

Community Mental Health Affiliation of Mid-Michigan

Affiliation QI Minutes
March 16, 2004
11am–1:30pm, 3:00-3:30pm
CEI CMH

Present: Liz Holcomb (CEI), Paul Duff (CEI), Pam Stants (CEI), Tammy Quillan (Ionia),
Moira Davenport-Ash (CEI), Chip Johnston (M-B), Susan Kilgore (Newaygo)

1. QHP Project – Meeting Prep

Reviewed agenda for 3/16/04, 1:30-3pm, meeting with QHPs regarding the
Coordination of Care project. The following details were finalized for discussion
with the QHPs:

a. Information to be shared:

1. CMH to PCP: when significant change in mental health status
2. PCP to CMH: when significant change in medical health status
3. CMH to PCP: when psychiatric hospitalization
PCP to CMH: when medical hospitalization
4. CMH to PCP: when changes in medications
PCP to CMH: when significant changes in medications

Contact persons?

b. Frequency of communication:

- Evidence of communication every 6 months

c. Number of participants in pilot:

- 25 participants per CMH

d. Identify and agree on project participants:

- Non-probability sampling to be selected by CMH and agreed upon with QHP. CMHs to contact QHPs to finalize study sample by 4/1/04.
- Identify contact persons for CMH and QHP for study sample.

e. Finalize performance measures:

- Evidence of communication (4 areas identified above via CMH case reviews)
QHP case reviews?
- PCP and CMH Case Worker satisfaction (CMH surveys)

f. Implementation Plan:

- 3/26/04 – Revised Health Care Coordination form sent by email for QHP review and approval
- 4/1/04 – CMHs to finalize project sample
- 4/30/04 – CMHs and QHPs complete education of case workers and physicians on project expectations (communication, frequency, forms, etc.)
- 5/1/04 – Start project -- implement Health Care Coordination form
- 6/1/04 – CMHs complete retrospective review of charts for baseline data
- 9/26/04 – CMH surveys to PCPs and case workers for initial satisfaction data (using referral source survey)

2. Post Meeting – EQR Readiness

Discussion regarding format for documenting compliance for the EQR. Attachment C of the CMS protocols provides a format for the EQR to assess PIHP compliance. Susan will convert the PDF document into a Word file and forward to Tammy for additional formatting and emailing to the QI group. This format will document local policy and procedure references. The actual policies and procedures are to be included when electronically submitting the compliance document to CEI.
Deadline for completion: 4/1/04

3. Next QI Meeting: April 14, 2004, 10am–Noon, CEI CMH

Agenda: QHP Project - readiness for implementation 5/1/04
EQR Readiness

4. Next CMH/QHP Meeting: April 27, 2004, 1:30-3pm, CEI CMH

Agenda: QHP Project – readiness for implementation 5/1/04