

CMHAMM

Work Group Meeting Minutes

WORK GROUP NAME: <u> QI-Compliance Work Group </u>	PRESENT AT MEETING: (please identify the note-taker*)	cc: Work Group Members (list names of members and CMHSP they represent)
LOCATION OF MEETING: <u> CMHA-CEI (Web EX Meeting) </u>	Lynn Charping (Gratiot) Sally Culey (Ionia)	Lynn Charping (Gratiot) Sally Culey (Ionia)
DATE: <u> 02-11-11 </u>	Liz Holcomb (CEI)	Paul Duff (CEI)
	Cindy Ingersoll (Newaygo) Susan Kilgore (Newaygo) George Ott (Manistee-Benzie) Amy Taylor (Manistee-Benzie) * Kim Zimmerman (Affiliation) Stefanie Zin (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)

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)
HSAG Performance Improvement Project (PIP)	The meeting was called to order at 9:10 AM. Liz and Kim went over the completed PIP for final feedback from the group. Each question on the PIP form was reviewed to ensure that the group felt the appropriate responses were given. No additional changes were identified	The PIP will be submitted today to HSAG. The QI workgroup will complete a causal barrier analysis during this year, identify interventions, implement interventions and measure the	PIP Submission due today To be completed by the next PIP submission in January of 2011	Ongoing

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<p>Review of Affiliation QI Plan</p>	<p>other than a couple of editing issues. The PIP will be submitted to HSAG today. Typically we do not receive the results for this project until June or July.</p> <p>We will now need to complete a causal barrier analysis during this year and identify interventions to be implemented.</p> <p>We went over the 2010 QI plan for any necessary revisions that need to be made for the 2011 plan. It was decided that the narrative of the plan was still accurate and not in need of editing, but that the goals do need to be updated. The group went through each goal, noting the progress that had been made. Suggestions for goals for the 2011 plan were made. Liz</p>	<p>effectiveness of the interventions.</p> <p>Liz will complete the 2011 plan and review with PIHP Board in March 2011.</p> <p>Lynn will complete a progress report for the activities completed for the 2010 plan and submit to Liz to be taken to the PIHP Board in March 2011.</p>	<p>Liz will need all feedback by March 7.</p>	<p>In Progress</p>

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Revisions needed to QI agenda	<p>will complete the goals based on the feedback she was given today. Both the 2011 plan and a report on the activities from the 2010 plan need to go the PIHP Board for review and approval in March 2011. Lynn volunteered to complete a progress report for the 2010 activities and send to Liz. All feedback for the progress report and the 2011 plan need to be submitted to Liz by March 7th.</p> <p>The group discussed revisions that are needed to the standing QI agenda to ensure that we are capturing the data that needs to be reported. Kim will work on revisions to the agenda and developing a reporting format for the data that needs to be reported to QI. Both the revisions to the</p>	Kim will complete revisions to the agenda and develop a reporting format for data to be reported to QI.	By next meeting date (03/11/11)	In Process

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Next Meeting	agenda and the reporting format will be reviewed during the next meeting.		March 11, 2011, 9:00 AM to 12 Noon at CEI (will use Web Ex for the meeting)	