

Appointment Schedule for the Office of Long Term Living Quality Council

The membership of the Office of Long Term Living's Quality Council shall consist of a total of seventeen (17) members. There will be eleven (11) appointed positions and six (6) additional positions. The Deputy Secretary of the Office of Long Term Living will choose the eleven (11) appointed positions which shall consist of four (4) consumer advocates, four (4) provider representatives, three (3) public stakeholders, all with a vested interest in the quality of the community based long term living programs. There will be staggered terms for the appointed positions with three (3) members serving a one year term, three (3) members serving a two year term, and five (5) members serving a three year term. The terms will run from July 1 to July 1, with an orientation day sometime in June.

After serving one term, regardless of the term length, a member must remain off the council for one year and then may reapply for another term if desired. Attendance is essential for all meetings. In the event of an emergency, a representative can be utilized with prior Quality Management Unit Quality Council liaison approval.

In addition to the nine members who will be appointed by the Deputy Secretary of the Office of Long Term Living, the Quality Council will also include up to six staff from the Office of Long Term Living who will be designated by the Director of the Office of Quality Management. The OLTL staff are non-voting members of the Quality Council.

From time to time, the Quality Council may benefit from expertise provided by individuals from academic, medical or other areas of specialization to assist the Quality Council members by providing a unique understanding or skill set relevant to the topic(s) being reviewed. These individuals are not Quality Council members and will only be used on an as needed basis.

Purpose of the Quality Council:

The Quality Council is an advisory body reporting to the Director of the Office of Quality Management Metrics and Analytics (QMMA). The Quality Council's primary role is to review quarterly summary findings collected and presented by QMMA. The purpose of this review is to identify quality concerns, and recommend corrections and improvements to the OLTL programs.

The Quality Council's contribution to the OLTL is recommending strategies for improving quality based on trend data collected by the OLTL. The Quality Council may also provide policy input into any new process and procedures related to quality management. The Quality Council as an entity does not have operational

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Office of Long Term Living
Quality Council**

responsibilities for the implementation of the OLTL programs, nor does it have any authority over any organizational entities in OLTL.

Roles and Functions:

The Quality Council will systematically review quarterly quality management reports generated by Quality Management, Metrics and Analytics. They will review the data, and identify possible issues, trends, problem areas, causes and areas that require resolution with further research and intervention. The Quality Council will recommend strategies, policy changes and provide input into policy issues to the Director of QMMA. The Quality Council will also represent QMMA on a local basis regarding OLTL initiatives.

**Responsibility Description
for Appointed Members of
Office of Long Term Living Quality Council**

Overview:

The Quality Council is an advisory body reporting to the Director of the Office of Quality Management Metrics and Analytics (QMMA). The Quality Council's primary role is to review quarterly summary findings from the QMMA. The purpose of this review is to identify quality concerns, recommend corrections and improvements to the Office of Long Term Living (OLTL) programs.

The Quality Council's contribution to the OLTL is recommending strategies for improving quality based on trend data collected by the OLTL. The Quality Council may also provide policy input into any new process and procedures related to quality management. The Quality Council as an entity does not have operational responsibilities for the implementation of the OLTL programs, nor does it have any authority over any organizational entities in OLTL.

Frequency of Meetings:

Quarterly – June 3, 2009
August 4, 2009
November 3, 2009
February 2, 2010

(Meetings will be the First Monday of the Months of May, August, November, and February)

Length of Meetings:

Full Day

Location of Meetings:

Office of Long Term Living, 555 Walnut Street, 5th floor, Harrisburg, PA

Documentation Maintained:

Minutes of meetings will be maintained
Quality Council members will be given a member handbook in a notebook for storing and retrieving pertinent Quality Council information.

**Responsibility Description
for Appointed Members of
Office of Long Term Living Quality Council**

Essential Functions:

1. To systematically review quarterly quality management reports generated by Quality Management, Metrics and Analytics.
2. To review the data and identify possible issues, causes and areas for further research and intervention.
3. To determine if there are trends, problem areas and issues in the data that requires resolution.
4. To recommend strategies and policy changes
5. To provide input into policy issues from the director of OLTL.
6. To represent QMMA on a local basis regarding OLTL quality initiatives.
7. To identify priority quality improvement issues and strategies based upon their experiences that are above and beyond the QMMA priorities.

Qualifications

1. A vested interest in the quality of community based services provided through the Office of Long Term Living
2. Ability to spend an entire day once every three months with the other members of the Quality Council reviewing data, reports and other information.
3. The ability to use critical thinking and analysis skills.
4. The ability to represent your own interest and that of others who utilize services, provide services, fund and organize services or have a general interest in the community-based services provided by the Office of Long Term Living
5. The ability to recognize and report a conflict of interest
6. Ability to communicate effectively.

2009 Terms for the Quality Council Members

One Year

Richard Kiel
Carol Marfisi
Dorothy Robison
Jack Armbruster

Two Years

Carl Bailey
Kimberly Byrd
Sue Ellen Stelevich

Three Years

Kimberly Pirilla-Scalise
German Parodi
Kathy Hertzog
Karen Ritchey



◆Quality Management Efficiency Teams◆

QMET PROGRAM LEAD CONTACT INFORMATION

QMET Team Member	Region And Position	Contact Information
Diane Brannon-Nordtomme	Statewide QMET Coordinator	555 Walnut St, 5 th Floor Harrisburg, PA 17101 (717) 346-0773 Fax: (717) 783-6842 jbrannonno@state.pa.us
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