

**Affiliation Self Determination Workgroup Meeting Minutes:**

**April 2, 2003**

**10:00am to 12:00pm**

Community Mental Health of Clinton-Ingham-Eaton Counties  
812 E. Jolly Road, Conference Room D, Suite G-10  
Lansing, MI. 48910

**Present at the meeting:** Carolyn Hilley (GCCMH), Bob Clingenpeel (GCCMH), Lynne Cahalane (ICCMH), Mary Ellen Papes (NCMH), Ingemar Johansson (MBCMH), George Ott (MBCMH), Micheal Brashears (CEICMH), Kim Zimmerman (CEICMH)

**Absent:** Connie Cory (CEICMH), Julie Dowling (ICCMH), Marcy Bacheller (NCMH)

**Welcome:** The meeting began with a welcome and review of last meetings minutes. The meeting minutes were approved without revisions.

**Review of Workgroup Charge Form:** We went over the changes made to the charge form after reviewing it with the Affiliation Core Group and the Program and Clinical Services group (CEI). The main changes were as follows:

- the addition of the Consumer Advisory Council onto the membership section of the form.....a representative from our workgroup will be presenting to their group on a monthly basis with the intent of getting consumer input
- adding a statement under section G regarding inclusion of Family and Children Centered Planning within the trainings and guidelines being developed
- increasing the number on the workgroup to accommodate members from each affiliate from Family and Children's services

These changes were accepted. We also talked about the name of the workgroup and how it does not represent what we do. After discussion it was agreed that we would change the name to "Affiliation Self Determination Workgroup." The charge form will be updated to reflect the change in name.

**Review of Affiliation Self Determination Policy:** The policy was reviewed along with recommendations made from the Clinical and Program Service group (CEI). It was recommended that the policy omit any redundancies and focus on the philosophy and not on procedure. It was also recommended that the policy statement be shortened and be more precise on capturing the philosophy of self determination and person centered planning, including external facilitation. It was also recommended that the standards for self determination and person centered planning be combined under one heading further reinforcing the concept that these 2 principles are not separate. Some changes were made in terminology and some of the standards were omitted because of redundancy. It was also recommended that the compliance monitoring be completed by the Affiliation Self

Determination Workgroup and that the group will report to the Affiliation Core Group as requested. The policy will be updated to reflect the recommendations and will also be taken to the Consumer Advisory Council for input and to the Affiliation Core Group for approval.

**Work Plan:** A sample work plan was handed out to the workgroup that outlined tasks to be completed. We looked at these tasks and modified them and added responsible party, how the task will be delivered, and start and end dates for each identified task. The tasks identified were:

- to complete a standard policy for self determination that includes person centered planning and external facilitation
- develop list of essential elements for SD/PCPEexternal Facilitation regarding documentation requirements
- develop guidelines for SD/PCP/Facilitation training
- establish a system to provide feedback on progress with SD/PCP efforts and compliance
- Set goals for workgroup

The work plan will be typed up and handed out at our next meeting.

We also talked about the issue of compliance monitoring. I informed the group that I felt that improvement efforts and compliance should be monitored by this group at some level as this would be beneficial/necessary for the Consumer Empowerment Specialist to complete tasks and job responsibilities. It was agreed that members from each affiliate board would report periodically to the workgroup on progress being made. A format along with items to be reported on will be developed by this workgroup.

**Next Meeting Agenda:** We discussed the benefits of having each board complete a presentation to the workgroup about how they complete the person centered planning process, self-determination, trainings, and any other related information that may be beneficial for the affiliate boards to learn about. It is hoped that this will be a way that the boards can start sharing information and learn the areas that need improvement.

***Newaygo and Gratiot agreed to present at our next meeting.*** We also discussed establishing goals for our group at our next meeting to assist in guiding our efforts and to help in monitoring compliance. It was also discussed that meeting on the same day as the core group meeting is difficult for some members as they have multiple groups they attend. We agreed to meet at times that are convenient for all the members versus staying with the core group schedule. We also agreed to extent the time of the meeting to 3 hours, or longer if needed, to make sure we have enough time to complete our tasks.

**Next Meeting:** The next meeting will be at Gratiot CMH on May 14, 2003 from 10:00am to 1:00pm (or possibly longer).

Meeting Minutes Submitted by: Kim Zimmerman  
Affiliation Consumer Empowerment Specialist