

CMHAMM

Work Group Meeting Minutes

WORK GROUP NAME: <u> QI-Compliance Work Group </u>	PRESENT AT MEETING: (please identify the note-taker*) Lynn Charping (Gratiot) Sally Culey (Ionia) Paul Duff (CEI) *Debbie Heinze (Affiliation) Andrew Hewat (CEI) Liz Holcomb (CEI) Susan Kilgore (Newaygo) George Ott (Manistee-Benzie) Brenda Reeves (Gratiot) Amy Taylor (Manistee-Benzie) Becki West (CEI) Kim Zimmerman (Affiliation) Stefanie Zin (CEI)	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)
LOCATION OF MEETING: <u> CMHA-CEI (WebEx meeting) </u>		
DATE: <u> 03-11-11 </u>		

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)
Affiliation Network Sufficiency Report	The meeting was called to order at 9:15 AM. Andrew provided a list of services identified for network adequacy three year trending.	Med reviews will be added under psychiatry. Additional suggestions to be e-mailed to Andrew. The report is targeted to be completed by summer.	Additional suggestions to Andrew by March 18	In progress
DCH Plan of Correction	Kim stated the DCH site	Stefanie & Kim will draft an	Evidence to be sent	In progress

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)
Consumer Bulletin	<p>review is scheduled on June 6, 7 & 8. She requested all "not received" items sent to her electronically. Training curriculum for Access needs to be developed. The training will be for all direct service staff. Information on each affiliate's tracking system re: wait time for walk-in non-emergent consumers is needed.</p> <p>Becki presented the Spring edition of the Consumer Bulletin for approval. She noted a need for submissions, especially from Ionia and Newaygo. Kim clarified that submission can come from consumers and staff.</p>	<p>Access training curriculum for review. The PIHP Behavior Treatment Committee & Jail Diversion work group will meet before the site review. Kim will contact John Tyminski for a detailed review schedule.</p> <p>The Bulletin was approved for distribution. The Bulletins will be posted on the CMHAMM web site.</p>	electronically to Kim by March 25	Complete
Affiliation Procedures	Kim reviewed the changes to the draft procedures 4.4 and 4.5.	Toby will take procedures 4.4 and 4.5 to the CEO meeting for approval.	March 17	Pending
Clinical Record Review	Paul reported on meeting with the CEI IS staff	Send additional feedback to Paul to add to the list of		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)
	regarding proposed changes to the electronic UM LOC/CRR system. He will continue to work with IS on the enhancements, hoping to complete them by October. The FY 2010 data was reviewed.	discussion issues regarding the electronic system.		
QI Plan	Liz reported the increase in penetration rates for children was removed, and the increase in contacts for Peer Support Specialists was added to the QI Plan for this year.	The QI Plan will go to the PIHP Program and Planning Committee for approval, then on to the PIHP Board of Directors.	March 14	Pending
Coordination of Care Dinners	Paul stated there are issues around remoting into the Coordination of Care dinners. Currently there are limitations on the number of sites that can connect. It was noted a work group is looking into a new videoconference system.	Psychiatrists may do a “meet and greet” session 15 minutes prior to the presentation. A case consultation session may also follow the presentation.		Ongoing
Affiliation-wide Notices	Stefanie asked affiliates how notices are presented to	Stefanie will provide forms to Debbie to post to the		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)