

CMHAMM

Work Group Meeting Minutes

<p>WORK GROUP NAME: <u>Affiliation SD Workgroup</u></p> <p>LOCATION OF MEETING: <u>CEI CMH</u></p> <p>DATE: <u>November 10, 2010</u></p>	<p>PRESENT AT MEETING: (please identify the note-taker*)</p> <p>George Ott (M/B), Sue Poindexter (Gratiot), Pam Faching (Gratiot), Julie Dowling (Ionia), Brenda Hodges (Ionia), Chris Briggs (Newaygo) and Kim Zimmerman (notetaker)</p> <p><u>Guest(s):</u></p>	<p>cc: Work Group Members (list names of members and CMHSP they represent):</p> <p>Mike Hetzman (Gratiot), Sue Poindexter (Gratiot), Pam Faching (Gratiot), Julie Dowling (Ionia), Ingemar Johansson (M/B), George Ott (M/B), Mary Clissold (CEI), Terry Ekkens (Newaygo), Amy Kurtti (Newaygo) and Kim Zimmerman (Affiliation Staff)</p>
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Topics Discussed (identify the workgroup charge being discussed)	Discussion/Decisions (Provide details on member discussion and any decisions/recommendations being made)	Action To Be Taken/Responsible Party To Complete Action:	Due Date of Action:	Status (identify if charge is completed, in progress or if there are barriers to completing)
MDCH site review and Plan of Correction	The group reviewed the required plans of correction for the SD section of the MDCH site review. The group was reminded that the identified timeframes for completion of the POC are coming due and the evidence needs to be forwarded to Kim Zimmerman for review when completed.	Submit evidence for POC as completed to Kim.	Ongoing	In process
Affiliation SD/PCP Brochure	The group continued the discussion on needed changes from the last meeting. It was decided today that the brochure is fine at this time. Kim will order more brochures as well as post the brochure on the Affiliation Website so that it can be downloaded and copied from there as well.	Kim to post brochure on website and order more copies.	N/A	N/A
SD report for IPLT	The group discussed what should be included in the SD report that is due to IPLT on 11/18/10. It was decided to include the	Kim to complete SD report and present	11/18/10	N/A

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group	data from the ARR progress report. Each member was also asked to submit any local information they wanted included to Kim by the beginning of next week.	to IPLT.		
SD/PCP Training requirements	<p>The group discussed the Essential Learning training titled "Supporting Everyday Lives for People with Disabilities." The group agreed that this would be a good start for a required training to learn the philosophy of SD, but does not provide for the technical requirements needed for clinical staff that will be implementing SD arrangements. Brenda (Ionia) stated that she has reviewed other trainings (PCP Thinking for CSM's and Person and Family Centered Services) that are on Essential Learning that might meet some of our needs. Kim will identify these trainings as possible resources on the Affiliation Website under the SD section.</p> <p>This group will continue to explore other trainings options available.</p>	Kim to post resources on Affiliation website	N/A	N/A
Draft SD and PCP materials from MDCH	<p>Kim reminded the group of the draft materials that have been released by MDCH. The group is familiar with the materials. The time period for giving feedback is over and there has not been an established time period for finalizing the materials.</p> <p>Kim reminded the group that the draft MDCH PCP Policy and Practice Guideline has not yet become final due to the large volume of feedback received during the public comment period. Kim did inform the group that all indications are that the requirement that CMHSP's start to provide estimated costs for services authorized in the PCP will be a part of the final</p>	Kim will continue to keep the group informed of any new materials that are released and when the current draft materials become final.	N/A	N/A

Topics Discussed (identify the workgroup charge being discussed)	Discussion/Decisions (Provide details on member discussion and any decisions/recommendations being made)	Action To Be Taken/Responsible Party To Complete Action:	Due Date of Action:	Status (identify if charge is completed, in progress or if there are barriers to completing)
	<p>guideline.</p> <p>The group will continue to review any new materials released related to SD and PCP and keep up-to-date on when the current materials are finalized.</p>			
ARR progress report (section 4)	Reviewed section 4 progress report. We are currently reporting our numbers on an annual basis, but are reviewing them at least 2 times per year to determine if we are on track to meet our target numbers. Kim will send out the data reporting spreadsheet again in January to collect the data.	Kim to send out data spreadsheet in January for completion.	February 2011	N/A
Fiscal Intermediary Issues	<p>The group discussed any issues they are currently having with Fiscal Intermediaries. The issues seem to be consistent with problems with getting timely documentation and with rising costs. Kim informed the group that she in ongoing discussions with Ellen Sugrue-Hyman about issues with FI performance and costs. Ellen is looking at what DCH can do to assist with the utilization of Fiscal Intermediaries.</p> <p>Kim also informed the group the the CEI SD workgroup is looking at the process of having FI's complete the criminal background checks. CEI will be looking at completing some kind of guideline on having FI's complete these checks and asked if any of the other agencies have materials related to this, to please forward those to her.</p>	Kim will keep the group informed of any new developments related to FI's.	N/A	N/A
SD Models: Choice Voucher vs. Agency with	These models were not reviewed in any detail at today's meeting. Each agency stated they are aware of both of these models. Kim will develop and comparison/contrast chart for	Kim to complete comparison/contrast chart for next meeting	N/A	N/A

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Choice	these two models that will be reviewed during the next meeting.			
Other Business:	Discussed the electronic medical record and the possible inclusion of costs for services and supports as part of the PCP electronically to comply with the revised PCP policy and practice guideline from MDCH. There is a clinical forms group looking at this process that is separate from this group. This group agreed that they wanted to be a part of the decisions made on what should go into electronic medical record regarding costs for services and supports as well as any information related to SD. Kim will follow up with IS at CEI to see if a joint meeting can be established with the SD group, the Finance group and IS to discuss this.	Kim to contact IS to discuss a joint meeting.	In progress	In progress
Local Updates:	Nothing shared during today's meeting	N/A	N/A	N/A
Next Meeting:	February 16, 2011 1:00pm to 3:00pm CEI CMH Room G-11 A & B Video Conferencing will be available	N/A	N/A	N/A