

**PIHP Behavior Treatment Committee**

Meeting Minutes  
September 16, 2010

Community Mental Health Authority of  
Clinton-Eaton-Ingham Counties  
812 E. Jolly Rd.  
Lansing, Michigan

Facilitator: Kim Zimmerman

- ATTENDANCE:** Mary Clissold (CEI); Julie Dowling (Ionia); Cheryl Kobernik (Manistee-Benzie); Amy Kurtti (Newaygo); Cheryl Parker (Newaygo); Kathy Perkins (Gratiot); Sue Poindexter (Gratiot); Kim Zimmerman (Affiliation)
- ABSENT:** Toby Bayless (Affiliation); Michelle Bradley (Ionia); Kari Korson (Manistee-Benzie); Jan Morningstar (Manistee-Benzie); Marian Wagner-Moccio (CEI)
- GUESTS:** Pat Miller (CEI); Sukhvender Nijjer (CEI)
- CALL TO ORDER:** The meeting was called to order at 3:05 PM by Kim Zimmerman, facilitator.
- APPROVAL OF MINUTES:** The minutes of the August 19, 2010 meeting were approved as submitted.
- AGENDA REVIEW:** No agenda revisions.
- DATA TRACKING:** Kim reviewed the behavior treatment data for April 1, 2010 through June 30, 2010, noting the Manistee-Benzie data is missing. Calculation formulas and definitions need to be added. Mary announced a companion guide for the Behavior Treatment Plan Review Committee Technical Requirement should be coming soon from DCH. She also feels CEI's numbers of behavior treatment plans will fall as they convert to social teaching. The group reviewed the draft report form, making suggestions regarding format revision and wording. Kim will make the changes and send out for comments. The report form will be finalized for the next quarter's data collection. Kim reviewed the spreadsheet used to collect data from the Newaygo behavior treatment committee. The spreadsheet captures most of the information DCH and HSAG is looking for. Kim stated standardization across the Affiliation is not mandated, but that it could be beneficial for us to have a standardized data reporting format.

**SOCIAL TEACHING PLAN**

**FEEDBACK:** Mary asked for feedback to the "Social Teaching Plan" form. She requested the focus to be on content, rather than format, as it will be designed to be electronic with drop-down boxes and all CEI specific information will be removed. Julie suggested the affiliates consider standardization of the local behavior management committee forms. Kim requested all the Affiliates send the current forms they use to her. Kim will then send the forms out electronically to everyone and this will be an agenda item for next meeting for discussion. Everyone is to send their forms to Kim within the next couple of weeks.

**DCH 2010 SITE REVIEW**

**POC:** Kim reviewed the plan of correction submitted eight weeks ago. As there has been no DCH response yet, she requested the plan be implemented as submitted and evidence be turned in to her as the deadlines for completion have passed. When DCH responds to the plan of correction, Kim will notify the workgroup of any needed action.

**CASE CONSULTATION:** None

**NEXT MEETING:** The next meeting is November 18, 2010, 3:00 PM at CMHA-CEI. The PIHP Behavior Treatment Committee quarterly meetings are scheduled for February, May, August and November on the third Thursday on the month, 3:00 PM to 5:00 PM, following IPLT, at CEI unless otherwise specified.

Respectfully submitted,

Debra Heinze  
Affiliation Secretary