

Community Mental Health Affiliation of Mid-Michigan  
**PIHP Behavior Treatment Committee**  
Meeting Minutes  
June 29, 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); Amy Kurtti (Newaygo); Cheryl Parker (Newaygo); Kari Korson (CentraWellness); Pat Miller (CEI); Jason Moon (CEI); Sukhvender Nijjer (CEI); Robert Rubin (Gratiot); Kathy Perkins (Gratiot); Marian Wagner-Moccio (CEI); Kim Zimmerman (Affiliation)

**ABSENT:** Jan Morningstar (Centra Wellness) and Sue Poindexter (Gratiot)

**CALL TO ORDER:** The meeting was called to order at 3:05 PM by Kim Zimmerman, facilitator.

**STANDARDIZATION OF  
AFFILIATION BTC**

**FORMS:** Jason Moon of the CEI IS department was present today for the continued review of the mock up of Affiliation Behavior Treatment Committee forms. The group discussed each element and provided feedback.

The following are the recommended changes for the Comprehensive Functional Assessment Form that were discussed during today's meeting:

**Functional Comprehensive Assessment:**

**Note: IS will add hint text boxes to most sections giving examples of what information should be included in each section**

- Behaviors to enhance, reduce, or maintain section:
  - Change first column label from "Behavior Definition" to "Behaviors"
  - Eliminate columns labeled "Baseline/Current Data" and "Duration of Data Collection"
  - The column labeled "Target" will stay, but will add a drop down box where the one of the following can be identified "increase", "reduce", or "maintain"

- Authors Behavioral Observations section:
  - Move this section to the “input from individual and others” section...this new section will now be labeled “input from individual and others/authors observations (include individual’s and others preferences)”
  
- Previous Interventions section
  - Add language to now be labeled: “Previous Interventions and Effectiveness of Interventions”
  - Add hidden text stating: (include environmental, behavioral and medical)
  
- Research supporting interventions, cite references section
  - This will be moved to the restrictive plan and not be a part of the functional assessment
  
- Procedural changes from the previous plan section
  - Change this section to now be labeled: “Update: Revisions and changes from the previous plan”
  
- Recommendations section
  - Remove the 4 following headings:
    - “identify other referrals that may be appropriate”
    - “training needs for the family or staff”
    - “plan for staff training and monitoring”
    - “baseline data to be collected”
  - Now have just one box under the heading “recommendations” but also add in parentheses “type of plan recommended, if any, including other referrals that may be appropriate, training needed, guardianship, living arrangements, etc.”
  
- No changes to the signature page
  
- Next Steps:
  - Positive Support Plan Document
    - this is completed
    - waiting for mock up
  - Complete the Restrictive Plan Document

- Mary will work on this with volunteers to develop a draft to send out to the group for review
- BTC Review Form
  - Mary will work on this with volunteers to develop a draft to send out to the group for review
- BTC Periodic/1/4ly Review Form
  - Mary will work on this with volunteers to develop a draft to send out to the group for review
- Hidden text for the Functional Assessment
  - Kim will work on this with volunteers and send out to the group for feedback

**NEXT MEETING:** The next meeting will be August 11, 3:00 PM to 5:00 PM.

**ADJOURNMENT:** The meeting adjourned at 4:10 PM.

Respectfully submitted,

Kim Zimmerman  
Affiliation Compliance Administrator