

CMHAMM

Work Group Meeting Minutes

<p>WORK GROUP NAME: <u> QI/Compliance Work Group </u></p> <p>LOCATION OF MEETING: <u> CMHA-CEI </u></p> <p>DATE: <u> 12/10/10 </u></p>	<p>PRESENT AT MEETING: (please identify the note-taker*)</p> <p>Julie Barron - CEI Lynn Charping - Gratiot Sally Culey - Ionia Paul Duff – CEI *Debbie Heinze - Affiliation Liz Holcomb – CEI Cindy Ingersoll – Newaygo Susan Kilgore - Newaygo George Ott – Manistee-Benzie Cheryl Parker - Newaygo Amy Taylor – Manistee-Benzie Kim Zimmerman – Affiliation Stefanie Zin – CEI</p>	<p>cc: Work Group Members (list names of members and CMHSP they represent)</p> <p>Julie Barron - CEI Lynn Charping – CEI Sally Culey - Ionia Paul Duff - CEI Liz Holcomb – CEI Cindy Ingersoll – Newaygo Susan Kilgore - Newaygo George Ott – Manistee-Benzie Kim Zimmerman - Affiliation Stefanie Zin - CEI</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)
<p>Review & Approval of Minutes & Agenda</p> <p>Review of Performance Improvement Projects</p>	<p>George called the meeting to order at 9:35 AM. The minutes of the previous meeting were approved as submitted.</p> <p>Liz announced she needs the data regarding penetration rate for children. There will be a Statewide conference call meeting with HSAG to</p>	<p>Liz will review penetration & coordination of care data at the next meeting.</p>		<p>Ongoing</p>

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Incident Reporting	<p>clarify the reporting for the Peer Support Specialist encounters. October 2009 through September 2010 is the baseline year. Tom Renwick will participate in the conference call. Liz requested the whole QI group work together in development of plans in the future instead of just Liz.</p> <p>Paul announced the incident reporting data will go back to October 1. He said data entry will begin sometime in January, following training. Paul, Stefanie and Joanne Holland are working on a reporting tool, but he noted determination of coding will not be done automatically.</p>	Paul will send out an e-mail with updates in the progress on incident reporting.		In progress
Access Tracking	Kim reviewed a draft access data tracking form & took feedback. It was noted a specialized ECHO report at CEI would need to be developed to pull data. Kim	Kim will identify the actual DCH reporting requirements. CEI staff will begin to work with CEI IS staff now to be prepared to be able to pull the		In progress

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QI Outcomes	<p>would like quarterly reporting on the agenda for review.</p> <p>Kim asked for feedback regarding the QI outcomes grid. Discussion ensued regarding the present system that has multiple people seeing a consumer vs. “one stop shopping”. Liz noted measurement of health status is being discussed during the doctors’ meetings at CEI.</p>	<p>needed data. Kim will revise the form for required data now, and develop a plan to expand the elements to report in the future.</p> <p>Define “immediate access”, research & report back at the next meeting. Kim will have Toby bring this to the CEO meeting for discussion. Each affiliate will bring back info on measurement of health status to the next meeting. Kim will bring a list of EBP’s all affiliates are working on. Kim will revise the outcomes grid and send out via e-mail for review.</p>		In progress
Consent Forms	<p>Kim state three meeting have been held affiliation-wide regarding consent forms standardization. Liz requests adding a statement to include coordination with physical care provider.</p>	<p>Liz will research language to be used & bring back to the next meeting. Recommendations will be taken to the origination group, Liz, Stefanie & Toby. Kim will request John Hill</p>		In progress

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Next Meeting	Sally is not comfortable with the Consent to Treatment containing Hepatitis B & HIV information. It was noted the forms are intended for the Electronic Medical Record; hard copies should require signature/initial at each check box.	reconvene the development committee to consider the recommendations. Additional feedback must be received with the next two weeks.	January 14, 2011 9 AM – 12 Noon CEI G11-C	

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