> <li>• Distributes, via Teams, when voting members need to act</li> <li>• Provides orientation to all members</li> </ul>
<b>Voting Members</b>	<ul style="list-style-type: none"> <li>• Maintains decision making capability and voting status.</li> <li>• Responsible to enter, review and analyze assigned data when indicated</li> <li>• Review surveillance data to identify any concerns for discussion at the scheduled time</li> <li>• Reviews data and reports for meeting discussion; comes prepared</li> <li>• Assigns a designee when unable to attend; designee serves as voting member with all rights</li> <li>• Informs Chair and Logistic Support when unable to attend, and if a designee will be attending</li> </ul>
<b>Advisory Members</b>	<ul style="list-style-type: none"> <li>• Performs in an advisory capacity by identifying issues and concerns</li> <li>• Contributes to discussions and assigned work</li> <li>• Supports the subcommittee in performing its functions</li> </ul>
<b>QI Consultation, Technical Assistance and Coaching</b> Assistant Commissioner of Quality Management and Strategic Outcomes or designee, Quality Improvement Specialist Director, QI Analytics and Processes/QI Implementation Manager, QM Contracts Manager, Data and Project Coordinator, QI Implementation Manager	<ul style="list-style-type: none"> <li>• Provides consultation and technical assistance when needed relative to quality management and quality improvement practices including use of tools</li> <li>• Provides consultation and technical assistance when needed relative to data analysis, data visualizations</li> <li>• Provides coaching specific to quality improvement initiatives</li> </ul>

**MEMBERSHIP**

Enter participant's role title. DO NOT enter names - DELETE PRIOR TO PUBLICATION

<b>Voting Members</b>	<ul style="list-style-type: none"> <li>• Assistant Commissioner, Developmental Services or designee</li> <li>• Director, Office of Waiver Network Supports or designee</li> <li>• Director, Office of Provider Network Supports or designee</li> </ul>
-----------------------	--

	<ul style="list-style-type: none"> <li>• Director, Office of Community Housing or designee</li> <li>• Assistant Commissioner of Quality Management and Strategic Outcomes or designee</li> <li>• Director, Office of Human Rights or designee</li> <li>• Director, Office of Integrated Health Network Supports or designee</li> <li>• Quality Improvement Specialist</li> <li>• Manager, Office of Individual and Family Support or designee</li> <li>• Director, Office of Licensing or designee</li> <li>• Representative, Office of Crisis Services, or designee</li> <li>• Community Resource Consultant</li> <li>• Community Employment Specialist</li> <li>• HCBS Policy &amp; Compliance Manager</li> </ul>
<b>Advisory Members</b>	<ul style="list-style-type: none"> <li>• Director, QI Analytics and Processes</li> <li>• Deputy Commissioner, Community Services</li> <li>• QI Implementation Manager</li> <li>• Data and Project Coordinator, Office of Clinical Quality Management</li> <li>• Director, Transition Network Supports</li> <li>• Quality Management Contracts Manager</li> <li>• Registered Nurse Care Consultants</li> <li>• OIHNS Project Manager</li> <li>• Other internal members as determined by the committee</li> </ul>

## MEETINGS

<b>Meeting Frequency</b>	The committee will, at a minimum, meet ten times a year; additional meetings may be scheduled as determined by the urgency of issues. Meetings can occur in the absence of quorum; however, no actions can be taken during the meeting.
<b>Quorum</b>	A quorum is 50% plus one of the voting members. Actions requiring quorum include approving minutes, subcommittee recommendations to the DD QIC, approval/denial of proposed QIIs, proposed PMIs (new, revised, ending), and charter revisions.
<b>Agenda and Minutes</b>	The agenda, meeting materials, and draft minutes from previous meetings shall be posted to Teams prior to the scheduled meeting. All meeting materials are stored in Teams for members to view.

## CONTACT

Enter the name of the individual(s) who are responsible for updating and interpreting the charter- **DELETE PRIOR TO PUBLICATION**

<b>Division, Office, or Program</b>	<b>Role Title</b>
Division of Developmental Services	Assistant Commissioner for Developmental Services
Office of Clinical Quality Management	Director, QI Analytics & Processes