

CMHAMM
Work Group Meeting Minutes

<p>WORK GROUP NAME: Quality Improvement</p> <p>LOCATION: Ionia CMH</p> <p>DATE: 11/18/05</p>	<p>PRESENT: (please circle note-taker) Liz Holcomb, CEI Fran Jozefowicz, CEI Pamela Stance, CEI <u>Lynn Charping, Gratiot</u> Sally Johnson, Ionia Susan Kilgore, Newaygo Cindy Ingersoll, Newaygo</p>	<p>cc: Work Group Members: Liz Holcomb, CEI Paul Duff, CEI Fran Jozefowicz, CEI Pamela Stance, CEI Lynn Charping, Gratiot Sally Johnson, Ionia Chip Johnston, Manistee-Benzie Susan Kilgore, Newaygo Cindy Ingersoll, Newaygo</p>
---	--	--

		<p>assist with the survey development. A root cause analysis should be completed after the baseline data collection.</p> <p>The team discussed future involvement with the QHPs. It was suggested that a draft of the revised project be sent out to representatives with a follow-up conference call.</p> <p>A process for data collection needs to be developed which includes identification of the person who will collect the data, training requirements/methods, and the tool that will be used. A back-up person also needs to be trained. The frequency of data collection will be quarterly, reported by the 15th of the first month of the following quarter. Information will be submitted to Lynn Henley At CEI to be aggregated for review at QI group meetings. All manual data collection needs to be documented.</p> <p>Barriers to the implementation of the project include changes to the study population, the selected population may be reluctant to sign releases, and consumers may change PCP.</p> <p>There needs to be a written description for a data validation process which includes a secondary review.</p>			
		<p>Sally will draft a process and revise the review tool format. Susan will create a report format.</p>		12/9/05	

CMHAMM
Work Group Meeting Minutes

<p>WORK GROUP NAME: Quality Improvement</p> <p>LOCATION: Ionia CMH</p> <p>DATE: 11/18/05</p>	<p>PRESENT: (please circle note-taker) Liz Holcomb, CEI Fran Jozefowicz, CEI Pamela Stance, CEI <u>Lynn Charping, Gratiot</u> Sally Johnson, Ionia Susan Kilgore, Newaygo Cindy Ingersoll, Newaygo</p>	<p>cc: Work Group Members: Liz Holcomb, CEI Paul Duff, CEI Fran Jozefowicz, CEI Pamela Stance, CEI Lynn Charping, Gratiot Sally Johnson, Ionia Chip Johnston, Manistee-Benzie Susan Kilgore, Newaygo Cindy Ingersoll, Newaygo</p>
---	--	--

Ongoing	Record Review Form	<p>for co-occurring disorders project. Darren Lubbers, project facilitator, will attend a QI meeting in January to discuss details. Project focuses will be: Year 1 – identify population, gather data Year 2 – staff training Year 3 – identify interventions Year 4 – measure outcomes</p> <p>A statement indicating that the record follows the policies/procedures of the agency will be added to the front sheet of the form to satisfy a CARF requirement.</p> <p>Staff training on record reviews needs to be documented. Local processes will be shared by the group. The Affiliation needs to develop written instructions. A suggestion was made to review Newaygo's newly developed process as a basis for the Affiliation's process.</p> <p>The QISMC page of the review will no longer be required as part of the Affiliation's review process. Data will be collected from chart reviews.</p>	Fran to add statement and forward the updated form. Affiliates share local processes.		
---------	--------------------	---	---	--	--

CMHAMM
Work Group Meeting Minutes

<p>WORK GROUP NAME: Quality Improvement</p> <p>LOCATION: Ionia CMH</p> <p>DATE: 11/18/05</p>	<p>PRESENT: (please circle note-taker)</p> <p>Liz Holcomb, CEI Fran Jozefowicz, CEI Pamela Stance, CEI <u>Lynn Charping, Gratiot</u> Sally Johnson, Ionia Susan Kilgore, Newaygo Cindy Ingersoll, Newaygo</p>	<p>cc: Work Group Members:</p> <p>Liz Holcomb, CEI Paul Duff, CEI Fran Jozefowicz, CEI Pamela Stance, CEI Lynn Charping, Gratiot Sally Johnson, Ionia Chip Johnston, Manistee-Benzie Susan Kilgore, Newaygo Cindy Ingersoll, Newaygo</p>
--	--	--

Follow-up	EQR	<p>indicator will be added to the general information section for this requirement.</p> <p>#217 will be reworded to read – transition to a different level of service.</p> <p>Susan Kilgore will now be the person to maintain the master review form (formerly Moira).</p> <p>The required documents are being sent to HSAG. The review is expected to be in April 2006. The work plan is addresses delegation and requirements of affiliates.</p>	<p>requirement locally.</p>	a.s.a.p.	
Follow-up	Sentinel Events Policy	<p>Updates to the Ionia policy reflect CARF and new DCH requirements. The group will review the policy for development of an Affiliation policy. A process for root cause analysis is needed. Susan will forward examples for review.</p>			
Follow-up	Local QI Minutes	<p>A reminder was given for affiliates to send Debbie Heinze their local QI minutes.</p>	<p>Affiliates send Deb local QI minutes.</p>		
On-going	Consumer Handbook	<p>Weekly meeting have been scheduled for Liz to meet with the intern revising the handbook. The target date for completion is</p>	<p>Affiliates send local contact</p>		

CMHAMM
Work Group Meeting Minutes

<p>WORK GROUP NAME: Quality Improvement</p> <p>LOCATION: Ionia CMH</p> <p>DATE: 11/18/05</p>	<p>PRESENT: (please circle note-taker) Liz Holcomb, CEI Fran Jozefowicz, CEI Pamela Stance, CEI <u>Lynn Charping, Gratiot</u> Sally Johnson, Ionia Susan Kilgore, Newaygo Cindy Ingersoll, Newaygo</p>	<p>cc: Work Group Members: Liz Holcomb, CEI Paul Duff, CEI Fran Jozefowicz, CEI Pamela Stance, CEI Lynn Charping, Gratiot Sally Johnson, Ionia Chip Johnston, Manistee-Benzie Susan Kilgore, Newaygo Cindy Ingersoll, Newaygo</p>
---	--	--

Follow-up	Medicaid Claims Verification	information. Please respond a.s.a.p. Methodology for the Affiliation has been revised. Service provider's credentials need to be verified as part of the review.	CEI.		
On-going	Next Agenda	Record Review Sentinel Events EQR Consumer Handbook Performance Indicators			
Ongoing	Next Meeting	12/8/05 @ QI Forum in Battle Creek (time to be announced) 12/16/05 @ Gratiot CMH, 9:00 – 12:00 (determine if meeting still needed) 1/13/06 @ Gratiot CMH, 1:30 – 3:30			