

**CMH Affiliation of Mid-Michigan
Jail Diversion Meeting
Minutes
December 3, 2003**

CALL TO ORDER: 10:20 A.M.

PRESENT: Judi Cates, Julie Vermett, Brian Dykes, Cam Greening, Dave Marshall, Michael Brashears

ABSENT: Dan Alonzi, Mike Geoghan, Mike Hamm, Mark Nelson, Alan Platt

MINUTES: The minutes from October 29, 2003, were approved.

NEW BUSINESS:

Discussion of Standardized Release of Information Form

The team discussed their different Releases of Information and agreed to table this item until the Core Group makes the directive to use standardized forms throughout the affiliation. At this time, each county will continue to use their own forms. Dave Marshall and Cam Greening will fax their current release form to Julie, to have on file.

Review of Ionia's Jail Diversion Tracking Form

The team reviewed Ionia's form and how it is used. The team will develop a standardized form. Dave will fax to Julie his procedures for use of that form as well as a copy of the Modified Request for Service form he uses and its corresponding procedures.

Julie will develop a forms and procedures packet.

The team reviewed the "Notice" form used in Oakland County as both referral and release purposes.

Discussion of Status of Each County's Executed Service Agreement

Team members briefly stated the status of signatures on Service Agreements in their county.

Outcome Measure Development

Deferred until more members can attend the team meeting and participate in the development.

Referral Decision Scale (RDS)

Brian Dykes reviewed the form that he uses and gave a brief history of how he obtained it and researched its origin. Brian distributed an article authored by the creator of the RDS he uses. He stated that he had also come across other articles that supported its validity and reliability. Judi briefed the team on Internet research she has done which also verified its validity and reliability. Judi reviewed the importance of using a reliable scoring tool as that is what the courts look for when reviewing a case. We are waiting for the new tool from TAPPA, which is expected to be released in January or February. Michael B. pointed out that the questions are too broad and the use of the historical term "ever" is too subjective. Brian stated that he uses the form in conjunction with other forms and also uses a series of follow-up questions based on the individual's answers.

Affiliation Jail Diversion Meeting Minutes

December 3, 2003

Page Two

NEW BUSINESS: (continued)

Referral Decision Scale (RDS) (continued)

The team also reviewed Dave Marshall's version of the RDS which is more detailed. Some team members suggested using both forms. Having the client complete the form Dave created as a tool to identify the referral to mental health services. The therapist would then complete the RDS Brian uses during their meeting with the client to identify if the person is at risk. The team discussed redundancy versus validity and reliability of using both forms. Judi will research and decide if one or both will be used uniformly.

ADJOURNMENT: The meeting adjourned at 12.25 P.M. The next Affiliation Jail Diversion team meeting will be held Wednesday, January 7, 2004, **1:00 P.M. – 3:00 P.M.** at CEI CMH, Suite G-14, Lansing. The topics will be Outcome Measures, Training Core Development and Pre-Booking Development.

Respectfully Submitted,

Julie Vermett
Program Secretary

/jv

cc: Robert Sheehan
Debbie Heinze

THIS IS A CONFIDENTIAL PROFESSIONAL/PEER REVIEW AND QUALITY ASSURANCE DOCUMENT CMHB. IT IS PROTECTED FROM DISCLOSURE PURSUANT TO THE PROVISION OF MCL 333.20175, MCL 333.21414, MCL 331.533. UNAUTHORIZED DISCLOSURE OR DUPLICATION IS ABSOLUTELY PROHIBITED.