

Community Mental Health Affiliation of Mid-Michigan

Affiliation QI Minutes
November 7, 2003
9am – 12pm
Gratiot CMH

Present: Lynn Charping (Gratiot) Liz Holcomb (CEI), Susan Kilgore (Newaygo), Paul Duff (CEI), Pamela Stants (CEI), Chip Johnston (Manistee-Benzie), Tammy Quillan (Ionia)

1. **QI Minutes from 10/8/03**

The minutes and assignments from the last meeting were reviewed and completed.

2. **2004 QI Plan – 1st Draft**

The 2004 revised QI plan was reviewed and discussed. It was decided that quarterly reports on local QI activities would be submitted at the first Affiliation QI meeting following the end of the quarter. Local QI minutes are sufficient as a quarterly report and should minimally include improvement projects/efforts and indicator reviews. An annual QI report will be developed and reported to the Core Group in May.

- ✓ Tammy to incorporate GF contract references and update QI Structure org chart.
- ✓ Lynn to establish a calendar of events/reporting for Affiliation QI (and other workgroups?)
- ✓ Tammy to email Debbie Heinze to have the QI Plan placed on the December Core Group Agenda.

3. **Medicaid Claims Verification**

The Medicaid Claims Verification annual data report was reviewed. There was discussion regarding the identified deficiencies and whether improvements are being initiated. There was discussion regarding authorization of services in the Person Centered Plan. The revised verification methodology and reporting periods were reviewed.

- ✓ Tammy to update Medicaid Claims affiliation report formats and send out.
- ✓ Tammy to add definitions which deficiencies can be corrected and what are considered corrections.

- ✓ Liz and Lynn Henley to revise annual report format to indicate which deficiencies were correctable.

4. **Satisfaction Surveys**

A reminder to ensure that everyone is preparing to send out the Open Case Satisfaction Surveys.

- ✓ Lynn to add to calendar of events

5. **Self-Determination Update**

Pamela gave an update on the S-D workgroup's effort to standardize language across the affiliation and to assess where each affiliate is at with implementation of self-determination.

6. **Record Reviews**

There was discussion regarding the number of record reviews and QISMC reviews being completed by each affiliate. It was decided that the affiliation would establish a minimum expectation of one full record review and QISMC to be completed on each clinician per year. Affiliates can continue to do more record reviews if desired. Additional discussion is needed as to whether or not to allow for partial record reviews and how to determine which sections to cut back on, etc.

7. **Filonow Award**

One nomination was received and reviewed. It was agreed that the project met the submission requirements. The nomination is to be kept confidential.

8. **QISMC Projects**

Per the DCH contract, the next required QISMC project is Coordination of Care. The affiliation will expand on the current Coordination of Care project and possibly meet with QHPs. The PCP project will also be continued for the full five years as per our revised QI Plan.

- ✓ Liz to seek clarification from DCH as to how many projects are being required (1 per DCH or 2 per QISMC standards).

9. **Next Meeting:** November 21, 2003, 9am-Noon, Gratiot CMH
Agenda: QISMC Projects, Record Reviews, QI Plan, MMBPIS, Medicaid Claims

10. **Future Meetings:** There will be no meetings in December