

**CMHAMM**

Work Group Meeting Minutes

<p><b>WORK GROUP NAME:</b>  <u>    </u>          QI-Compliance Work Group</p> <p><b>LOCATION OF MEETING:</b>  <u>    </u>          CMHA-CEI</p> <p><b>DATE:</b>  <u>    </u>          01-28-11</p>	<p><b>PRESENT AT MEETING:</b> (please identify the note-taker*)</p> <p>Toby Bayless (Affiliation)          Lynn Charping (Gratiot)          Sally Culey (Ionia)          *Debbie Heinze (Affiliation)          Liz Holcomb (CEI)          Cindy Ingersoll (Newaygo)          Susan Kilgore (Newaygo)          George Ott (Manistee-Benzie)          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>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>
--	---	--

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)
Peer Support Data	<p>The meeting was called to order at 1:10 PM.</p> <p>Liz reviewed the Peer Support data from 10/01/09 through 09/30/10 that was compiled by Katherine VanZwoll of CEI's IS Department. Kim attended the meeting of Peer Support Specialists &amp; shared their feedback, noting Manistee-</p>	<p>In reference to Tom Renwick's memo, this data will be used as baseline. Count the number of FTE's of the currently certified PSS's, determine the number targeted to add, &amp; the number located in drop-in centers. The PSS's</p>		Ongoing

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>Benzie and Gratiot were not represented in the meeting: 1) non-billable information is not submitted; 2) assigned to teams so unable to increase contact numbers; 3) transportation for clients, especially in the winter, is problematic; 4) marketing needs to be increased; 5) staff education needed regarding use of Peer Support Specialists. Liz stated there is no clarity on the billing codes. Sally noted that PSS participation in groups increase numbers, and suggested using them in Access. CEI uses PSS's in Crisis Services. The group discussed the fluctuation in the number of PSS's due to turnover &amp; lack of training as barriers. Additional barriers are the loss of benefits with increased work hours, and drop-in centers not counting services.</p>	<p>will be asked what type of networking would be most useful to them.</p>		

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)
Performance Improvement Project	Liz worked through the 2010-2011 PIP Summary Form collecting information with the group.			In progress
Compliance Plan	Kim will take the Compliance Plan to the PIHP Board for approval on February 14.	Submit feedback to Kim.	February 7	In progress
QI Plan	Liz will take the QI Plan to the PIHP Board for approval on March 14. A goal is needed to include in the Plan.	Further discussion re: a goal at the next meeting.	Liz will need all feedback by March 7.	In progress
Next Meeting			February 11, 2011, 9:00 AM to 12 Noon at CEI	

<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>

<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>