

**CMHAMM**

Work Group Meeting Minutes

<p>WORK GROUP NAME:  <u>    QI-Compliance Work Group    </u></p>	<p>PRESENT AT MEETING: (please identify the note-taker*)                  Sally Culey (Ionia)                  *Debbie Heinze (Affiliation)                  Liz Holcomb (CEI)                  Cindy Ingersoll (Newaygo)                  George Ott (Manistee-Benzie)                  Kim Zimmerman (Affiliation)                  Stefanie Zin (CEI)</p>	<p>cc: Work Group Members (list names of members and CMHSP they represent)                  Lynn Charping (Gratiot)                  Sally Culey (Ionia)                  Paul Duff (CEI)                  Liz Holcomb (CEI)                  Cindy Ingersoll (Newaygo)                  Susan Kilgore (Newaygo)                  George Ott (Manistee-Benzie)                  Brenda Reeves (Gratiot)                  Amy Taylor (Manistee-Benzie)                  Rebecca West (CEI)                  Kim Zimmerman (Affiliation)                  Stefanie Zin (CEI)</p>
<p>LOCATION OF MEETING:  <u>    CMHA-CEI    </u></p>		
<p>DATE:  <u>    01-14-11    </u></p>		

<b>Topics Discussed (identify the workgroup charge being discussed)</b>	<b>Discussion/Decisions (Provide details on member discussion and any decisions/recommendations being made)</b>	<b>Action To Be Taken/Responsible Party To Complete Action:</b>	<b>Due Date of Action:</b>	<b>Status (identify if charge is completed, in progress or if there are barriers to completing)</b>
<p>Review &amp; Approval of Minutes &amp; Agenda</p>	<p>George called the meeting to order at 9:15 AM. The minutes of the December 10, 2010 meeting were approved as submitted.</p>			<p>Ongoing</p>
<p>Review of Performance Improvement Projects</p>	<p>Liz provided copies of a memo from Tom Renwick outlining revision to the PIP, and notes from the HSAG PIP telephone conference call on January 7, 2011.</p>			

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Consumer Bulletin	The Consumer Bulletin was submitted for review, noting they are looking for upcoming events to include.	Liz suggested the bulletin be printed on 11 x 14 paper and folded into a booklet.		Approved for distribution
Incident Reporting System	Stefanie described the obstacles to submitting incident reports to DCH, citing the need for the DCH description of reportable incidents & how the affiliates upload their information.	Sally directed Stefanie to the instructions on the web site.	A meeting for clarification is scheduled next week upon Paul's return to work.	In progress
HSAG PIP Summary Form	Liz walked through the HSAG PIP summary form with the group to collect information. She noted the information pertains to Adult MI for FY 09/10. Discussion ensued regarding the detail of information needed for submission to HSAG.	Information will be brought back by group members to complete the form together. It was determined the data will be analyzed quarterly & reflected on the meeting agenda.	Next meeting	In progress
Affiliation QI Data Outcomes	The contents of the QI Data Outcomes document were reviewed and discussed.	Kim will revise the document for continued discussion.	Next meeting	In progress



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