

## Industrial Insurance Chiropractic Advisory Committee (IICAC)

### Meeting Minutes for January 21, 2016

L&I Headquarters, Tumwater, Room S130

#### Members Present

Michael Dowling, DC (Chair)  
William Pratt, DC (Vice-chair)  
Robert Baker, DC  
Clay Bartness, DC  
Lissa Grannis, DC  
J Lawhead, DC (call-in)  
Michael Neely, DC  
Ron Wilcox, DC  
Dan Hansen, DC (Consultant, call-in)

#### Member Not Present

Linda DeGroot, DC

#### Guest

Jessica Creighton, JD, Washington State Office  
of the Attorney General

#### L&I Staff

Simone Javaher RN, BSN, MPA, Health Policy  
Manager  
Robert Mootz, DC, Associate Medical Director  
for Chiropractic  
Denise Santoyo, Management Analyst III  
Jena Williams, Provider Education Coordinator

#### L&I Staff Not Present

Janet Blume

Start time: 9:35

#### Minutes Review

The minutes for October 15, 2015 were approved as written.

#### Subcommittee Reports

*PPQ: Psychosocial Determinants Influencing Recovery (PDIR) Best Practices Resource.*

J Lawhead reported that the subcommittee has nearly completed its work on the screening tools and approaches. The resource is currently being drafted. The subcommittee is meeting after IICAC to wrap up screening section and begin work on interventions. Bob Mootz and Zach Gray will draft evidence summaries for screening tools by February's subcommittee meeting. The purpose of the resource will be to provide attending providers guidance on assessing and attending to bio-psycho-social issues that can impact recovery.

- The tool distinguishes between mental health conditions (which are usually concurrent pre-existing conditions) and psychosocial factors that may be inherent to an injury.
- When the draft of screening materials is completed, it will be sent to a number of identified reviewers for input.
- Currently several other L&I groups are addressing psychosocial issues and may overlap with the subcommittee's work and efforts are being made to coordinate with them. The resource is

expected to be brought to the full IIMAC and IICAC committees for approval at their July 2016 meetings.

*PEO: Documentation for Washington State Workers' Compensation Best Practices Summary*

Ron Wilcox and Bob Mootz jointly reported out. The draft (version 2.6) was distributed. Drs. Wilcox and Mootz reported that the document has been stakeholdered internally with L&I staff and is 90% complete. They anticipate the document will be ready for approval by the full IICAC at the April meeting.

The following elements are still needed:

1. Additional de-identified example chart entries.
  2. Careful review for typographical errors.
  3. Citation section to be completed.
  4. Review by additional stakeholders (including IIMAC)
- Intended audience/dissemination: The approved resource will be made available online with the other IICAC resources and is expected to be particularly useful as an educational tool for provider credentialing when providers are identified with documentation quality problems.
  - One area of concern is the Protected Health Information (p.34). Although state and federal law protects providers against legal action related to release of protected health information to the department, concern exists that if the department inadequately redacts sensitive health information to others (e.g., employers) there could be complaints brought against the provider's license that is not specifically addressed in statute. Another issue the resource identifies is that language on L&I's website and payment policy regarding SOAPER notes may be outdated. "SOAPER" is an L&I convention to capture information about employment factors and restrictions. This information is now covered in Activity Prescription Forms and because SOAPER is non-standard in health education, the department should consider making revisions to the information on its website.

**Full committee vote:** For consistency, the committee deferred the vote at the next meeting when the document is completed.

**Open Public Meetings Act Refresher** with guest speaker Jessica Creighton, JD of the Office of the Attorney General.

Jessica Creighton presented the PowerPoint: *Overview of Open Government in Washington State: Open Public Records and Open Public Meetings*.

- Effective July 1, 2014, the Open Government Trainings Act (ESB 5964) requires many public officials and all agency records officers to receive training. Initial and refresher training is required at least every 4 years. (RCW 42.30.205)
- Open Public Records governed by RCW 42.56.
- Open Public Meeting governed by RCW 42.30.

Links to training opportunities and FAQs are at: <http://www.atg.wa.gov/open-government-training>

*Highlights of training include:*

- Anytime a quorum is present, it could be considered a public meeting even if it involves an email discussion. An event like a retirement party is exempt as long as no committee work is discussed. Travel together is exempt as long as no committee work is discussed or less than a quorum is involved.
- All public meetings must be filed with the Code Reviser's Office. Changes should be filed 20 days prior.
- There may be exceptions for emergency meetings.
- Nancy Krier is the Open Government Assistant Attorney General. There are many resources on the web for additional questions and training. (link is above)
- Questions for Jessica Creighton can be sent to Bob to forward.

**Bylaws Review for Update Recommendations**

The current bylaws with edits to be considered were distributed and reviewed.

Topics for consideration included:

- Definition of member eligibility.
- Inclusion of term limits, but allowing the Director to make an exception for L&I business reasons.
- Increase the quorum to one-half plus 2.
- Further clarifying sub-committees.

**Full committee vote:** Voting on changes to the bylaws will occur at the April meeting.

Bob Mootz updated the group regarding refinements underway to L&I continuing education efforts with providers. Because some of the changes may impact meeting requirements for the Chiropractic Consultant Program, it may be appropriate to revisit the requirements that IICAC's precursor "Chiropractic Advisory Committee" put in place about 30 years ago. With the advent of COHE, Top Tier, and the MPN, Bob requested that IICAC identify a member or two to work with L&I to identify if there should be any changes made to the program, its requirements and continuing education options.

The Chair appointed to volunteers to work with the department on this:

Ron Wilcox, DC  
Lissa Grannis, DC

**IICAC 5-Year Improvement Plan: Member Readiness Assessment**

Dan Hansen gave the update on the materials (both instructions and assessment) for assessing a practice's readiness and capacity to address identified best practices for delivering high quality care for injured workers. The IICAC previously decided that all members should conduct the readiness assessment in their own offices and have a debriefing to analyze opportunities for members to increase the capacity for delivering occupational health best practices. The intent of this kind of pilot approach is to better understand what might be done to improve attending providers' ability to become high adopters of such best practices.

Dan offered a number of suggestions to implement this effort including writing a scholarly publication on the topic and volunteered to travel to members practices in the next few months to conduct the readiness assessment with their staff. His hope is to not only facilitate the effort with members, but to develop expertise with members to assist other providers in positioning their practices for becoming “go-to” resources for workers’ compensation. Dan will work with Bob and the members to arrange times to conduct the readiness assessment with an eye to have them all completed by the April 2016 meeting.

Bob will work with Dan on data analysis and a potential publication on the experience. Ron Wilcox and Bill Pratt volunteered to shadow Dan on trainings and take leads in expanding the effort beyond the IICAC members, probably first with Chiropractic Consultants and possibly interested COHE providers.

**April 21, 2016 agenda items**

- Review and vote on changes to Bylaws
- Review and vote on *Documentation for Washington State Workers’ Compensation Best Practices Summary*
- Review work on IICAC’s 5 Year Improvement Plan and the *AP Occupational Health Practices Readiness Assessment*

**Adjourned: 11:27**