

Utilization Management Team Meeting  
CEI, Lansing  
December 3, 2003

Present: Cindy Ingersoll (Newago), Julie Dowling (Ionia), Mike Geoghan (Newago), Paul Duff (CEI), Mark Nelson (Manistee-Benzie), and Joan Gamache (Manistee-Benzie).  
Absent: Dan Alonzi (Gratiot)

1. Paul called the meeting to order at 10:00 a.m. Introductions were made.
2. The Utilization Management Recommendations drafted by Cindy were distributed and discussed. Cindy will present this to the Core Group during their meeting this afternoon.
3. MMBPIS Indicators – discussion from previous meeting on 11/12/03, was reviewed. Trends not periodic anomalies need to be reviewed by the UM Team. Incorporating best practice, outcome measurement and quality of services with utilization management is being proposed to the Core Group. UM will monitor MMBPIS for QI. MMBPIS indicators can be found on the web.
4. Service Selection Guidelines - Chapter III and the Medicaid Contract are proposed to be used in lieu of SSGs as guidelines for authorization of services.
5. Productivity – Consistency and uniformity in how productivity is tracked and reported was reviewed. This needs to be studied and a plan presented to the CEOs at Core Group.
6. Problem Index – A problem index project paper by Greg Snyder was distributed by Mike.
7. Care Guideline Review – Paul distributed a two-page review form, along with the Care Review Data Summary, with the team. At present, CEI CM supervisors review one case from each case manager's caseload per year. Previously, one case per quarter per CM was review but it proved to be too time-consuming. There is no affiliation-wide monitoring of level of care. Do we need a standardized tool?
8. Inpatient Use Reporting Form – A revised format to include per-1000 population is in the works and will be distributed to members. A web site is available to obtain this data.
9. Mike volunteered to act as chair of the UM Team effective January 1, 2004. Mark Nelson, Clinical Director, Manistee-Benzie, will fill Joan Gamache's position on the committee.

The meeting was adjourned at 12:15 p.m. The next meeting will be on Wednesday, January 7, 2004, 10:00-12:00, at CEI to coincide with the Core Group meeting date.

Respectfully submitted by

Joan M. Gamache