

<b>Present (please check)</b> <b>Please circle note-taker</b>				<b>CMHAMM</b> Work Group Meeting Minutes  DATE: <u>11/10/04</u>  LOCATION: <u>Gratiot CMH</u>  WORK GROUP NAME: <u>Self Determination Workgroup</u>	cc: Team members (list members' names)  Julie Dowling, Lynne Jones, Judy Scott, Carolyn Hilley, Dan Alonzi, Bob Clingenpeel, George Ott, Ingemar Johannson, Mary Ellen Papes, Bea Stevens, Pamela Stants, Tom Knudtson, and Kim Zimmerman				
X	Julie Dowling	X	Lynne Jones						
X	Judy Scott	X	George Ott						
X	Ingemar Johannson		Carolyn Hilley						
X	Dan Alonzi	X	Bob Clingenpeel						
	Mary Ellen Papes		Bea Stevens						
X	Pamela Stants	X	Tom Knudtson						
X	Kim Zimmerman								
Guests: <table border="1" style="width: 100%; height: 20px;"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>									

Topics Discussed	Discussion/Decisions	Action/Responsible Party
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December Workgroup Report to Core Group	Discussion: Workgroup discussed utilizing Ric Crowley as an advisor to assist us in getting SD implemented within the Affiliate agencies. Group would like to see Ric provide assistance for one day per month and have him rotate among the agencies providing direct/hands on assistance with the development of budgets and implementation of SD. The Affiliation SD workgroup would also meet with Ric for a couple of hours each month.	Action: Kim Zimmerman will contact Ric Crowley and get information regarding his availability of cost. Then Kim will write a proposal and present it to the Core Group in December.
SD Status Tool and DCH Plan of Correction	Discussion: The group reviewed the completed SD status tool and were asked to let Kim know if any changes were needed. The group was also given a deadline of Dec. 8 <sup>th</sup> to submit their evidence for each item on the tool or to submit an implementation date for a corrective plan along with a responsible person.  The group also discussed the PCP section of the DCH plan of correction. Kim Zimmerman will be collecting the evidence for the plan of correction and a deadline of Dec. 8 <sup>th</sup> was given for that as well.	Action: Deadline set for Dec. 8 <sup>th</sup> for submitting evidence to Kim Zimmerman for the SD status tool and the PCP section of the DCH plan of correction
Local Updates:  How is SD being implemented locally?  What are the needs to be able to implement?	Manistee/Benzie: George Ott is taking over SD in M/B. He will handle the case-by-case issues and implementation.  Ionia: Continue to utilize their local SD workgroup for direction.  Gratiot: Need to complete training (currently focusing on those doing direct care) (trainings being offered 1x/month). Set target for each casemanager to complete one budget per year.  CEI: Would like to have Ric meet with CSM's and key management staff to get some budgets completed.  Newaygo: No representative present to give information.	No action required

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<p>Local Updates:</p> <p>Completion of Individual Budgets:</p>	<p>Gratiot: Using the budget template from Allegan CMH. They have modified it to meet their needs. They have costs/rates completed and available. They will be looking at each budget individually and will allow consumers to move money around between supports and services as needed.</p> <p>CEI: Using a modified version of the Allegan CMH budget template. They have rates/costs completed. They will only be allowing the consumers to move money allocated for community living supports (personal care services).</p> <p>Manistee/Benzie: They are using a version of the Allegan CMH budget template. They have rates completed. They will be allowing the consumer to move money around in the budget as needed.</p> <p>Ionia: They have revised the budget form from Allegan CMH. They have current costs/rates completed. They also will be allowing the consumer to move money around within the budget as necessary. They are having a training in Dec. for casemanagers to train on completion of budgets.</p> <p>Newaygo: No representative present to give information.</p>	<p>No action required</p>
<p>Use of Consumer Empowerment Specialist:</p>	<p>Discussion: The group discussed the best use of Kim Zimmerman's time. Each agency will be contacting Kim and arranging for her to spend time with them each month. Kim will act as a resource and help facilitate the completion of individual budgets.</p>	<p>Action: A contact person from each agency will contact Kim and arrange for her to spend time within their building.</p>
<p>Fiscal Intermediaries:</p>	<p>Discussion: Kim informed the group that the Core Group discussed the use of FI's and agreed to utilize the same FI's for the entire Affiliation. The SD group agreed with this.</p>	<p>Action: Kim will complete an RFP .</p>
<p>Next meeting date:</p>	<p><b>December 8, 2004</b> <b>10:00am to 1:00pm</b> <b>CEI CMH</b></p>	