

Affiliation Self Determination Workgroup Meeting Minutes:

September 28, 2003

1:00pm to 4:00pm

Location: CEI CMH

Present at the meeting: Dan Alonzi (GCCMH), Carolyn Hilley (GCCMH), Bob Clingenpeel (GCCMH), Lynne Jones (ICCMH), Julie Dowling (ICCMH), Melissa Cassidy (ICCMH), Michael Brashears (CEICMH), Pamela Stants (CEICMH), Mary Ellen Papes (NCMH), Bea Stevens (NCMH), George Ott (MBCMH), and Kim Zimmerman (Affiliation)

Absent: Meeting Minutes: Connie Cory (CEICMH), Tom Kennedy (MBCMH), and Ingemar Johansson (MBCMH)

The meeting minutes from August 2003 were approved without revisions.

PCP Conference Updates: Julie Dowling gave some updates on workshops she attended at the conference. We also went over a draft brochure handed out at the conference for independent facilitation that will be made available throughout the state sometime in the near future.

We also discussed the importance of providing education/training for consumers regarding SD/PCP and how this will be something that DCH will be monitoring more closely in the future. In an effort to keep better track of the trainings/education being completed, ***a representative from each agency will send an email of all consumer and staff trainings/education completed during each month to Kim Zimmerman.*** The information to be send to Kim will include what the training was and the number of consumers and staff that attended. Kim will then be able to keep a database of all SD/PCP training/education efforts happening within the Affiliation.

Independent Facilitation:

We reviewed the guidelines we completed at our last meeting and made corrections to them. Kim Zimmerman will make the suggested corrections to the guidelines and send them out via email to the workgroup members. The members will then get input from their organizations and let Kim know of any further corrections/additions to be made. Kim will then take the guidelines to the Consumer Advisory Council and the Core Group for final approval.

We then focused our efforts on the training material to be used for Independent Facilitation. A copy of a training outline that Manistee/Benzie completed was handed out. George Ott went through the outline and explained what information was to be presented. The group thought the outline was comprehensive and could be used to train independent facilitators as well as staff and consumers. ***Workgroup members will send information they have related to each topic in the outline to Kim within the next 2 weeks.*** Kim will gather all of the information and then meet with George Ott to look through and organize the information. The training material will then be presented at our next workgroup meeting and the workgroup will offer suggestions/input.

We also talked about the method of training the panel of independent facilitators. At this point, it was agreed that each agency will have their own group of trainers that will provide the training for their local facilitators. The training for the group of trainers will be provided by the Affiliation.

It was also determined that the Facilitation training will most likely consist of a one day training for those who wish to be a part of the panel. We also discussed the need to have a shorter training available to those who wish to facilitate a meeting on a one time basis as a natural

support. We discussed some options such as offering a video presentation, along with written material, for those individuals. This will be discussed further in future meetings.

Other:

Crisis Planning: We also discussed the Affiliation crisis plan that was disseminated several weeks ago. Ionia is currently using the Affiliation plan. The DD program for Gratiot is using the Affiliation model and the MI program stated that they have their own crisis plan and they will send Kim a copy of that. Newaygo stated they are using a plan, but are unsure if it is their own or the Affiliation model. Newaygo will check on this and get back to Kim. Manistee/Benzie was unaware of what they were using as a crisis plan at this time, but will check into it and get back to Kim on it. CEI is not currently using a crisis plan, it is held up in the records review and program committee. CEI will check into the status of the crisis plan and get back to Kim on it.

St. Clair CMH training manual: Kim updated the group on a training manual that St. Clair CMH is putting together regarding PCP. When this manual is available, Kim will share it with the group.

SD Brochure: The SD brochure has been reviewed by the Affiliation CSR's. Kim needs to make the recommended corrections to the brochure and then will bring it to the workgroup for review at the next meeting.

SD Statement: Pamela Stants discussed the Affiliation having a consistent statement related to consumer choice for participation in Self Determination. She stated that she feels there will be individuals who choose not to participate and that the Affiliation needs to have this well documented that it was consumer choice. She recommended that the workgroup complete a statement saying that consumers were educated about their rights to participate in Self Determination, but that they were choosing to decline participation. Some suggestions for wording of the statement were discussed, and Kim will write up the suggestions and send it out via email to the group for input. The statement will be brought back to the next meeting for approval.

Affiliation Newsletter: Not all agencies have turned in anything to be put into the Affiliation Newsletter. So in order to give everyone time to participate, we will start the newsletter in October. ***All agencies were asked to get information pertaining to SD and PCP to Kim ASAP to be included within the newsletter. It was also requested that information pertaining to upcoming events related to SD/PCP/Empowerment also be sent to Kim to be included within the newsletter.***

Next Meeting Agenda: At our next meeting, we will present the training information for independent facilitation and offer suggestions for improvement. The draft SD brochure and SD statement will also be presented for review. Workgroup members will email any other agenda items to Kim Zimmerman.

Next Meeting: The next meeting will be at ***Manistee/Benzie CMH on October 30, 2003 from 10:00am to 1:00pm.***

Meeting Minutes Submitted by: Kim Zimmerman
Affiliation Consumer Empowerment Specialist

