

Community Mental Health Affiliation of Mid-Michigan  
**PIHP Behavior Treatment Committee**  
Meeting Minutes  
January 20, 2011

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); Kari Korson (Manistee-Benzie); Amy Kurtti (Newaygo); Pat Miller (CEI); Jan Morningstar (Manistee-Benzie); Sukhvender Nijjer (CEI); Cheryl Parker (Newaygo); Kathy Perkins (Gratiot); Sue Poindexter (Gratiot); Robert Rubin (Gratiot); Marian Wagner-Moccio (CEI); Kim Zimmerman (Affiliation)
- ABSENT:** Toby Bayless (Affiliation); Michelle Bradley (Ionia)
- CALL TO ORDER:** The meeting was called to order at 3:15 PM by Kim Zimmerman, facilitator.
- APPROVAL OF MINUTES:** The minutes of the November 18, 2010 meeting were approved as submitted.
- AGENDA REVIEW:** No agenda revisions.
- REVIEW OF CMHSP COMMITTEE FORMS:** Robert reviewed Gratiot's "Positive Support Plan" and "Behavior Treatment Progress Summary" documents and explained the frequency of use. Mary reviewed CEI's "Behavior Management Plan Review" and "Behavior Management Committee Progress Review" forms. Discussion was held regarding the elements of the forms to be integrated for the formation of the Electronic Medical Record. It was decided to use Newaygo's forms to make adjustments to achieve integration. Amy reviewed the forms, and the group discussed revisions. Kim will make tracking changes to the Comprehensive Functional Assessment and the Positive Behavior Support Plan Outline, and send them out via e-mail. The other forms will be reviewed with the group during the next meeting. Any additional feedback should be sent to Kim.
- DATA TRACKING:** Kim reviewed the data in the Data Tracking spreadsheet. She explained how and what to enter, and discussed definitions. Kim will make revisions. She

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requested each affiliate review data period October 1 2010 through December 31, 2010 and provide missing numbers to her.

**PROCEDURE REVIEW:** Kim presented Procedure 2.7 Behavior Treatment Review Committee for review. She will receive feedback until January 28.

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**FOR BTC'S:** Tabled to next meeting.

**CASE CONSULTATION:** None

**NEXT MEETING:** The next meeting is April 21, following the IPLT meeting.

**ADJOURNMENT:** The meeting adjourned at 4:55 PM.

Respectfully submitted,

Debra Heinze  
Affiliation Secretary